

SOUTH DAKOTA COSMETOLOGY COMMISSION (DRAFT) MEETING MINUTES

January 21, 2016

Call Meeting to Order

A meeting of the Cosmetology Commission was called to order by President Tammy Ugofsky on Thursday, January 21, 2016 at 2:00 pm. The meeting was held via conference call.

Roll Call

Attendance was taken by Secretary-Treasurer Laurie Brandner, with the following members present: Laurie Brandner, Lori Little, Crystal Carlson, and Tammy Ugofsky. Member Absent: Lori Berreth. Staff present: Attorney Aaron Arnold, Executive Director Kate Boyd.

2. Minutes of September 24-25, October 15, and December 31, 2015 Meetings

Lori Little noted a correction to the September 24-25 Minutes in which it was stated that she made a motion, when, in fact, she was not present. IT WAS MOVED BY LORI LITTLE, SECONDED BY CRYSTAL CARLSON, TO APPROVE THE MINUTES OF THE SEPTEMBER 24-25 (AS AMENDED), OCTOBER 15, AND DECEMBER 31, 2015 MEETINGS. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BRANDNER, CRYSTAL CARLSON, LORI LITTLE AND TAMMY UGOFSKY VOTING AYE.

3. Treasurer's Report

Secretary-Treasurer Laurie Brandner reported that as of December 31, 2015 the available budget was \$98,219.02 and the cash center balance was \$284,264.52.

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

4. Executive Director's Report

Executive Director Kate Boyd reported on a variety of subjects. The written report is attached to these Minutes. The report included a request from the South Dakota Cosmetology Club for the Commission to consider the implementation of licensee continuing education in order to renew cosmetology, nail technician and esthetician licenses. This item will be placed on the agenda for the March 11, 2016 meeting. Prior to the meeting we will ask the Cosmetology Club to make suggestions for how they envision the requirements for continuing education. We will also survey the other states to see if they require licensee continuing education and the types of education they allow.

Additionally, the staff is concerned about the large number of personal and salon/booth license renewals the office receives every year that are extremely late, sometimes resulting in the individual working without a current license for almost a year. This subject will also be placed on the March 11 meeting agenda for further discussion.

5. Disciplinary Actions

Review and Disposition of Consent Agreement - Case A-2015 - Lisa Pfannes

IT WAS MOVED BY LAURIE BRANDNER, SECONDED BY LOR LITTLE TO APPROVE THE CONSENT AGREEMENT FOR CASE A-2015-LISA PFANNES. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BRANDNER, CRYSTAL CARLSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE.

6. Referral of Student License Application to Commission

The Commission reviewed a Student License Application for Shelly Ewing who would like to attend cosmetology school in South Dakota. She currently is under the Court's supervision for a felony drug conviction. Ms. Ewing's application included her written statement, copies of courses she has completed, and letters of support from a number of individuals.

IT WAS MOVED BY LORI LITTLE, SECONDED BY LAURIE BRANDNER, TO APPROVE THE STUDENT LICENSE APPLICATION OF SHELLY DIANE EWING. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BRANDNER, CRYSTAL CARLSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE.

7. Request from Reciprocity Applicant to Test for the 8th Time

The Commission reviewed a letter from Vi Luu to be allowed to take the Nail Technology theory examination for the eighth time. Executive Director Kate Boyd reminded the group of the Commission's policy regarding exam retakes: Fail first exam, may retake three more times; if all three retakes are failed, the candidate must wait three months and then can retake three more times; if those retakes are all failed, then the candidate must wait three months and write to the Commission for permission to test for an 8th time, explaining what steps the candidate has undertaken in an effort to be able to pass the exam. IT WAS MOVED BY LORI LITTLE, SECONDED BY LAURIE BRANDNER, TO ALLOW VI LUU TO TAKE THE NAIL THEORY EXAM ONE MORE TIME, BUT IF HE FAILS THIS EIGHTH ATTEMPT, HE MUST GET TAKE AND SHOW PROOF OF 100 HOURS OF NAIL THEORY EDUCATION PRIOR TO REQUESTING TO TEST AGAIN. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BRANDNER, CRYSTAL CARLSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE.

8. School Requests

a. School License Renewal Application - Black Hills Beauty College-Rapid City

IT WAS MOVED BY LAURIE BRANDNER, SECONDED BY CRYSTAL CARLSON, TO APPROVE THE SCHOOL LICENSE RENEWAL APPLICATION OF BLACK HILLS BEAUTY COLLEGE-RAPID CITY. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BRANDNER, CRYSTAL CARLSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE.

b. Black Hills Beauty College - Rapid City and Sioux Falls - Request for Approval of Esthetics and Nail Technology Programs for both schools.

IT WAS MOVED BY LAURIE BRANDNER, SECONDED BY LORI LITTLE TO APPROVE ESTHETICS AND NAIL TECHNOLOGY PROGRAMS FOR BLACK HILLS BEAUTY COLLEGE RAPID CITY AND SIOUX FALLS. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BRANDNER, CRYSTAL CARLSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE.

c. Microdermabrasion Provider Application - Black Hills Beauty College-Rapid City

IT WAS MOVED BY CRYSTAL CARLSON, SECONDED BY LORI LITTLE, TO APPROVE THE MICRODERMABRASION PROVIDER APPLICATION FROM BLACK HILLS BEAUTY COLLEGE-RAPID CITY. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BRANDNER, CRYSTAL CARLSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE.

d. Request for Approval of Emergency Senior Instructor License for Abby Kustak

IT WAS MOVED BY LORI LITTLE, SECONDED BY LAURIE BRANDNER, TO APPROVE THE EMERGENCY SENIOR INSTRUCTOR LICENSE APPLICATION FOR ABBY KUSTAK AT BLACK HILLS BEAUTY COLLEGE-SIOUX FALLS, WITH ABBY COMPLETING HER REMAINING HOURS OF JUNIOR INSTRUCTOR EDUCATION WITHIN THE NEXT SIX MONTHS. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BRANDNER, CRYSTAL CARLSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE.

e. Request for Approval of 2016 Instructor Continuing Education Course - Black Hills Beauty College - Rapid City and Sioux Falls

IT WAS MOVED BY LORI LITTLE, SECONDED BY CRYSTAL CARLSON, TO APPROVE THE 2016 INSTRUCTOR CONTINUING EDUCATION REQUEST FOR BLACK HILLS BEAUTY COLLEGE RAPID CITY AND SIOUX FALLS. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BRANDNER, CRYSTAL CARLSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE.

f. School License Renewal Application - Desaree & Company School of Beauty - Sturgis

IT WAS MOVED BY LAURIE BRANDNER, SECONDED BY CRYSTAL CARLSON, TO APPROVE THE SCHOOL LICENSE RENEWAL APPLICATION FOR DESAREE AND COMPANY SCHOOL OF BEAUTY IN STURGIS. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BRANDNER, CRYSTAL CARLSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE.

g. Electric File Provider Application - Desaree & Company School of Beauty - Sturgis

IT WAS MOVED BY LORI LITTLE SECONDED BY CRYSTAL CARLSON, TO APPROVE THE ELECTRIC FILE PROVIDER APPLICATION OF DESAREE & COMPANY SCHOOL OF BEAUTY. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BRANDNER, CRYSTAL CARLSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE.

h. Request for Approval of Emergency Senior Instructor License for Danica Terry

IT WAS MOVED BY LAURIE BRANDNER, SECONDED BY LORI LITTLE, TO APPROVE THE EMERGENCY SENIOR INSTRUCTOR LICENSE APPLICATION FOR DANICA TERRY, WITH DANICA COMPLETING THE REMAINING JUNIOR INSTRUCTOR EDUCATION. THE NUMBER OF REMAINING HOURS WILL BE DETERMINED BY STAFF REVIEW OF HER PAST INSTRUCTOR EDUCATION HOURS AS A PRODUCE EDUCATOR. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BRANDNER, CRYSTAL CARLSON, LORI LITTLE AND

TAMMY UGOFISKY VOTING AYE.

i. Black Hills Beauty College-Sioux Falls - Request for Approval of Field Trip

IT WAS MOVED BY LORI LITTLE, SECONDED BY CRYSTAL CARLSON, TO APPROVE THE FIELD TRIP REQUEST OF BLACK HILLS BEAUTY COLLEGE-SIOUX FALLS TO WORK WITH THE GIRL SCOUTS ON A COMMUNITY SERVICE PROJECT AT WEST CENTRAL HIGH SCHOOL IN HARTFORD, SOUTH DAKOTA. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BRANDNER, CRYSTAL CARLSON, LORI LITTLE AND TAMMY UGOFISKY VOTING AYE.

9. Instructor Continuing Education - Preapproval Request from State Board Professor Co.

The Commission office received a request for preapproval as a provider of Instructor Continuing Education from State Board Professor Co. IT WAS MOVED BY CRYSTAL CARLSON, SECONDED BY LAURIE BRANDNER, TO REQUEST FURTHER INFORMATION FROM THIS COMPANY PRIOR TO CONSIDERING PREAPPROVAL. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BRANDNER, CRYSTAL CARLSON, LORI LITTLE AND TAMMY UGOFISKY VOTING AYE.

10. NIC Region Meeting - April 1-3, 2016 in Nashville Tennessee and Board Administrators Meeting preceding the Region Meeting March 31 and April 1. Commission members were asked to indicate if they are interested in attending the Region Meeting so that out-of-state travel requests can be mailed to them to sign prior to submission to the department for approval.

11. Other Business - N/A

12. Upcoming Meeting Dates

- February 8, 2016 - State Board Examinations - Rapid City
- March 11-12, 2016 - Commission Meeting March 11 in the morning and State Board Examinations that afternoon and all day on March 12, 2016.

Adjournment

THERE BEING NO FURTHER BUSINESS, IT WAS MOVED BY LORI LITTLE, SECONDED BY CRYSTAL CARLSON TO ADJOURN. THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BRANDNER, CRYSTAL CARLSON, LORI LITTLE AND TAMMY UGOFISKY VOTING AYE.

The meeting adjourned at 3:50 pm.

Respectfully submitted,

Kate Boyd, Recording Secretary

Laurie Brandner, Secretary-Treasurer

EXECUTIVE DIRECTOR'S REPORT

January 21, 2016

1. **Cosmetology Office Move** - The Cosmetology Commission office move is complete. We are in our new location at 221 W Capitol Ave, Suite 101, Pierre. The reception area has not been completed so Bradi remains working out of the conference room. She is doing a great job despite not having an actual desk. Hopefully the reception area will be complete in the next few weeks.
2. **Licensee Continuing Education** - The South Dakota Cosmetology Club has requested that the Commission consider the implementation of licensee continuing education in order to renew cosmetology, nail technician and esthetician licenses. I would like to suggest that we put this on the agenda for the March 11 meeting in Sioux Falls. In the meantime we can query the other states to determine how they handle continuing education for licensees.
3. **FTC Staff Guidance on Active Supervision of State Regulatory Boards Controlled By Market Participants** - Enclosed with the meeting packets is a several page report for your information and review. Attorney Aaron Arnold may want to provide further information on this subject during the meeting.
4. **Renewal of Licenses Expired for Several Months** - On an on-going basis we receive personal and salon/booth licenses for renewal several months or a year after expiration. This means that many licensees are working without a personal or salon/booth license. The staff would like to suggest that the Commission review this subject and consider a policy or administrative rule about these extremely late licenses. We would like guidance about initialing a formal complaint for these individuals who are working without active licenses. Aaron Arnold will provide more information and this subject could be deferred to the March 11, 2016 meeting.
5. **KELO Television News Coverage** - Some Commission members are aware that Angela Kennecke of KELO has done two news stories on D N Nails Salon and on-going subjects related to the cosmetology profession. If you have not had the opportunity to view these news reports, you can go to the KELO website and click on the Angela Kennecke link. If you have trouble finding them, contact our office and we will direct you to the proper link or email the link to you.

February 2016

BUDGET UNIT NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	272,048.00	0.00	0.00	16,834.75	225,304.55	29,908.70	269,643.18
BUDGETED TOT	272,048.00	0.00	0.00	16,834.75	225,304.55	29,908.70	
ALL COMP TOT	272,048.00	0.00	0.00	16,834.75	225,304.55	29,908.70	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	129,751.00	0.00	0.00	12,002.57	101,514.83	21.8
5102 EMPLOYEE BENEFITS	32,291.00	0.00	0.00	3,249.98	25,362.12	21.5
5203 TRAVEL	40,074.00	0.00	0.00	662.04	27,040.46	32.5
5204 CONTRACTUAL SVCS	59,451.00	0.00	16,834.75	19,001.03	61,507.66	0.0
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	1,297.37	8,424.63	19.6
5207 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	1,454.85	0.0
TOTALS	272,048.00	0.00	16,834.75	36,212.99	225,304.55	11.0

BREAKOUT BY COMPANY:

COMPANY	PROFESSIONAL & LICENSING BOARDS	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	BUDGET AVAILABLE	PCT AVL
COMPANY 6503-I	129,751.00	0.00	0.00	0.00	12,002.57	101,514.83	21.8
5101000 EMPLOYEE SALARIES	32,291.00	0.00	0.00	0.00	3,249.98	25,362.12	21.5
5102000 EMPLOYEE BENEFITS	40,074.00	0.00	0.00	0.00	662.04	27,040.46	32.5
5203000 TRAVEL	59,451.00	0.00	16,834.75	0.00	19,001.03	61,507.66	0.0
5204000 CONTRACTUAL SVCS	10,481.00	0.00	0.00	0.00	1,297.37	8,424.63	19.6
5205000 SUPPLIES & MATRLS	0.00	0.00	0.00	0.00	0.00	1,454.85	0.0
5207000 CAPITAL OUTLAY	162,042.00	0.00	0.00	0.00	15,252.55	126,876.95	21.7
PS SUBTOTALS	110,006.00	0.00	0.00	16,834.75	20,960.44	98,427.60	0.0
OE SUBTOTALS	272,048.00	0.00	0.00	16,834.75	36,212.99	225,304.55	11.0
COMPANY 6503-I TOT	272,048.00	0.00	0.00	16,834.75	36,212.99	225,304.55	11.0

29,908.70

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 02/29/2016

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	269,643.18	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			269,643.18	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			269,643.18	DR **	
BUDGET UNIT TOTAL 1033			269,643.18	DR ***	

REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 02/29/2016

AGENCY BUDGET UNIT	10 1033	LABOR & REGULATION COSMETOLOGY COMMISSION						
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE			
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
103300061806	6503	4293901	COS-OPERATOR/MANAGER	13,725.00	80,565.00			
103300061806	6503	4293969	COS-SALONS LICENSE	8,375.00	40,995.00			
103300061806	6503	4293970	COS-INSTRUCTORS LIC	275.00	950.00			
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	288.00	1,338.00			
103300061806	6503	4293972	COS-PERMITS	1,434.00	14,856.00			
103300061806	6503	4293973	COS-SCHOOL LICENSE	.00	600.00			
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIF	1,880.00	8,060.00			
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	25,977.00	147,364.00	*		
ACCT: 42			LICENSES, PERMITS & FEES	25,977.00	147,364.00	**		
103300061806	6503	4393903	COS-PENALTY'S	2,980.00	23,330.00			
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	2,980.00	23,330.00	*		
ACCT: 43			FINES, FORFEITS & PENALTIES	2,980.00	23,330.00	**		
103300061806	6503	4491000	INTEREST & DIVIDENDS-PRGM	.00	3,836.75			
ACCT: 4491			INTEREST & DIVIDENDS (NON-GOVERNMENTAL)	.00	3,836.75	*		
ACCT: 44			REVENUE FROM THE USE OF MONEY & PROPERTY	.00	3,836.75	**		
103300061806	6503	4896004	COS-EDUCATION COURSE COST	35.00	485.00			
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	1,560.00	14,120.00			
103300061806	6503	4896020	MISCELLANEOUS INCOME	20.00	42.00			
ACCT: 4896			OTHER REVENUE	1,615.00	14,647.00	*		
ACCT: 48			OTHER REVENUE	1,615.00	14,647.00	**		
CNTR: 103300061806				30,572.00	189,177.75	***		
COMP: 6503				30,572.00	189,177.75	****		
B UNIT: 1033				30,572.00	189,177.75	*****		

BAIE02MJ 02/27/2016

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 02/29/2016

PAGE 1,016

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
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COMPANY NO 6503
COMPANY NAME PROFESSIONAL & LICENSING BOARDS

6503	1033000061806	42293901	C106CC020	02/03/2016	255311	02/01/2016	2,785.00	DR
6503	1033000061806	42293901	C106CC020	02/03/2016	255311	02/01/2016	2,785.00	CR
6503	1033000061806	42293901	C106CC020	02/03/2016	255311	02/01/2016	2,785.00	CR
6503	1033000061806	42293969	C106CC020	02/03/2016	255311	02/01/2016	2,415.00	CR
6503	1033000061806	42293970	C106CC020	02/03/2016	255311	02/01/2016	75.00	CR
6503	1033000061806	42293971	C106CC020	02/03/2016	255311	02/01/2016	84.00	CR
6503	1033000061806	42293972	C106CC020	02/03/2016	255311	02/01/2016	564.00	CR
6503	1033000061806	42293984	C106CC021	02/03/2016	255406	02/03/2016	560.00	CR
6503	1033000061806	42293901	C106CC021	02/03/2016	255406	02/03/2016	20.00	DR
6503	1033000061806	42293901	C106CC021	02/03/2016	255406	02/03/2016	20.00	CR
6503	1033000061806	42293901	C106CC021	02/03/2016	255406	02/03/2016	20.00	CR
6503	1033000061806	42293969	C106CC022	02/03/2016	255765	02/03/2016	35.00	CR
6503	1033000061806	42293901	C106CC022	02/03/2016	255765	02/03/2016	35.00	CR
6503	1033000061806	42293901	C106CC022	02/03/2016	255765	02/03/2016	1,145.00	DR
6503	1033000061806	42293901	C106CC022	02/03/2016	255765	02/03/2016	1,145.00	CR
6503	1033000061806	42293901	C106CC022	02/03/2016	255765	02/03/2016	1,145.00	CR
6503	1033000061806	42293969	C106CC023	02/05/2016	255760	02/05/2016	500.00	CR
6503	1033000061806	42293972	C106CC023	02/05/2016	255760	02/05/2016	60.00	DR
6503	1033000061806	42293901	C106CC023	02/05/2016	255760	02/05/2016	3,075.00	CR
6503	1033000061806	42293901	C106CC023	02/05/2016	255760	02/05/2016	3,075.00	CR
6503	1033000061806	42293970	C106CC023	02/05/2016	255760	02/05/2016	1,960.00	CR
6503	1033000061806	42293971	C106CC023	02/05/2016	255760	02/05/2016	100.00	CR
6503	1033000061806	42293972	C106CC023	02/05/2016	255760	02/05/2016	6.00	CR
6503	1033000061806	42293984	C106CC023	02/05/2016	255760	02/05/2016	276.00	CR
6503	1033000061806	42293901	C106CC024	02/12/2016	256426	02/12/2016	740.00	CR
6503	1033000061806	42293901	C106CC024	02/12/2016	256426	02/12/2016	2,490.00	DR
6503	1033000061806	42293901	C106CC024	02/12/2016	256426	02/12/2016	2,490.00	CR
6503	1033000061806	42293969	C106CC024	02/12/2016	256426	02/12/2016	2,490.00	CR
6503	1033000061806	42293970	C106CC024	02/12/2016	256426	02/12/2016	1,435.00	CR
6503	1033000061806	42293969	C106CC024	02/12/2016	256426	02/12/2016	50.00	CR
6503	1033000061806	42293971	C106CC024	02/12/2016	256426	02/12/2016	60.00	CR
6503	1033000061806	42293972	C106CC024	02/12/2016	256426	02/12/2016	138.00	CR
6503	1033000061806	42293984	C106CC024	02/12/2016	256426	02/12/2016	80.00	CR
6503	1033000061806	42293901	C106CC025	02/29/2016	257531	02/26/2016	4,210.00	DR
6503	1033000061806	42293901	C106CC025	02/29/2016	257531	02/26/2016	4,210.00	CR
6503	1033000061806	42293901	C106CC025	02/29/2016	257531	02/26/2016	4,210.00	CR
6503	1033000061806	42293969	C106CC025	02/29/2016	257531	02/26/2016	2,065.00	CR
6503	1033000061806	42293970	C106CC025	02/29/2016	257531	02/26/2016	50.00	CR
6503	1033000061806	42293971	C106CC025	02/29/2016	257531	02/26/2016	138.00	CR
6503	1033000061806	42293972	C106CC025	02/29/2016	257531	02/26/2016	396.00	CR
6503	1033000061806	42293984	C106CC025	02/29/2016	257531	02/26/2016	500.00	CR
6503	1033000061806	42293969	R326RC0237	02/10/2016	R6RC0237	02/02/2016	35.00	DR

TOTAL ACCOUNT GROUP NET CHANGE

6503	1033000061806	4393903	C106CC020	02/03/2016	255311	02/01/2016	700.00	CR
6503	1033000061806	4393903	C106CC023	02/05/2016	255760	02/05/2016	720.00	CR
							25,977.00	CR *

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 02/29/2016

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR
6503	103300061806	4393903	C106CC024	02/12/2016	256426	02/12/2016	520.00	CR
6503	103300061806	4393903	C106CC025	02/29/2016	257531	02/26/2016	1,060.00	CR
6503	103300061806	4393903	R326RC0237	02/10/2016	R6RC0237	02/02/2016	20.00	DR

TOTAL ACCOUNT GROUP NET CHANGE

2,980.00	CR *
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TOTAL ACCOUNT GROUP NET CHANGE

1,615.00	CR *
159.02	DR
223.98	DR
375.60	DR
62.44	DR
62.44	DR
62.44	DR
92.23	DR
92.23	DR
92.23	DR
619.15	DR
252.34	DR
358.00	DR
188.30	DR
716.09	DR

TOTAL ACCOUNT GROUP NET CHANGE

3,047.15	DR *
1,041.75	CR
12,109.50	DR
6,109.50	CR
15.00	CR
15.00	CR
1,219.00	CR
10.00	CR
1,111.00	CR
724.00	CR
17.00	CR

TOTAL ACCOUNT GROUP NET CHANGE

TOTAL COMPANY--NET CHANGE

1,862.25 DR *
25,662.60 CR **

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
COMPANY NO 6503 PROFESSIONAL & LICENSING BOARDS										
6503	103300061806	51010100	CGEX160127	02/03/2016					3,446.94	DR
6503	103300061806	51010100	CGEX160211	02/17/2016					4,115.43	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	103300061806	51010200	CGEX160127	02/03/2016					7,562.37	DR *
6503	103300061806	51010200	CGEX160211	02/17/2016					1,806.31	DR
6503	103300061806	51010200	CGEX160212	02/17/2016					2,393.89	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
6503	103300061806	51010300	CGEX160127	02/03/2016					4,200.20	DR *
OBJSUB: 5101030 BOARD & COM MBRS FEES										
OBJECT: 5101 EMPLOYEE SALARIES										
6503	103300061806	51020100	CGEX160127	02/03/2016					12,002.57	DR **
6503	103300061806	51020100	CGEX160211	02/17/2016					414.35	DR
6503	103300061806	51020100	CGEX160212	02/12/2016					492.02	DR
6503	103300061806	51020100	CGEX160212	02/12/2016					5.88	DR
6503	103300061806	51020100	CGEX160212	02/12/2016					2.53	DR
6503	103300061806	51020100	CGEX160212	02/12/2016					1.69	DR
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE										
6503	103300061806	51020200	CGEX160127	02/03/2016					916.47	DR *
6503	103300061806	51020200	CGEX160211	02/17/2016					238.01	DR
6503	103300061806	51020200	CGEX160211	02/17/2016					283.43	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	103300061806	51020600	CGEX160127	02/03/2016					521.44	DR *
6503	103300061806	51020600	CGEX160211	02/17/2016					897.59	DR
6503	103300061806	51020600	CGEX160211	02/17/2016					900.50	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	103300061806	51020800	CGEX160127	02/03/2016					1,798.09	DR *
6503	103300061806	51020800	CGEX160211	02/17/2016					4.17	DR
6503	103300061806	51020800	CGEX160211	02/17/2016					5.18	DR
OBJSUB: 5102080 WORKER'S COMPENSATION										
6503	103300061806	51020900	CGEX160127	02/03/2016					9.35	DR *
6503	103300061806	51020900	CGEX160211	02/17/2016					2.07	DR
6503	103300061806	51020900	CGEX160211	02/17/2016					2.56	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
OBJECT: 5102 EMPLOYEE BENEFITS										
GROUP: 51 PERSONAL SERVICES										
6503	103300061806	52030300	CGEX160212	02/12/2016					3,249.98	DR **
6503	103300061806	52030300	CGEX160212	02/12/2016					15,252.55	DR ***
6503	103300061806	52030300	CGEX160212	02/12/2016					294.00	DR
6503	103300061806	52030300	CGEX160212	02/12/2016					146.58	DR
6503	103300061806	52030300	CGEX160212	02/12/2016					89.46	DR
OBJSUB: 5203030 AUTO-PRIV (IN-ST.) H/RTE										
6503	103300061806	52031400	CGEX160212	02/12/2016					530.04	DR *
6503	103300061806	52031400	CGEX160212	02/12/2016					77.00	DR
6503	103300061806	52031400	CGEX160212	02/12/2016					33.00	DR
6503	103300061806	52031400	CGEX160212	02/12/2016					22.00	DR

AGENCY	UNIT	10330	LABOR & REGULATION	COMMISSION	COMMISSION	DOCUMENT NUMBER	POSTING DATE	JV OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	5204180	COMPUTER SERVICES-STATE	PL601056		02/24/2016						375.60	DR
6503	103300061806	52042300	CENTRAL SERVICES			02/03/2016	02148814	SERRALLINI	12049672			5.34	DR
6503	103300061806	52042300				02/24/2016	02151300	SERRALLINI	12049672			5.34	DR
6503	103300061806	52042300				02/17/2016	00283544	ENVYIROTTECH	12189816			8.13	DR
6503	103300061806	5204490	RENTS-PRIVATE OWNED PROP.	TL601054		02/24/2016						188.30	DR
6503	103300061806	5204530	TELECOMMUNICATIONS SVCS	415031401	0116	02/03/2016	02148919	MUNICIPALU	12054968	01		87.40	DR
6503	103300061806	5204540	ELECTRICITY			02/24/2016	MC2484					87.40	DR
6503	103300061806	5204540				02/24/2016	MC2484					62.44	DR
6503	103300061806	5204540				02/24/2016	MC2484					62.44	DR
6503	103300061806	5204540				02/24/2016	MC2483					92.23	DR
6503	103300061806	5204540				02/24/2016	MC2483					92.23	DR
6503	103300061806	5204540				02/24/2016	MC2483					92.23	DR
6503	103300061806	5204540				02/12/2016	00282757	RYANBASCO	12527105			15,495.93	DR
6503	103300061806	5204540				02/12/2016	00285331	ISQUALITY	12358629			15.00	DR
6503	103300061806	5204540				02/10/2016	00281478	OLSONPUBS	12044273			87.57	DR
6503	103300061806	5204540				02/10/2016	00281641	NAFLINTERS	12114840	02		1,178.00	DR
6503	103300061806	52050280	OTHER CONTRACTUAL SERVICE			02/24/2016	00272820	INMANSWATE	12037639			16,931.17	DR
6503	103300061806	52050280	CONTRACTUAL SERVICES	18382	JAN16	02/24/2016						19,001.03	DR
6503	103300061806	52050280				02/24/2016						16.10	DR
6503	103300061806	52050280				02/10/2016						159.02	DR
6503	103300061806	52050280				02/24/2016						223.98	DR
6503	103300061806	52053100	OFFICE SUPPLIES	CD601038		02/12/2016	477181					383.00	DR
6503	103300061806	52053100				02/12/2016						4.04	DR
6503	103300061806	52053100				02/24/2016						619.15	DR
6503	103300061806	52053500	PRINTING-STATE	CGEX160212		02/12/2016						623.19	DR
6503	103300061806	52053500		MS601052		02/24/2016						22.74	DR
6503	103300061806	52055180	POSTAGE	68870010003	JAN16	02/24/2016	00284513	MONTANADAK	12020954	12		22.74	DR
6503	103300061806	52055180	HEATING & COOKING FUELS									22.74	DR

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 02/29/2016

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
6503	103300061806	52059800	PCEX008003	02/29/2016					252.34	DR
	OBJSUB: 5205980		PROC CARD PURCH-APPROVED						252.34	DR *
	OBJECT: 5205		SUPPLIES & MATERIALS						1,297.37	DR **
	103300061806	5228000	T106-066	02/10/2016					716.09	DR
	OBJSUB: 5228000		OPER TRANS OUT -NON BUDGT						716.09	DR *
	OBJECT: 5228		NONOP EXP/NONBGTD OP TR						716.09	DR **
	GROUP: 52		OPERATING EXPENSES						21,676.53	DR ***
	COMP: 6503								36,929.08	DR ****
	CNTR: 103300061806								36,929.08	DR *****
	B. UNIT: 1033								36,929.08	DR *****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 02/29/2016

AGENCY BUDGET CENTER-5	UNIT 10330	10330	LABOR & REGULATION COSMETOLOGY COMMISSION COSMETOLOGY COMMISSION	COMP	6503	PROFESSIONAL & LICENSING BOARDS	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
ACCT: 5101 EMPLOYEE SALARIES									
103300061806	6503	51010100	F-T EMP SAL & WAGES					7,562.37	62,051.47
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES					4,200.20	34,903.36
103300061806	6503	51010300	BOARD & COMM MBRS FEES					240.00	4,560.00
ACCT: 5102 EMPLOYEE BENEFITS									
103300061806	6503	51020100	OASI-EMPLOYER'S SHARE					12,002.57	101,514.83
103300061806	6503	51020200	RETIREMENT-ER SHARE					916.47	7,818.09
103300061806	6503	51020600	HEALTH/LIFE INS.-ER SHARE					521.44	4,045.81
103300061806	6503	51020800	WORKER'S COMPENSATION					1,798.09	13,382.79
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION					9.35	77.55
ACCT: 5102 EMPLOYEE BENEFITS									
103300061806	6503	52030100	AUTO-STATE OWNED-IN STATE					3,249.98	25,362.12
103300061806	6503	52030200	AUTO PRIV (IN-ST.) L/RTE					15,252.55	126,876.95
103300061806	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE					.00	486.75
103300061806	6503	52031000	LODGING/IN-STATE					.00	193.20
103300061806	6503	52031400	TAXABLE MEALS/IN-STATE					530.04	13,125.64
103300061806	6503	52031500	NON-TAXABLE MEALS/IN-ST					.00	2,358.19
103300061806	6503	52032300	AUTO-PRIV. (OUT-STATE) H/R					132.00	1,767.00
103300061806	6503	52032600	AIR-COMM-OUT-OF-STATE					.00	1,639.00
103300061806	6503	52032800	OTHER-PUBLIC-OUT-OF-STATE					.00	322.98
103300061806	6503	52033000	LODGING/OUT-OF-STATE					.00	2,762.00
103300061806	6503	52033200	INCIDENTALS-OUT-OF-STATE					.00	25.00
103300061806	6503	52033500	NON-TAXABLE MEALS/OUT-ST					.00	3,311.20
ACCT: 5203 TRAVEL									
103300061806	6503	52040600	ED & TRAINING CONSULTANT					662.04	27,040.46
103300061806	6503	52041600	WORKSHOP REGISTRATION FEE					.00	2,500.00
103300061806	6503	52041800	COMPUTER SERVICES-STATE					.00	2,425.00
103300061806	6503	52041900	COMPUTER SERVICES-PRIVATE					375.60	3,219.55
103300061806	6503	52042000	CENTRAL SERVICES					.00	7,305.75
103300061806	6503	52042200	EQUIPMENT SERV & MAINT					358.00	4,594.39
103300061806	6503	52042300	JANITORIAL & MAINT SERV					.00	25.00
103300061806	6503	52044600	EQUIPMENT RENTAL					18.81	573.12
103300061806	6503	52044900	RENTS-PRIVATE OWNED PROP.					.00	100.00
103300061806	6503	52045100	RENTS-OTHER					1,041.75	8,864.85
103300061806	6503	52045300	TELECOMMUNICATIONS SVCS					.00	725.00
103300061806	6503	52045400	ELECTRICITY					188.30	1,084.88
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE					87.40	87.40
ACCT: 5204 CONTRACTUAL SERVICES									
103300061806	6503	52050200	OFFICE SUPPLIES					19,001.03	61,507.66
103300061806	6503	52050280	OFFICE SUPPLIES					.00	576.49
103300061806	6503	52053100	PRINTING-STATE					16.10	176.22
103300061806	6503	52053500	POSTAGE					383.00	2,322.73
103300061806	6503	52053500	POSTAGE					623.19	3,963.32

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STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 02/29/2016

AGENCY BUDGET UNIT CENTER-5	10 1033 10330	LABOR & REGULATION COSMETOLOGY COMATISSION COSMETOLOGY COMATISSION	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
103300061806	6503	52055180		HEATING & COOKING FUELS	22.74	22.74		
103300061806	6503	52059800		PROC CARD PURCH-APPROVED	252.34	1,363.13		
ACCT: 5205				SUPPLIES & MATERIALS	1,297.37	8,424.63	*	
103300061806	6503	52079010		COMPUTER HARDWARE	.00	1,125.00		
103300061806	6503	52079610		COMPUTER SOFTWARE	.00	329.85		
ACCT: 5207				CAPITAL OUTLAY	716.09	1,454.85	*	
103300061806	6503	5228000		OPER TRANS OUT -NON BUDGT	716.09	4,985.00		
ACCT: 5228				NONOP EXP/NONBGTD OP TR	21,676.53	4,985.00	**	
ACCT: 52				OPERATING EXPENSES		103,412.60	**	
COMP: 6503				PROFESSIONAL & LICENSING BOARDS	36,929.08	230,289.55	***	
CENTER: 103300061806					36,929.08	230,289.55	****	
B UNIT: 1033					36,929.08	230,289.55	*****	

BA20JB60

AVAILABLE FUNDS AS OF: 01/31/2016
FY YEAR REMAINING: 41.5%
PAY DAYS REMAINING: 10
MONTHLY
PAGE 1,535
DATE 01/30/2016

January 2016

BUDGET UNIT	1033	COSMETOLOGY COMMISSION					
COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-1	272,048.00	0.00	0.00	14,972.50	189,091.56	67,983.94	276,000.26
BUDGETED TOT	272,048.00	0.00	0.00	14,972.50	189,091.56	67,983.94	
ALL COMP TOT	272,048.00	0.00	0.00	14,972.50	189,091.56	67,983.94	

TOTAL BUDGETED:	OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	BUDGET AVAILABLE	PCT AVL	
5101	EMPLOYEE SALARIES	129,751.00	0.00	0.00	14,111.88	89,512.26	40,238.74	
5102	EMPLOYEE BENEFITS	32,291.00	0.00	0.00	3,701.29	22,112.14	10,178.86	
5203	TRAVEL	40,074.00	0.00	0.00	2,535.21	26,378.42	13,695.58	
5204	CONTRACTUAL SVCS	59,451.00	0.00	11,891.50	6,706.06	42,506.63	5,052.87	
5205	SUPPLIES & MATERIALS	10,481.00	0.00	0.00	2,041.39	7,127.26	3,353.74	
5207	CAPITAL OUTLAY	0.00	0.00	3,081.00	0.00	1,454.85	4,535.85-	
TOTALS		272,048.00	0.00	14,972.50	29,095.83	189,091.56	67,983.94	25.0

BREAKOUT BY COMPANY:

COMPANY	6503-1	PROFESSIONAL & LICENSING BOARDS	TOT
5101000	EMPLOYEE SALARIES	129,751.00	0.00
5102000	EMPLOYEE BENEFITS	32,291.00	0.00
5203000	TRAVEL	40,074.00	0.00
5204000	CONTRACTUAL SVCS	59,451.00	0.00
5205000	SUPPLIES & MATERIALS	10,481.00	0.00
5207000	CAPITAL OUTLAY	0.00	0.00
PS SUBTOTALS		162,042.00	0.00
OE SUBTOTALS		110,006.00	0.00
COMPANY 6503-1	TOT	272,048.00	0.00
			14,972.50
			29,095.83
			189,091.56
			67,983.94
			17,566.34
			17,566.34
			67,983.94
			25.0

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	276,000.26	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			276,000.26	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			276,000.26	DR **	
BUDGET UNIT TOTAL 1033			276,000.26	DR ***	

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 01/31/2016

AGENCY BUDGET UNIT	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	10,125.00	66,840.00	
103300061806 6503	4293969	COS-SALONS LICENSE	5,950.00	32,620.00	
103300061806 6503	4293970	COS-INSTRUCTORS LIC	50.00	675.00	
103300061806 6503	4293971	COS-STUDENTS/APPRENTICES	36.00	1,050.00	
103300061806 6503	4293972	COS-PERMITS	1,164.00	13,422.00	
103300061806 6503	4293973	COS-SCHOOL LICENSE	.00	600.00	
103300061806 6503	4293984	COS-RECIPROCTY/CERTIF	380.00	6,180.00	
ACCT: 4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		17,705.00	121,387.00	*
ACCT: 42	LICENSES, PERMITS & FEES		17,705.00	121,387.00	**
103300061806 6503	4393903	COS-PENALTY'S	1,940.00	20,350.00	
ACCT: 4393	PENALTIES (NON-GOVERNMENTAL)		1,940.00	20,350.00	*
ACCT: 43	FINES, FORFEITS & PENALTIES		1,940.00	20,350.00	**
103300061806 6503	4491000	INTEREST & DIVIDENDS-PRGM	.00	3,836.75	
ACCT: 4491	INTEREST & DIVIDENDS (NON-GOVERNMENTAL)		.00	3,836.75	*
ACCT: 44	REVENUE FROM THE USE OF MONEY & PROPERTY		.00	3,836.75	**
103300061806 6503	4896004	COS-EDUCATION COURSE COST	.00	450.00	
103300061806 6503	4896007	COS-NATL EXAM TEST COST	1,890.00	12,560.00	
103300061806 6503	4896020	MISCELLANEOUS INCOME	2.00	22.00	
ACCT: 4896			1,892.00	13,032.00	*
ACCT: 48	OTHER REVENUE		1,892.00	13,032.00	**
CNTR: 103300061806			21,537.00	158,605.75	***
COMP: 6503			21,537.00	158,605.75	****
B UNIT: 1033			21,537.00	158,605.75	*****

BALE02MJ 01/30/2016

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 01/31/2016

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
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COMPANY NO 6503									
COMPANY NAME PROFESSIONAL & LICENSING BOARDS									
6503	1033000061806	4293901	C106CC017	01/13/2016	253488	01/11/2016	3,725.00	DR	
6503	1033000061806	4293901	C106CC017	01/13/2016	253488	01/11/2016	3,725.00	CR	
6503	1033000061806	4293901	C106CC017	01/13/2016	253488	01/11/2016	3,725.00	CR	
6503	1033000061806	4293901	C106CC017	01/13/2016	253488	01/11/2016	1,680.00	CR	
6503	1033000061806	4293901	C106CC017	01/13/2016	253488	01/11/2016	426.00	CR	
6503	1033000061806	4293901	C106CC018	01/13/2016	253488	01/11/2016	200.00	CR	
6503	1033000061806	4293901	C106CC018	01/20/2016	254078	01/15/2016	3,365.00	DR	
6503	1033000061806	4293901	C106CC018	01/20/2016	254078	01/15/2016	3,365.00	CR	
6503	1033000061806	4293901	C106CC018	01/20/2016	254078	01/15/2016	3,665.00	CR	
6503	1033000061806	4293901	C106CC018	01/20/2016	254078	01/15/2016	2,065.00	CR	
6503	1033000061806	4293901	C106CC018	01/20/2016	254078	01/15/2016	25.00	CR	
6503	1033000061806	4293901	C106CC018	01/20/2016	254078	01/15/2016	36.00	CR	
6503	1033000061806	4293901	C106CC018	01/20/2016	254078	01/15/2016	252.00	CR	
6503	1033000061806	4293901	C106CC018	01/20/2016	254078	01/15/2016	180.00	CR	
6503	1033000061806	4293901	C106CC019	01/31/2016	254608	01/22/2016	3,055.00	DR	
6503	1033000061806	4293901	C106CC019	01/31/2016	254608	01/22/2016	3,055.00	CR	
6503	1033000061806	4293901	C106CC019	01/31/2016	254608	01/22/2016	2,205.00	CR	
6503	1033000061806	4293901	C106CC019	01/31/2016	254608	01/22/2016	25.00	CR	
6503	1033000061806	4293901	C106CC019	01/31/2016	254608	01/22/2016	486.00	CR	
6503	1033000061806	4293901	R326RC0199	01/13/2016	R6RC0199	01/13/2016	20.00	DR	

TOTAL ACCOUNT GROUP NET CHANGE 17,705.00 CR *

TOTAL ACCOUNT GROUP NET CHANGE 1,940.00 CR *

6503	1033000061806	4896007	C106CC017	01/13/2016	253488	01/11/2016	320.00	CR	
6503	1033000061806	4896007	C106CC018	01/20/2016	254078	01/15/2016	520.00	DR	
6503	1033000061806	4896007	C106CC018	01/20/2016	254078	01/15/2016	520.00	CR	
6503	1033000061806	4896007	C106CC018	01/20/2016	254078	01/15/2016	520.00	CR	
6503	1033000061806	4896007	C106CC018	01/20/2016	254078	01/15/2016	730.00	CR	
6503	1033000061806	4896007	C106CC018	01/20/2016	254078	01/15/2016	2.00	CR	
6503	1033000061806	4896007	C106CC019	01/31/2016	254608	01/22/2016	320.00	CR	

TOTAL ACCOUNT GROUP NET CHANGE 1,892.00 CR *

6503	1033000061806	52053100	CD612036	01/13/2016		01/04/2016	45.54	DR	
6503	1033000061806	52053100	CD612038	01/13/2016		01/04/2016	964.00	DR	
6503	1033000061806	52041800	DP612102	01/31/2016		01/12/2016	375.60	DR	
6503	1033000061806	52053500	MS612048	01/31/2016		01/14/2016	525.60	DR	
6503	1033000061806	52042000	PL612055	01/13/2016		01/05/2016	301.81	DR	
6503	1033000061806	52042000	PM612044	01/31/2016		01/27/2016	5.82	DR	
6503	1033000061806	52042000	PP612049	01/31/2016		01/27/2016	9.78	DR	
6503	1033000061806	52042000	RM612050	01/13/2016		01/06/2016	26.40	DR	

BAIE02M 01/30/2016

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 01/31/2016

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 1033000061806	52045300	TL612053	01/13/2016		01/13/2016	126.47	DR
6503 1033000061806	5228000	T106-057	01/08/2016		01/07/2016	705.43	DR

TOTAL ACCOUNT GROUP NET CHANGE

3,086.76 DR *

COMP CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503 1033000061806	82044900	REALESTRNT 2016	01/31/2016	358721	01/28/2016	1,041.75	CR
6503 1033000061806	82079010	16CC247424	01/15/2016	1212551506	01/14/2016	3,081.00	DR
6503 1033000061806	82041900	16SC10049A	01/15/2016	12221150	01/15/2016	1,415.25	DR
6503 1033000061806	82041900	16SC10049A	01/15/2016	16SC10049A	01/15/2016	1,415.25	CR
6503 1033000061806	82049600	16SC10051A 713	01/15/2016	16SC10051A	01/14/2016	900.00	CR

TOTAL ACCOUNT GROUP NET CHANGE

1,139.25 DR *

TOTAL COMPANY--NET CHANGE 17,310.99 CR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 01/31/2016

AGENCY BUDGET CENTER-5	UNIT 1033	LABOR & REGULATION COSMETOLOGY COMMISSION	COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
COMPANY NO 6503 PROFESSIONAL & LICENSING BOARDS													
6503	103300061806	51010100			CGEXI51229		01/06/2016					4,541.98	DR
6503	103300061806	51010100			CGEXI60113		01/15/2016					4,728.24	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES													
6503	103300061806	51010200			CGEXI51229		01/06/2016					9,270.22	DR *
6503	103300061806	51010200			CGEXI60113		01/15/2016					2,269.12	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES													
6503	103300061806	51010300			CGEXI51229		01/06/2016					4,241.66	DR *
6503	103300061806	51010300			CGEXI60113		01/15/2016					240.00	DR
OBJSUB: 5101030 BOARD & COMM MBR'S FEES													
OBJECT: 5101 EMPLOYEE SALARIES													
6503	103300061806	51020100			CGEXI51229		01/06/2016					14,111.88	DR **
6503	103300061806	51020100			CGEXI60106		01/06/2016					509.52	DR
6503	103300061806	51020100			CGEXI60106		01/06/2016					3.36	DR
6503	103300061806	51020100			CGEXI60106		01/06/2016					2.53	DR
6503	103300061806	51020100			CGEXI60113		01/15/2016					2.14	DR
6503	103300061806	51020100			CGEXI60114		01/15/2016					556.02	DR
6503	103300061806	51020100			CGEXI60120		01/20/2016					2.53	DR
6503	103300061806	51020100			CGEXI60120		01/20/2016					3.37	DR
6503	103300061806	51020100			CGEXI60120		01/20/2016					.84	DR
6503	103300061806	51020100			CGEXI60128		01/31/2016					2.53	DR
6503	103300061806	51020100			CGEXI60128		01/31/2016					1.68	DR
6503	103300061806	51020100			CGEXI60128		01/31/2016					1.69	DR
OBJSUB: 5102010 CASI-EMPLOYER'S SHARE													
6503	103300061806	51020200			CGEXI51229		01/06/2016					1,086.21	DR *
6503	103300061806	51020200			CGEXI60113		01/15/2016					324.62	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE													
6503	103300061806	51020600			CGEXI51229		01/06/2016					545.82	DR *
6503	103300061806	51020600			CGEXI60113		01/15/2016					989.32	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE													
6503	103300061806	51020800			CGEXI51229		01/06/2016					1,953.16	DR *
6503	103300061806	51020800			CGEXI60113		01/15/2016					5.22	DR
OBJSUB: 5102080 WORKER'S COMPENSATION													
6503	103300061806	51020900			CGEXI51229		01/06/2016					10.83	DR *
6503	103300061806	51020900			CGEXI60113		01/15/2016					2.56	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION													
6503	103300061806	52030200			CGEXI60106		01/06/2016					3,701.29	DR **
OBJECT: 51 EMPLOYEE BENEFITS													
GROUP: 51 PERSONAL SERVICES													
6503	103300061806	52030200			CGEXI60106		01/06/2016					17,813.17	DR ***
CGEXI60106													
442485													

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
OBJSUB: 5203020 AUTO PRIV (IN-ST.) L/RTE										
6503	103300061806	52030300	CGEX160106	01/06/2016	444726				89.24	DR *
6503	103300061806	52030300	CGEX160106	01/06/2016	443184				223.44	DR *
6503	103300061806	52030300	CGEX160106	01/06/2016	442496				198.66	DR
6503	103300061806	52030300	CGEX160106	01/06/2016	442484				169.68	DR
6503	103300061806	52030300	CGEX160106	01/06/2016	442498				117.60	DR
6503	103300061806	52030300	CGEX160114	01/15/2016	453586				48.72	DR
6503	103300061806	52030300	CGEX160120	01/20/2016	458237				83.16	DR
6503	103300061806	52030300	CGEX160120	01/20/2016	458238				176.82	DR
6503	103300061806	52030300	CGEX160128	01/31/2016	464871				23.52	DR
6503	103300061806	52030300	CGEX160128	01/31/2016	464872				388.92	DR
6503	103300061806	52030300	CGEX160128	01/31/2016	464869				173.88	DR
6503	103300061806	52030300	CGEX160128	01/31/2016	464869				46.62	DR
OBJSUB: 5203030 AUTO-PRIV (IN-ST.) H/RTE										
6503	103300061806	52031000	CGEX160106	01/06/2016	442498				1,651.02	DR *
6503	103300061806	52031000	CGEX160106	01/06/2016	444726				62.23	DR
6503	103300061806	52031000	CGEX160106	01/06/2016	442485				61.68	DR
6503	103300061806	52031000	CGEX160106	01/06/2016	442497				61.68	DR
6503	103300061806	52031000	CGEX160106	01/06/2016	442484				61.68	DR
6503	103300061806	52031000	CGEX160106	01/06/2016	442484				61.68	DR
OBJSUB: 5203100 LODGING/IN-STATE										
6503	103300061806	52031400	CGEX160106	01/06/2016	442496				308.95	DR *
6503	103300061806	52031400	CGEX160106	01/06/2016	444726				44.00	DR
6503	103300061806	52031400	CGEX160106	01/06/2016	443184				33.00	DR
6503	103300061806	52031400	CGEX160114	01/15/2016	453586				28.00	DR
6503	103300061806	52031400	CGEX160120	01/20/2016	458237				33.00	DR
6503	103300061806	52031400	CGEX160120	01/20/2016	458238				44.00	DR
6503	103300061806	52031400	CGEX160128	01/31/2016	464872				11.00	DR
6503	103300061806	52031400	CGEX160128	01/31/2016	464871				22.00	DR
6503	103300061806	52031400	CGEX160128	01/31/2016	464869				33.00	DR
6503	103300061806	52031400	CGEX160128	01/31/2016	464869				22.00	DR
OBJSUB: 5203150 NON-TAXABLE MEALS/IN-ST										
6503	103300061806	52041800	DP612102	01/31/2016					216.00	DR *
6503	103300061806	52041800	DP612102	01/31/2016					2,535.21	DR **
6503	103300061806	52041900	16SC10049A 134	01/20/2016	02147044	SMARTSOFTW	12221150		375.60	DR *
6503	103300061806	52042000	PI612055	01/13/2016					1,415.25	DR *
6503	103300061806	52042000	PM612044	01/31/2016					301.81	DR
6503	103300061806	52042000	PP612049	01/31/2016					5.82	DR
6503	103300061806	52042000	PP612049	01/31/2016					9.78	DR

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 01/31/2016

AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
103300061806	1033	6503	51010100	F-T EMP SAL & WAGES	9,270.22	54,489.10
103300061806	10330	6503	51010200	P-T/TEMP EMP SAL & WAGES	4,241.66	30,703.16
103300061806	10330	6503	51010300	BOARD & COMM MEMS FEES	600.00	4,320.00
ACCT: 5101				EMPLOYEE SALARIES	14,111.88	89,512.26
103300061806	6503	51020100		OASI-EMPLOYER'S SHARE	1,086.21	6,901.62
103300061806	6503	51020200		RETIREMENT-ER SHARE	645.82	3,524.37
103300061806	6503	51020600		HEALTH/LIFE INS -ER SHARE	1,953.16	11,584.70
103300061806	6503	51020800		WORKER'S COMPENSATION	10.83	68.20
103300061806	6503	51020900		UNEMPLOYMENT COMPENSATION	5.27	33.25
ACCT: 5102				EMPLOYEE BENEFITS	3,701.29	22,112.14
103300061806	6503	52030100		AUTO-STATE OWNED-IN STATE	17,813.17	111,624.40
103300061806	6503	52030200		AUTO PRIV (IN-ST.) L/RTE	.00	486.75
103300061806	6503	52030300		AUTO-PRIV (IN-ST.) H/RTE	89.24	193.20
103300061806	6503	52031000		LODGING/IN-STATE	1,651.02	12,595.60
103300061806	6503	52031400		TAXABLE MEALS/IN-STATE	308.95	2,358.19
103300061806	6503	52031500		NON-TAXABLE MEALS/IN-ST	270.00	1,635.00
103300061806	6503	52032300		AUTO-PRIV (OUT-STATE) H/R	216.00	1,639.00
103300061806	6503	52032600		AIR-COMM-OUT-OF-STATE	.00	322.98
103300061806	6503	52032800		OTHER-PUBLIC-OUT-OF-STATE	.00	2,762.00
103300061806	6503	52033000		LODGING/OUT-OF-STATE	.00	25.00
103300061806	6503	52033200		INCIDENTALS-OUT-OF-STATE	.00	3,311.20
103300061806	6503	52033500		NON-TAXABLE MEALS/OUT-ST	.00	328.50
ACCT: 5203				TRAVEL	2,535.21	721.00
103300061806	6503	52040600		ED & TRAINING CONSULTANT	.00	26,378.42
103300061806	6503	52041600		WORKSHOP REGISTRATION FEE	.00	2,500.00
103300061806	6503	52041800		COMPUTER SERVICES-STATE	.00	2,425.00
103300061806	6503	52041900		COMPUTER SERVICES-PRIVATE	375.60	2,843.95
103300061806	6503	52042000		CENTRAL SERVICES	1,415.25	7,305.75
103300061806	6503	52042200		EQUIPMENT SERV & MAINT	343.81	4,236.39
103300061806	6503	52042300		JANITORIAL & MAINT SERV	.00	25.00
103300061806	6503	52044600		EQUIPMENT RENTAL	247.43	534.31
103300061806	6503	52044900		RENTS-PRIVATE OWNED PROP.	.00	100.00
103300061806	6503	52045100		RENTS-OTHER	1,041.75	7,823.10
103300061806	6503	52045300		TELECOMMUNICATIONS SRVCS	126.47	725.00
103300061806	6503	52049600		OTHER CONTRACTUAL SERVICE	3,155.75	896.58
ACCT: 5204				CONTRACTUAL SERVICES	6,706.06	13,071.55
103300061806	6503	52050200		OFFICE SUPPLIES	425.25	42,506.63
103300061806	6503	52050280		OFFICE SUPPLIES	80.69	576.49
103300061806	6503	52053100		PRINTING-STATE	1,009.54	1,601.12
103300061806	6503	52053500		POSTAGE	525.91	1,939.73
103300061806	6503	52059800		PROC CARD PURCH-APPROVED	.00	3,340.13
103300061806	6503	52059800		PROC CARD PURCH-APPROVED	.00	1,110.79

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STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 01/31/2016

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AGENCY BUDGET CENTER	UNIT	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
103300061806	1033	5205	LABOR & REGULATION			
103300061806	10330	52079010	COSMETOLOGY COMMISSION			
103300061806	10330	52079610	COSMETOLOGY COMMISSION			
5207	6503	5228000	SUPPLIES & MATERIALS	2,041.39	7,127.26	*
5228	6503	52079010	COMPUTER HARDWARE	.00	1,125.00	*
52	6503	52079610	COMPUTER SOFTWARE	.00	329.85	*
5207	6503	5228000	CAPITAL OUTLAY	705.43	1,454.85	*
5228	6503	5228000	OPER TRANS OUT -NON BUDGT	705.43	4,268.91	*
52	6503	5228000	NONOP EXP/NONBGTD OP TR	11,988.09	81,736.07	**
52	6503	5228000	OPERATING EXPENSES	11,988.09	81,736.07	**
6503	103300061806		PROFESSIONAL & LICENSING BOARDS	29,801.26	193,360.47	***
1033	103300061806			29,801.26	193,360.47	****
1033	103300061806			29,801.26	193,360.47	*****

SOUTH DAKOTA COSMETOLOGY COMMISSION

EXECUTIVE DIRECTOR'S REPORT

March 11, 2016

1. **Fire Haircuts** - One of our inspectors inspected a new salon that offers fire haircuts. You may want to go online to watch some You-tube videos on fire haircuts.
2. **Safety & Infection Control Course/Exam** - I would like some input regarding the administration of the course and exam. Shown below is the current Commission policies and suggestions for changes to the policy.

Lapsed Licenses:

Current Commission policy states that an individual seeking reinstatement of their South Dakota license after more than five years of a lapsed license must meet with an inspector to take the two-hour safety and infection control course and open-book exam.

Since this is an open-book test, I would like to suggest that we mail the laws/rules book and exam to the individual to complete and mail back to our office. (We currently do this when an individual is seeking reinstatement of their South Dakota license so that they can apply for reciprocity in another state.)

Disciplinary Actions:

When the Commission enters into a consent agreement or where there is a commission order regarding disciplinary actions, one of the standard requirements is that the individual(s) must come to Pierre to take the safety and infection control course and open-book exam.

I would like to suggest that we have the inspectors teach the course and administer the exam. This eliminates the cost of driving to/from Pierre and frees up office staff time for other areas of work.

3. **NIC Cosmetology Practical Exam Changes** - NIC has finished the revision of the Cosmetology Practical Examination. They have finalized new Candidate Information Bulletins for both the Practical and Theory exams. They plan to implement the new practical exam May 1, 2016. However, States can request a delayed implementation of the new exam. I have indicated to NIC that South Dakota will want to delay using the new exam and that I will provide them with a proposed start date following the Commission's March 11, 2016 meeting.

South Dakota Cosmetology Commission
STUDENT ENROLLMENT FORM

Personal Information. Please PRINT clearly

Refer to Commission

Student Name: Mary Jenness

Address: 209 N. Fairfax

City: Sioux Falls State: SD Zip: 57103

Social Security Number (required): [REDACTED] Date of Birth: 04/25/1989

High School Name or GED location: Pierre

City: Pierre State: SD

Date of high school graduation or GED: 2012 Gender: F M

(Must attach copies of: (1) birth certificate, (2) high school diploma, transcript, or GED, and (3) current photograph or copy of photo ID.)

Application for Student License (signed by student) (SDCL 36-15-33)

I hereby request that I be granted a student license that will permit me to receive education in (check one) cosmetology esthetics nail technology and to perform such services upon the public, until I have completed the required course of education as set forth in Chapter 36-15 of the South Dakota Code. I further understand that the student license is only valid in the school.

Have you ever been convicted of, plead guilty or nolo contendere to a felony or any state or federal crime relating to narcotic drugs? Yes No. If answered "yes" explain on a separate sheet giving date, place and full particulars and attach as part of this application.

Student Signature: Mary L. Jenness Date: 2/3/16

School Entrance Certification (completed by the school) (ARSD 20:42:03:06(1))

School Name: Black Hills Beauty College - Sioux Falls

Program enrolled in (check one): Cosmetology Esthetics Nail Technology

Date Enrolled in School: February 8, 2016

New Restart Reciprocity Transfer from (former school) _____
(See checklist to determine which category the student falls under. Attach additional information if reciprocity or transfer student)

I certify that this student is enrolled in this school and is enrolled in the above indicated program from this school.

School Official Signature: [Signature]

This form must be filed with the South Dakota Cosmetology Commission office within 10 days of the above enrollment date. The student license fee of \$6 (non-refundable) must accompany this form.

Cosmetology Office Use Only: Student License Number: _____



I Mary Jenness was convicted of a felony in 2009. I have taken care of what needed to be done and I am currently on Parole.

Count of 23A-43-31 (1) (F6) FAILURE TO APPEAR/REPORT FELONY

On 06/02/2009 the defendant pled Guilty

Disposed on 08/04/2009 Disposition: Judgment on Plea of Guilty

Sentenced on 08/04/2009 Costs: \$0.00

Incarcerated to Jail for 1 Year(s) Concurrent with 345 Day(s) suspended and credit for 20 Day(s) served.

Conditions

08/04/2009 1 Court Appointed Atty Fees Ordered as Condition of Sentence

Attorney Fee: \$0.00

Fine Due Date: 08/04/2009

*** Warrant History ***

Issued on 04/02/2009 for Arrest Warrant

Status: \$5000.00 - Cash-Returned - 06/01/2009

Mary Jenness

Count of 22-42-5 (F4) POSSESSION CONTROLLED SUBSTANCE

On 01/19/2010 the defendant pled Guilty

Disposed on 05/18/2010 Disposition: Judgment on Plea of Guilty

Sentenced on 10/13/2011

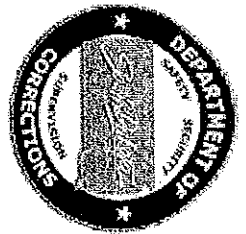
Incarcerated to Penitentiary for 8 Year(s) Concurrent with suspended and credit for 246 Day(s) served.

Probation: 3 Year(s)

Conditions

10/13/2011 1 Court Appointed Atty Fees Ordered as Condition of Sentence

2 Restitution Ordered As Condition Of Sentence



Memo :

Pursuant to SDCT24-15A-50, the South Dakota Department of Corrections is notifying you of your term expires dates on the following transaction(s)

Offender Name: JENNESSE, MARY

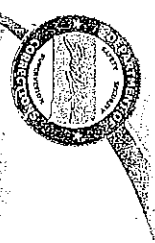
DOC: 15398

Booking Number: 2011-029003

Housing Location: SFPO - VEURINK, KELSEY ; PAR_AGENT : OUT

Parole Office: Sioux Falls Field Office

Parole Agent: VEURINK, KELSEY



STATE OF SOUTH DAKOTA
DEPARTMENT OF CORRECTIONS
PAROLE SERVICES

KELSEY VEURINK
PAROLE AGENT

408 S. 2nd Ave, Suite 104 • Sioux Falls, SD 57104

Office: (605) 367-4769 Cell: (605) 941-9183
Fax: (605) 367-5785

Transaction#	Commence Date	Initial Parole Date	Next Parole Review Date	Good Time Release Date	Adjusted Good Time Release Date	Term Expires Date
56441	02/09/2011	01/24/2013	11/01/2015			02/28/2018

If you believe these dates to be incorrect, or if you have questions, please contact your Parole Agent for clarification.

Reciprocity Application Referred to Commission - 3/11/16

Tuan Lam

2308 Bluebell Loop (using sister's address in Spearfish, but living in California)
Spearfish SD

1st Application:

1/25/16: Commission office received a reciprocity application from Tuan Lam dated 1/22/16. He showed Alabama where he got his nail technician education and the only state where he has been licensed.

Dates of Education as shown on application

Started School: 02-1999 Completion Date: 06-1999

He submitted a Utah Driver's license issued 5/7/15. That led the staff to check with the Utah Board of Cosmetology and based on information from Utah also the California Board of Cosmetology. Mr. Lam had a nail technician license in Utah that is now expired and has had a current license in California since 2013.

2/22/16: Kate talked to Mr Lam and informed him that he would need to submit a new reciprocity application as there appeared to be missing information on his first application. He said he would reprint, fill out, sign and mail a new application. I reminded him that he needed to complete the application thoroughly and honestly.

2nd Application:

2/29/16: Commission office received a second dated 2/25/16. This application showed Alabama as the only state where he had ever been licensed.

Dates of Education as shown on 2nd application

Started School: Oct 3, 1996 Completion Date: Feb 3, 1997

3/1/16: Kate talked to Mr Lam and brought up the fact that he still only showed Alabama as where he had been licensed. He stated yes that was true. I then asked him about Utah and California and he stammered and then said that he got licenses in those states but never worked there. I reminded him that the application asks for licensure, not work history.

Utah License: 8134675-1112 -- Expired

California License: Original date of Licensure: 8/12/13 -- current license expires: 8/31/17

He said that he may be licensed in some other states too but doesn't remember -- said perhaps Wyoming or Colorado. An on-line search did not show him as being licensed in either Wyoming or Colorado.

I informed him that his application will need to go to the Commission for their action to accept or not accept and that the Commission will be meeting on March 11, 2016.

RECIPROCITY APPLICATION FOR LICENSE TO PRACTICE IN SOUTH DAKOTA

PLEASE PRINT. The applicant is required to answer all of the following questions. Read and follow the directions on the checklist (see next page). \$100.00 FEE IS NON-REFUNDABLE. Money Order or Cashier's Check Acceptable - No personal checks accepted for reciprocity.

#13145

1. Personal Information - Print clearly

Name: TUAN LAM Social Security Number: Address: 2308 BLUEBELL LOOP City: SPEARFISH State: SD Zip: 57783 Telephone: (home) 605-722-6328 (Cell) 714-599-2123 Date of Birth: 06-19-1970

2. Current and Prior Licensing (must have a current license from another state board or country You must request a certification of licensure from every state in which you have ever been licensed. Please note that a copy of your license is NOT a certification - see Item #2 on the attached reciprocity checklist)

Current Valid License Number 91117 in the State of AL Expiration Date: 06-2017

Type of license (check only one): Cosmetology Esthetician Nail Technician

List all other states/country that you hold license(s) OR have held a license: ALABAMA

Have you ever had your license(s) suspended or revoked? Yes No If yes, why:

Is your spouse an active member of the armed forces? Yes No If yes, is your spouse subject to military transfer to South Dakota, and did you leave employment to accompany your spouse to South Dakota? Yes No

Have you ever been convicted of, plead guilty or nolo contendere to a felony or to any state or federal crime relating to narcotic drugs? Yes No If answered "yes" explain on a separate sheet giving date, place and full particulars and attach as part of this application.

3. Testing (Cosmetologists must have passed a state theory and state hands-on practical test; nail technicians and estheticians must take and pass the NIC theory and NIC hands-on practical in South Dakota. A certification is needed from the other state board(s) showing testing information.

Indicate your language preference for the written theory & South Dakota laws examination: English Vietnamese

Do you need reasonable testing accommodations due to a disability? Yes No

4. Education (Education: 2100 Cosmetology, 600 Esthetics, 400 Nail Technician OR a combination with work credit)

Cosmetology School Attended: NAIL PLUS INTERNATIONAL City: BIRMINGHAM State: AL

Date Started at School: 02-1999 Completion Date: 06-1999 Total Hours Completed: 600

Were any education hours earned in a foreign country? Yes No (If yes, additional rules apply.)

High School or GED or ACT: LEUZINGER HS City: LAWDALE State: CA

Graduation Date or GED Date: 06-22-89 Your Name in high school or when tested: LAM, TUAN

5. Work Experience (complete & attach the work experience affidavit if you do not meet the required education hours)

I declare and affirm under the penalties of perjury that this information has been examined by me and to the best of my knowledge and belief, is, in all things true and correct. If granted a license to practice Cosmetology, Esthetics, or Nail Technology in the State of South Dakota, I promise to abide by all the laws of the State of South Dakota governing these practices.

Signature of Applicant: [Signature] Dated: 01-22-2016

(SEE NEXT PAGE FOR ADDITIONAL INFORMATION)

Rcvd 1-25-16 \$ 100 MO

Updated 6/14

RECIPROCITY APPLICATION FOR LICENSE TO PRACTICE IN SOUTH DAKOTA

PLEASE PRINT. The applicant is required to answer all of the following questions. Read and follow the directions on the checklist (see next page). \$100.00 FEE IS NON-REFUNDABLE. Money Order or Cashier's Check Acceptable - No personal checks accepted for reciprocity.

1. Personal Information - Print clearly

Name: TUAN LAM Social Security Number: [redacted]
Address: 2308 Bluebell Loop City: Spanish State: SD Zip: 57783
Telephone: (home) 605-722-6328 (Cell) 714-599-2123 Date of Birth: 06-19-70

2. Current and Prior Licensing (must have a current license from another state board or country You must request a certification of licensure from every state in which you have ever been licensed. Please note that a copy of your license is NOT a certification - see Item #2 on the attached reciprocity checklist)

Current Valid License Number 91117 in the State of: AL Expiration Date: 06-2017

Type of license (check only one): [] Cosmetology [] Esthetician Nail Technician [X]
(Only license for license is accepted, there is no crossover allowed.)

List all other states/country that you hold license(s) OR have held a license: ALABAMA

Have you ever had your license(s) suspended or revoked? Yes [] No [X] If yes, why: _____

Is your spouse an active member of the armed forces? Yes [] No [X] If yes, is your spouse subject to military transfer to South Dakota, and did you leave employment to accompany your spouse to South Dakota? Yes [] No [X]

Have you ever been convicted of, plead guilty or nolo contendere to a felony or to any state or federal crime relating to narcotic drugs? Yes [] No [X]. If answered "yes" explain on a separate sheet giving date, place and full particulars and attach as part of this application.

3. Testing (Cosmetologists must have passed a state theory and state hands-on practical test; nail technicians and estheticians must take and pass the NIC theory and NIC hands-on practical in South Dakota. A certification is needed from the other state board(s) showing testing information.

Indicate your language preference for the written theory & South Dakota laws examination: English [X] Vietnamese []

Do you need reasonable testing accommodations due to a disability? Yes [] No [X]

4. Education (Education: 2100 Cosmetology, 600 Esthetics, 400 Nail Technician OR a combination with work credit)

Cosmetology School Attended: NAIL PLUS INTERNATIONAL City: Birmingham State: AL

Date Started at School: Oct 3, 1996 Completion Date: Feb 3, 1997 Total Hours Completed: 600 (NIC)

Were any education hours earned in a foreign country? Yes [] No [X] (If yes, additional rules apply.)

High School or GED or ACT: (HS) LEUZINGER City: LAWDALE State: CA

Graduation Date or GED Date: 06-22-89 Your Name in high school or when tested: LAM, TUAN

5. Work Experience (complete & attach the work experience affidavit if you do not meet the required education hours)

I declare and affirm under the penalties of perjury that this information has been examined by me and to the best of my knowledge and belief, is, in all things true and correct. If granted a license to practice Cosmetology, Esthetics, or Nail Technology in the State of South Dakota, I promise to abide by all the laws of the State of South Dakota governing these practices.

Signature of Applicant: [Signature]
(SEE NEXT PAGE FOR ADDITIONAL INFORMATION)

FEB 29 2016
No Money

Dated: 02-25-2016
Rcvd 2-29-16 Updated 6/14

BOARD OF DIRECTORS

STATE OF ALABAMA

BOARD OF DIRECTORS

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Mobile



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Montgomery, AL 36130-1750

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CERTIFICATION OF
ALABAMA LICENSE

(334) 242-1918

DISTRICT SIX
Clifford Pope
Hueytown

800-815-7453

Fax: (334) 242-1926

aboc.state.al.us

DISTRICT SEVEN

Lalaya Aaron
Tuscaloosa

Bob McKee, Executive Director

NAME

Tuan T Lam

SS

NUMBER:

ADDRESS

4059 W 165th St Lawndale, CA 90260

LICENSE
NUMBER:

91117

LICENSE
TYPE:

Managing Manicurist

ORIGINAL
ISSUE:

10/4/1999

EXPIRATION DATE:

6/30/2017

STATUS:

Active

EXAMINATION QUALIFICATIONS

COSMETOLOGIST: 1200 CREDIT UNITS OR 1500 CLASSROOM HOURS IN AN APPROVED SCHOOL
3000 HOURS APPRENTICESHIP IN A REGISTERED SALON

ESTHETICIAN: SAME AS COSMETOLOGIST

MANICURIST: 750 HOURS IN AN APPROVED SCHOOL OR 1200 HOURS APPRENTICESHIP IN
A REGISTERED SALON. (Prior to August 1, 1999, 300 hours school or apprentice)
Applicants for the above examination must be at least 16 years of age with a minimum tenth (10th) grade
education and score a minimum of 70% on Written & Practical Examinations

INSTRUCTOR: 650 CREDIT HOURS IN AN APPROVED SCHOOL

Applicants for the above examination must have a twelfth (12th) grade education
and score a minimum of 80% on Written & Practical Examinations

RECIPROCITY QUALIFICATIONS

COSMETOLOGY, ESTHETICIAN OR MANICURE APPLICANTS HOLDING A CURRENT LICENSE FROM ANOTHER STATE,
PROVINCE, OR FOREIGN COUNTRY WILL BE GRANTED A LICENSE WITHOUT EXAMINATION UPON COMPLETION OF
APPLICATION, PROOF TO THE BOARD THAT HE/SHE HAS CONTINUOUSLY PRACTICED THE APPLICABLE PROFESSION
FOR AT LEAST FIVE (5) YEARS IMMEDIATELY PRECEDING APPLICATION, (effective 08/01/1999)

THIS LICENSE WAS OBTAINED BY

EXAMINATION NATIONAL YES WRITTEN PRACTICAL BOTH YES
EXAMINATION HANDS ON PRACTICAL RECIPROCITY

THIS PERSON IS IS NOT IN GOOD STANDING WITH THE ALABAMA STATE BOARD OF COSMETOLOGISTS

Written Exam Score

Practical Exam Score

School Attended

NAILS PLUS INTERNATIONAL

EXAMS TAKEN IN ENGLISH

CERTIFIED BY:

Denise Hankin

Issued to the state of

SD

License Division

All certifications must be sent directly to each State Board

DATE:

FEBRUARY 2 2016



Department of Consumer Affairs

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- Press "Search Results" to return to the Search Results list.
- Press "New Search Criteria" to do another search of this type.
- Press "New Search" to start a new search.

License Number: 314843	Current Date: 01/28/2016 07:46 AM
Name:	LAM, TUAN THANH
License Type:	Manicurist
License Status:	Current
Expiration Date:	08/31/2017
Original Issuance Date:	08/12/2013

Public Record Actions

Administrative Disciplinary Actions	None found
Auto Disclosure	None found
Public Documents	None found

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Utah

Search Results

PLEASE NOTE: In some professions, licensees may advance from a lower level of licensure to a higher one with a broader scope of practice. In such cases, the search results listed below for the lower level of licensure will show a status of expired, null and void, superseded, or another similar status. Therefore it is important for you to search the results of all licenses shown before assuming a particular licensee does not hold a current license.

Click the Licensee Name to view details.

Licensee Name	City	Profession	License #	Status
TUAN THANH LAM	LAWNDALE	COSMETOLOGY NAIL TECHNICIAN	8134675-1112	EXPIRED

NOTE: This input regarding continuing education was received from Stephanie Mortimore, a member of the South Dakota Cosmetology Club.

Continuing Education

Here is some of the input I have received:

8 hours every 2 years

Proof of employment (Minn has min. number of hours required to maintain license)

Laws and sanitation (Possibly being able to watch and take test online, fee paid prior to testing)

Some business courses

Trend classes (Cuts, color, finishing tech.)

Marketing

Social Media help

Nail courses

Brazilian Blow Outs

Eyelash Extension Training

Insurance

Human resource help

Interviewing

Salon management

Some expressed interest for classes on Sat, Sun and/or Mon

It would be ideal if we could map out the state into regions for training, In Iowa I believe that they have 15 areas so people don't have to travel as far.

Proof of Sales Tax number in order to renew license.

Utilizing beauty schools for training areas.

I was surprised that people thought our license renewal was too INEXPENSIVE! They are in favor of paying more for renewal if it helped stop the home hair services.

Current South Dakota Licensing Laws for
Cosmetologists, Estheticians and Nail Technicians
March 11, 2016

Shown below are the current laws for licensing cosmetologists, estheticians and nail technicians in South Dakota. This is being presented to the Cosmetology Commission for purposes of discussing types of licenses and hours of education. Following the laws is a sheet showing the current education hours for all the states and some options for creating a hair design license and keeping the full cosmetology education at 2100 hours.

Some things to consider:

1. Does the Commission want to develop a hair design license?
2. If a hair design license is pursued through legislation, should it include:
 - a. Facial Hair Removal
 - b. Facials
 - c. Natural nail manicures/polishing
3. Does the Commission want to pursue a separate hair braider license or exemption?
4. Does the Commission want to consider a two-tier esthetics licensure?

36-15-2. License required to practice cosmetology--Acts constituting practice of cosmetology. No person may engage in the practice of cosmetology unless the person is licensed by the commission. A person is engaged in the practice of cosmetology if that person, for compensation, a fee, or any valuable consideration, engages in any of the following practices with hands, chemicals, or any mechanical or electrical apparatus or appliance for beautifying or cosmetic purposes:

- (1) Hair care by styling, wrapping, arranging, braiding, twisting, weaving, extending, fusing, dressing, curling, waving, permanent waving, singeing, cleansing, shampooing, cutting, bleaching, setting, coloring, straightening, relaxing, fitting, massaging, or similar work upon the hair, scalp, wigs, or hairpieces of a person;
- (2) Nail technology;
- (3) Esthetics; or
- (4) Removal of superfluous hair by nonpermanent means.

36-15-2.2. License required for practice of esthetics--Practices constituting esthetics. No person may engage in the practice of esthetics unless the person is licensed by the commission. A person is engaged in the practice of esthetics if that person, for compensation, a fee, or any valuable consideration, engages in any of the following practices with hands, chemicals, or any mechanical or electrical apparatus or appliance for beautifying or cosmetic purposes:

- (1) Beautifying, massaging, cleansing, exfoliating, stimulating, or applying oils, creams, cosmetic preparations, make-up, facial treatments, body treatments, body wraps, antiseptics, scrubs, clays, lotions, masks, waxes, or other preparations for the noninvasive care of the skin. For purposes of this subdivision, noninvasive means confined to the nonliving cells of the stratum corneum of the epidermis. Such practices shall be in a superficial mode and not for the treatment of medical disorders, and living cells may never be altered, cut, or damaged;
- (2) Grooming or applying eyebrows or eyelashes, including arching and tinting; or
- (3) Removing superfluous hair by nonpermanent means, including tweezing and waxing.

Esthetics does not include scalp treatments or scalp massage.

36-15-17.2. License required to practice nail technology--Practices constituting nail technology. No person may engage in the practice of nail technology unless the person is licensed by the commission. A person is engaged in the practice of nail technology if that person, for compensation, a fee, or any valuable consideration, engages in any of the following practices with hands, chemicals, or any mechanical or electrical apparatus or appliance for beautifying or cosmetic purposes:

- (1) Cutting, filing, trimming, shaping, polishing, coloring, removing polish, tinting, air-brushing, decorating, cleansing, or otherwise beautifying a person's fingernails or toenails;
- (2) Applying and removing artificial nails; or
- (3) Massaging, cleansing, and exfoliating a person's hands, arms, feet, and legs.

Nail technology does not include hair removal, cutting nail beds, treating corns or calluses, or any medical treatment involving the feet, hands, or nails.

ARSD 20:42:06:09 Required minimum curriculum for cosmetology course

Staff DRAFT Proposal Curriculum Description

Cosmetology Current Hours	Proposed Hair Design	Curriculum Description
120	90	Infection control and safety procedures regarding cleaning, disinfection, hygiene, infections, hazards, disorders, and diseases, including cosmetology laws and rules
210	150	Scientific concepts to include chemistry, bacteriology, anatomy, and physiology
240	240	Hair coloring to include tinting, bleaching, highlighting, and tipping
60	60	Chemical hair relaxing
240	240	Haircuts
330	330	Hairstyling, wave shaping, thermal curling, pincurling, shampooing, wigs, braiding, and scalp treatments, including demonstrations
150	150	Permanent waving
180		Nail technology to include manicuring, pedicuring, artificial nails, electric files and attachments, and related services, eight hours of which must be education in electric files and attachments
30		Massage manipulations to include scalp, head, neck, hands, arms, feet, and legs
	50	Facial Hair Removal
330		Esthetics to include facials, facial machines, body treatments, makeup application, hair removal, and eyebrow arching
150	150	Business practices regarding salon management, booth management, communications, salesmanship, and ethics including cosmetology laws and rules
60	90	Additional hours where school feels are necessary to supplement education for each individual student.
2100	1550	TOTAL CURRENT COSMETOLOGY HOURS (2100) AND PROPOSED HAIR DESIGN HOURS (1550)

Add-on courses for full cosmetology licensure	
Nail Technology	
90	Manicure, pedicure, and hand, lower arm, feet, and lower leg massage manipulations
130	Artificial nails to include electric files and attachments, sculptured nails, nail tips, nail wraps, and gel nails, eight hours of which must be education in electric files and attachments
Esthetics	
240	Skin treatments to include consultations, analysis, chemical facial treatments, electrical and mechanical facial treatments, and body treatments
30	Massage manipulations to include facial and body
30	Make-up and eyelash applications
30	Facial hair removal
2100	TOTAL HOURS FOR FULL COSMETOLOGY LICENSURE

Currently a minimum of 250 of the 2100 hours of cosmetology education must be in theory classes.

Student: Name Name

License # SC-xxxxx-2015

School

Proposed Hair Design Time Sheet

Enrollment Date:
Completion Date:

Month	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total
Safety & Sanitation Procedures with laws and rules: (90)																	90
Scientific Concepts (150)																	150
Hair Coloring, Tinting, Tipping Bleaching, Highlighting: (240)																	240
Chemical Hair Relaxing (60)																	60
Haircuts (250)																	250
Men's Cutting/Clipper Cutting: (150)																	150
Hairstyling, Wave Shape, Wigs Pincurling, Shampooing, Scalp Thermal Curing, Braiding (330)																	330
Permanent Waving: (150)																	150
Business Practices with Laws and Rules (100)																	100
Supplemental Hours (30)																	30
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1550

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

School Official Signature: _____ School Director, Date: _____

Student Signature: _____, Date: _____

EDUCATION HOURS BY STATE

STATE	MIN EDUC LEVEL	COS LIC HRS	HAIR STYLIST	NAIL TECH	ESTHETICIAN
ALABAMA	10th	1500	n/a	750	1500
ALASKA	none	1650	n/a	12	350
ARIZONA	10th	1600	n/a	600	600
ARKANSAS	10th	1500	n/a	600	600
CALIFORNIA	10th - 12th	1600	n/a	400	600
COLORADO	n/a	1800	1200	600	600
CONNECTICUT	8th	1500	1500	n/a	n/a
DELAWARE	10th	1500	n/a	300	600
FLORIDA	12th	1200	n/a	240	260
GEORGIA	12th	1500	1325	525	1000
HAWAII	12th	1800	1250	350	600
IDAHO	10th	2000	n/a	400	600
ILLINOIS	12th	1500	n/a	350	750
INDIANA	8th - 12th	1500	n/a	450	700
IOWA	12th	2100	n/a	325	600
KANSAS	12th	1500	n/a	350	1000
KENTUCKY	12th	1800	n/a	600	1000
LOUISIANA	10th	1500	n/a	500	750
MAINE	n/a	1500	n/a	200	600
MARYLAND	9th	1500	n/a	250	600
MASSACHUSETTS	n/a	1000	n/a	100	300
MICHIGAN	9th - 12th	1500	n/a	400	400
MINNESOTA	12th	1550	n/a	350	600
MISSISSIPPI	12th	1500	n/a	350	600
MISSOURI	10th	1500	1500	400	750
MONTANA	12th	2000	n/a	350	650
NEBRASKA	12th	2100	n/a	300	600
NEVADA	10th - 12th	1800	1200	600	900
NEW HAMPSHIRE	12th	1500	1500	300	600
NEW JERSEY	12th	1200	n/a	300	600
NEW MEXICO	10th - 12th	1600	n/a	350	600
NEW YORK	n/a	1000	n/a	n/a	600
NORTH CAROLINA	none	1500	n/a	300	600
NORTH DAKOTA	12th	1800	n/a	350	600
OHIO	10th	1500	1200	200	600
OKLAHOMA	8th - 12th	1500	n/a	600	600
OREGON	none	n/a	1450	350	250
PENNSYLVANIA	10th	1250	n/a	200	300
RHODE ISLAND	12th	1500	n/a	300	600
SOUTH CAROLINA	10th	1500	n/a	300	450
SOUTH DAKOTA	12th	2100	n/a	400	600
TENNESSEE	10th - 12th	1500	300	600	750
TEXAS	12th	1500	n/a	600	750
UTAH	12th	1600	n/a	300	600 - 1200
VERMONT	12th	1500	n/a	400	600
VIRGINIA	none	1500	n/a	150	600 - 1200
WASHINGTON	none	1600	n/a	600	600
WASHINGTON DC	10th	1500	n/a	350	600 - 1200
WEST VIRGINIA	12th	1800	1000	400	600
WISCONSIN	n/a	n/a	n/a	n/a	n/a
WYOMING	10th	2000	1000	400	600

Hair Stylist Curriculum-West Virginia

General Professional Information	Theory Work	Practical work
	100 clock hours	0 clock hours
<p>In this section students will learn:</p> <ul style="list-style-type: none"> • Professional Development • Effective Communication • Human Relations • Business Management/Ownership • State Law • Sanitation in the Licensed Facility • Sanitation Processes and Guidelines • First Aid • General Infection Control 		
The Science of Cosmetology	Theory Work	Practical work
	200 clock hours	50 clock hours
<p>In this section students will learn:</p> <ul style="list-style-type: none"> • Infection Control Specifically for Cosmetology • General Anatomy and Physiology • Skin Diseases and Disorders and Structure • Properties of the Hair and Scalp • Basics of Chemistry • Basics of Electricity 		
Professional Cosmetology	Theory Work	Practical work
	50 clock hours	400 clock hours
<p>In this section students will learn:</p> <ul style="list-style-type: none"> • Principles of Hair Design • Scalp Care, Shampooing, and Conditioning • Haircutting • Hairstyling • Braiding and Extensions • Wigs and Hair Additions 		

WV

Chemicals	Theory Work 100 clock hours	Practical work 100 clock hours
<p>In this section students will learn:</p> <ul style="list-style-type: none"> • Chemical Texture Services • Hair Coloring 		

Esthetics Program

General Professional Information *WAIVED IF ADDING ESTHETICS LICENSE TO HAIR STYLIST LICENSE	Theory Work 100 clock hours	Practical work 0 clock hours
<p>In this section students will learn:</p> <ul style="list-style-type: none"> • Professional Development • Effective Communication • Human Relations • Business Management/Ownership • State Law • Sanitation in the Licensed Facility • Sanitation Processes and Guidelines • First Aid • General Infection Control 		
The Science of Esthetics	Theory Work 117 clock hours	Practical work 50 clock hours
<p>In this section students will learn:</p> <ul style="list-style-type: none"> • Infection Control Specifically for Aesthetics • General Anatomy and Physiology • Basics of Chemistry • Basics of Electricity • Basics of Nutrition 		

WV

Skin Sciences	Theory Work 40 clock hours	Practical work 90 clock hours
<p>In this section students will learn:</p> <ul style="list-style-type: none"> • Physiology and Histology of the Skin • Disorders and Diseases of the Skin • Skin Analysis • Skin Care Products: Chemistry, Ingredients and Selection 		
General Esthetics	Theory Work 36 clock hours	Practical work 167 clock hours
<p>In this section students will learn:</p> <ul style="list-style-type: none"> • The Treatment Room • Basic Facial • Facial Massage • Hair Removal • Advance Topics and Treatments • Makeup 		

Nail Program

General Professional Information *WAIVED IF ADDING ESTHETICS LICENSE TO HAIR STYLIST LICENSE	Theory Work 100 clock hours	Practical work 0 clock hours
<p>In this section students will learn:</p> <ul style="list-style-type: none"> • Professional Development • Effective Communication • Human Relations • Business Management/Ownership • State Law • Sanitation in the Licensed Facility • Sanitation Processes and Guidelines • First Aid • General Infection Control 		

WV

The Science of Nail Technology	Theory Work 64 clock hours	Practical work 10 clock hours
<p>In this section students will learn:</p> <ul style="list-style-type: none"> • Infection Control Specifically for Nail Technicians • General Anatomy and Physiology • Skin Structure and Growth • Nail Structure and Growth • Nail Diseases and Disorders • Basics of Chemistry • Nail Product Chemistry • Electricity 		
Basic Procedures	Theory Work 12 clock hours	Practical work 80 clock hours
<p>In this section students will learn:</p> <ul style="list-style-type: none"> • Pre and Post Service Procedures • Handling and Exposure Incidents • Performing Basic Manicures and Pedicures • Hand, Arm, Foot, and Leg Massages • Disinfecting Tools and Implements • Wraps, Tips, Paraffin Wax Treatments • Polishing, UV Gel, and Design 		
The Art of Nail Technology	Theory Work 21 clock hours	Practical work 113 clock hours
<p>In this section students will learn:</p> <ul style="list-style-type: none"> • Advanced Manicuring and Pedicuring • Electric Filing • Nail Tips and Wraps • Monomer Liquid and Polymer Powder Nail Enhancements • UV Gels • Creative Design 		

Utah Board of Cosmetology Laws and Curriculum for Basic Esthetician Program and Master Esthetician Program

The Utah Board of Cosmetology has a basic and master esthetician program. Shown below are the laws for basic and master-level esthetics and the curriculum requirements. The State does not stipulate the number of hours for each of the curriculum areas. Instead they rely on the school accrediting agencies to make that determination.

Law for Practice of basic esthetics

- (28) "Practice of basic esthetics" means any one of the following skin care procedures done on the head, face, neck, arms, hands, legs, feet, eyebrows, or eyelashes for cosmetic purposes and not for the treatment of medical, physical, or mental ailments:
- (a) cleansing, stimulating, manipulating, exercising, applying oils, antiseptics, clays, or masks, manual extraction, including a comedone extractor, depilatories, waxes, tweezing, the application of eyelash extensions, natural nail manicures or pedicures, or callous removal by buffing or filing;
 - (b) limited chemical exfoliation as defined by rule;
 - (c) removing superfluous hair by means other than electrolysis, except that an individual is not required to be licensed as an esthetician to engage in the practice of threading;
 - (d) other esthetic preparations or procedures with the use of the hands, a high-frequency or galvanic electrical apparatus, or a heat lamp for cosmetic purposes and not for the treatment of medical, physical, or mental ailments;
 - (e) arching eyebrows, tinting eyebrows or eyelashes, perming eyelashes, applying eyelash extensions, or a combination of these procedures; or
 - (f) except as provided in Subsection (28)(f)(i), cosmetic laser procedures under the direct cosmetic medical procedure supervision of a cosmetic supervisor limited to the following:
 - (i) superfluous hair removal which shall be under indirect supervision;
 - (ii) anti-aging resurfacing enhancements;
 - (iii) photo rejuvenation; or
 - (iv) tattoo removal.

Law for Practice of master-level esthetics

(34)

- (a) "Practice of master-level esthetics" means:
- (i) any of the following when done for cosmetic purposes on the head, face, neck, torso, abdomen, back, arms, hands, legs, feet, eyebrows, or eyelashes and not for the treatment of medical, physical, or mental ailments:
 - (A) body wraps as defined by rule;
 - (B) hydrotherapy as defined by rule;
 - (C) chemical exfoliation as defined by rule;
 - (D) advanced pedicures as defined by rule;
 - (E) sanding, including microdermabrasion;
 - (F) advanced extraction;
 - (G) other esthetic preparations or procedures with the use of:
 - (I) the hands; or
 - (II) a mechanical or electrical apparatus which is approved for use by division rule for beautifying or similar work performed on the body for cosmetic purposes and not for the treatment of a medical, physical, or mental ailment; or
 - (H) cosmetic laser procedures under the supervision of a cosmetic supervisor with a physician's evaluation before the procedure, as needed, unless specifically required under Section 58-1-506, and limited to the following:
 - (I) superfluous hair removal;
 - (II) anti-aging resurfacing enhancements;
 - (III) photo rejuvenation; or
 - (IV) tattoo removal with a physician's evaluation before the tattoo removal procedure; and
 - (ii) lymphatic massage by manual or other means as defined by rule.
- (b) Notwithstanding the provisions of Subsection (34)(a), a master-level esthetician may perform procedures listed in Subsection (34)(a)(i)(H) if done under the supervision of a cosmetic supervisor acting within the scope of the cosmetic supervisor license.
- (c) The term "practice of master-level esthetics" includes the practice of esthetics, but an individual is not required to be licensed as an esthetician or master-level esthetician to engage in the practice of threading.

R156-11a-702. Curriculum for Esthetics School - Basic Esthetician Programs.

In accordance with Subsection 58-11a-302(13)(c)(iv), the curriculum for an esthetics school basic esthetician program shall consist of 600 hours of instruction in the following subject areas:

- (1) introduction consisting of:
 - (a) history of esthetics; and
 - (b) an overview of the curriculum;
- (2) personal, client, and salon safety including:
 - (a) aseptic techniques and sanitary procedures;
 - (b) disinfection and sterilization methods and procedures; and
 - (c) health risks to the basic esthetician;
- (3) business and salon management including:
 - (a) developing a clientele;
 - (b) professional image;
 - (c) professional ethics;
 - (d) professional associations;
 - (e) public relations; and
 - (f) advertising.
- (4) legal issues including:
 - (a) malpractice liability;
 - (b) regulatory agencies; and
 - (c) tax laws;
- (5) human immune system;
- (6) diseases and disorders of the skin including:
 - (a) bacteriology;
 - (b) sanitation;
 - (c) sterilization;
 - (d) decontamination; and
 - (e) infection control;
- (7) implements, tools, and equipment for basic esthetics including:
 - (a) high frequency or galvanic current; and
 - (b) heat lamps;
 - (8) first aid;
 - (9) anatomy;
 - (10) science of basic esthetics;
 - (11) analysis of the skin;
 - (12) physiology of the skin;
 - (13) facials, manual and mechanical;
 - (14) limited chemical exfoliation including:
 - (a) pre-exfoliation consultation;
 - (b) post-exfoliation treatments; and
 - (c) chemical reactions;
 - (15) chemistry for basic esthetics;
 - (16) temporary removal of superfluous hair by waxing;
 - (17) treatment of the skin;
 - (18) packs and masks;
 - (19) Aroma therapy;
- (20) application of makeup including:
 - (a) application of artificial eyelashes;
 - (b) arching of the eyebrows; and
 - (c) tinting of the eyelashes and eyebrows;
- (21) medical devices;
- (22) cardio pulmonary resuscitation (CPR);
- (23) basic facials;
- (24) chemistry of cosmetics;
- (25) skin treatments, manual and mechanical;
- (26) massage of the face and neck;
- (27) natural nail manicures and pedicures;
- (28) elective topics; and
- (29) Utah Esthetic Examination review.

R156-11a-703. Curriculum for Esthetics School – Master Esthetician Programs.

In accordance with Subsection 58-11a-302(13)(c)(iv), the curriculum for an esthetics school master esthetician program shall consist of 1,200 hours of instruction, 600 of which consist of the curriculum for a basic esthetician program, the remaining 600 of which shall be in the following subject areas:

- (1) introduction consisting of:
 - (a) history of esthetics and master esthetics; and
 - (b) an overview of the curriculum;
- (2) personal, client, and salon safety including:
 - (a) aseptic techniques and sanitary procedures;
 - (b) disinfection and sterilization methods and procedures; and
 - (c) health risks to the master esthetician;
- (3) business and salon management consisting of:
 - (a) developing clients;
 - (b) professional image;
 - (c) professional ethics;
 - (d) professional associations;
 - (e) advertising; and
 - (f) public relations;
- (4) legal issues including:
 - (a) malpractice liability;
 - (b) regulatory agencies; and
 - (c) tax laws;
- (5) the human immune system;
- (6) diseases and disorders of the skin including:
 - (a) bacteriology;
 - (b) sanitation;
 - (c) sterilization;
 - (d) contamination; and
 - (e) infection controls;
- (7) implements, tools and equipment for master esthetics;
- (8) first aid;
- (9) anatomy;
- (10) science of master esthetics;
- (11) analysis of the skin;
- (12) physiology of the skin;
- (13) advanced facials, manual and mechanical;
- (14) chemistry for master esthetics;
- (15) advanced chemical exfoliation, including:
 - (a) pre-exfoliation consultation;
 - (b) post-exfoliation treatments; and
 - (c) reactions;
- (16) temporary removal of superfluous hair by waxing and advanced waxing;
- (17) advanced pedicures;
- (18) advanced Aroma therapy;
- (19) the aging process and its damage to the skin;
- (20) medical devices;
- (21) cardio pulmonary resuscitation (CPR) training;

February 19, 2015

South Dakota Cosmetology Commission
ATTN: Kate Boyd
500 E. Capitol
Pierre, SD 57501

Dear Kate:

Thank you for giving us the opportunity to submit input on the licensing requirements/changes to be introduced to the legislature in the near future.

In light of the opportunity to make changes, we would recommend the following. The reduction of Cosmetology hours from 2100 hours to 1600 hours with the breakdown on the enclosed template as you requested. (See Exhibit 1) After researching the different licenses for each state and through a variety of conversations, it seems that the goal is to bring South Dakota more in line with the requirements of other states. If the trend of the national cosmetology commissions is to accomplish that, we feel 1600 hours would be appropriate, as 73% of the states fall at or below 1600 hours. We carefully studied the curriculum breakdown and came up with our recommended number of hours on your template as requested by reducing areas of study that had excessive hours and calculating them proportionately between the 2100 hour scenario and the 1600 hour scenario.

Also, part of our proposal would be to introduce an 1100 hour Hair Dressing program. (See Exhibit 2) We developed the hours in each area of study by determining the common areas of esthetics and nails what we would recommend in each of the areas of hair dressing, esthetics and nails without any overlap. According to the information that we found while researching Hair Dressing, only eight (8) states currently have a so-called Hair Dressing license, ranging in hours of 900 to 1650.

Even though we believe our proposal would fit our understanding and the reason for change, we have gone through the exercise of assigning hours in the areas of study for a 1600 hour Hair Dressing license for this study. That hour sheet is also enclosed on the template you provided. (See Exhibit 3)

Also enclosed are suggested hours for a Hair Braider license. (See Exhibit 4)

Again, thank you for this opportunity. We would be happy to give more input and be included in any further discussion as needed to continue this process.

Sincerely,

Joy Polonic
Black Hills Beauty College

South Dakota Cosmetology Commission

Possible Law, Administrative Rules or Policy Changes

Law or Rule Possible Changes

Eyelash Extensions as part of scope of practice of Esthetics

Length of time to keep records

1. Did not complete education -- 0-3 years, 3-7 years, over 7 years
2. Completed education, but how many years is education valid
3. Destruction of old records

Graduation from School vs completion of 2100 hours

Exempt Assisted Living Centers from needing salon license

Blood Exposure vs Blood Spill

Hair Braiding

Lapsed licenses -- clarify that they owe \$20 late penalty per year + license fee for all years lapsed

Very Lapsed Licenses -- how late is too late before we should file a complaint for working without a current personal or salon/booth license?

Clarify what tools can be used for pedicures -- specifically name the kinds of tools that are disallowed, callus shavers aka/credo blades, cheese graters, rasps, etc.

Continuing Education for Licensees

Policy Items:

Out-of-state education applicants -- go to a SD School for evaluation of their education

Do not issue temp licenses to nail techs and estheticians until they pass theory/laws exams

Do not accept 240 hours of education from Florida. Hard to verify and there is no exam/licensing -- they only register them. They have not taken any kind of testing and it is not truly a license.

Proof of name change



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

March 2, 2015

South Dakota Cosmetology Commission
111 East Capitol
Pierre, SD 57501

At the current time, as our South Dakota Laws & Rules read, it is possible for a student of a cosmetology school to be attend and pass the SD Board exam and be licensed without a school diploma. We would like for the board to discuss and consider a change to the rules making it a requirement for any and all students to include a cosmetology school diploma with all the other requirements necessary for entrance to the state board exam.

Currently under the License specific requirements for individual licensure applicants. **20:42:03:06** it reads:

(4) Temporary license: information required for a cosmetologist, esthetician, or nail technician license, a **certificate of graduation from a licensed school**, and the location where the applicant intends to practice under a temporary license.

And, under 20:42:03-04 it states:

(4) Proof in writing, on forms furnished by the commission, that the person possesses the necessary qualifications for the licenses sought.

We recommend that the wording under 20:42:03:06 also be used under 20:42:03:04. Or the forms furnished by the commission for licensure require their school to sign off that the requirements of the program were met; (necessary qualifications”).

Our concern is that the way the rule is currently written, a student who did not complete program requirements and did not receive a diploma can skip the temporary licensing and be accepted to the state board examination and therefore be licensed without a certificate of graduation or diploma from a licensed school.

Thank you for your time and consideration.

Sincerely,

Cricket
Director of Education
Headlines Academy, Inc.

For office use only:

License number: SIC-0011-2015
Date processed: 03/19/15 Date expires 06/21/16

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:	<u>Black Hills Beauty College</u>		
Current On-site Director:	<u>Monica Engel</u>		
School Address:	<u>3501 S. Kelley Ave</u>		
City/State/Zip	<u>SIOUX Falls</u>	<u>South Dakota</u>	<u>57106</u>
Telephone:	<u>605-361-2787</u>	Fax: <u>605-361-4330</u>	Email: <u>monica@bhbeautycollege.com</u>
Programs Offered:	Cosmetology	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours <u>2100</u>
	Nail Technology	<input type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours
	Esthetics	<input type="checkbox"/> YES <input type="checkbox"/> 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? February, June and September

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 Polonic</u>	<u>1000 Alta Vista Dr Rapid City</u>	
<u>Joy Polonic</u>	<u>1000 Alta Vista Dr Rapid City</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. Joseph
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.

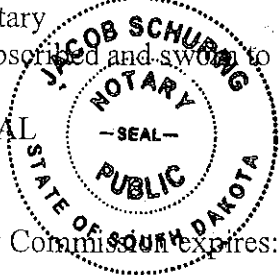
It is further understood that the school license is renewed annually on the start date of the license. A renewal application must be submitted at least two months prior to the expiration date with all required attachments and the required fee. If a license is expired, the school shall pay the added penalty 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: *[Signature]* Dated: 02/02/16
 Owner or School Director Signed: _____ Dated: _____

Notary
 Subscribed and sworn to before me this 2 day of February, 2016.
 SEAL  _____
 Notary Public - South Dakota
 My Commission expires: 02/19/2019

#4 Instructors & Qualifications:

Senior Instructors:

Monica Engeltjes: Instructor license # IC-06830-2016
Cosmetologist license # CO-06829-2016
Monica is Electric File Certified
Expires: 10/04/2016

Aliza Goebel: Instructor license #IC-09225-2016
Cosmetologist license # CO-08693-2016
Expires: 11/17/2016

Amy Daniels : Instructor License # IC- 10095-2016
Cosmetologist #CO-09520-2016
Expires: 03/02/2016

Lindsey Cline : Instructor License #IC-10553-2016
Cosmetologist license # CO-09522-2016
Expires : 08/25/2016

Hiedy Lewis : Instructor License #IC- 12349-2016
Cosmetologist License #CO - 11199-2016
Expires : 03/12/2016

Junior Instructor

Calli Crawford : Instructor License #JC- 12955-2017
Cosmetologist License #CO-12163-2017
Expires : 01/26/2017

Abby Kustak : Instructor License # JC - 12815-2016
Cosmetologist License # CO - 09155-2016
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 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:

- January 1st New Years Day
- April 25th Instructor Continuing Education
- July 4th
- November 26, 27 and 28 Thanksgiving break
- December 24th 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:

Hiedy Lewis - Substitute Instructor

Eric Peterson - Cost Cutters

Lisa Langle - Great Clips

Cheryl Stensrud - Great Clips

Kjresten Panzirer - Man Salon

Lindsey Cline - Blush Hair Salon

Amy Carter - Children's Inn

Jason Scheurer - Shear Sales

Changes in the last year.

In 2015, we implemented Pivot Point Salon Fundamentals Cosmetology with Pivot Point Slide Presentations to our curriculum. Instructors have been supporting class by teaching with the Milady Standard Support Slides, and Milady Standard Course Management Guide.

Changes have been made to our Basic classroom curriculum and hours required. Students have attended the Basic program for a total of 400 hours in classrooms, demonstration and practice before performing services on any client of the school.

We have also made some changes to our Basic Class schedule; students beginning in February 2015 will attend classes Monday through Friday. 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.

September 25, 2015 we were approved as a provider for Electric File Education. We will be using the Milady Standard Nail Technology Textbook.

For the clinic floor, we have implemented Workshops and State Board Mandatory Worksheets that included various exercises such as; permanent waving, color, foiling, styling, thermal style, braiding, sculpting techniques, and State Board curriculum, along with other aspects of the industry that will help them acquire skills and hours needed in those specific areas.

- (b) A table top or counter;
 - (c) A client chair; and
 - (d) A clean, covered container to store clean tools and implements;
- (2) Chemical wave rods;
 - (3) Sufficient combs and brushes per student working on clients;
 - (4) Simulated human heads with real or synthetic hair;
 - (5) One shampoo bowl per five working students;
 - (6) One stationary hooded hair dryer per five working students;
 - (7) One marcel iron for each student working on clients;
- (8) One hand-held hair dryer for each student working on clients;
 - (9) Required equipment in § 20:42:06:01.02 for esthetics instruction;
 - (10) Required equipment in § 20:42:06:01.03 for nail technology instruction; and
 - (11) For hair removal instruction: sufficient equipment and supplies for waxing and chemical and physical depilatories.

Check marks indicate that we are in compliance

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.

Check marks indicate that we are in compliance

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;

Check marks indicate that we are in compliance.

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

- (y) Simulated human hands with stands;
- (z) 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

20:42:05:01. Infection control requirements for licensees. In addition to complying with all other rules of this article and SDCL chapter 36-15, individual licensees must comply with the following requirements for infection control:

- (1) Deposit all used towels, robes, or linens in a covered container;
- (2) Use clean linens on each client;
- (3) Use disinfected equipment or instruments on each client;
- (4) Use the disinfectant as required in all salons, booths, and schools;
- (5) Use clean, closed containers for storage of all clean linens and clean and disinfected implements used in direct contact with clients; and
- (6) Before providing any services on a client, wash hands with soap and water or any equally effective cleansing solution.

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; 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)(5)(6). **Law Implemented:** SDCL 36-15-13(4)(5)(6).

20:42:05:02. Procedure for handling hairpiece or wig. Repealed.

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 12 SDR 151, 12 SDR 155, effective July 1, 1986; repealed, 14 SDR 64, effective November 2, 1987.

20:42:05:03. Procedure for caring for infected area of patron's skin. Repealed.

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

20:42:05:04. Clothing requirements. Each licensee shall be neat and clean in person and attire, and wear clean clothing and footwear.

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(6). **Law Implemented:** SDCL 36-15-13(6).

20:42:05:05. License displayed. Repealed.

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

CHAPTER 20:42:06
SCHOOL REQUIREMENTS

#5	<table border="0"><tr><td style="vertical-align: top;">Section</td><td></td></tr><tr><td>20:42:06:01</td><td>Required basic equipment and educational supplies for all schools.</td></tr><tr><td>20:42:06:01.01</td><td>Required minimum equipment and educational supplies for a cosmetology course.</td></tr><tr><td>20:42:06:01.02</td><td>Required minimum equipment and educational supplies for an esthetics course.</td></tr><tr><td>20:42:06:01.03</td><td>Required minimum equipment and educational supplies for a nail technology course.</td></tr><tr><td>20:42:06:01.04</td><td>Branch school exception.</td></tr><tr><td>20:42:06:02</td><td>Classrooms.</td></tr><tr><td>20:42:06:03 and 20:42:06:04</td><td>Repealed.</td></tr><tr><td>20:42:06:05</td><td>Approved textbooks for basic course of study.</td></tr><tr><td>20:42:06:06</td><td>Requirements for classroom education.</td></tr><tr><td>20:42:06:07</td><td>Student services to be checked.</td></tr><tr><td>20:42:06:08</td><td>Identification of instructors.</td></tr><tr><td>20:42:06:08.01</td><td>Demonstrators in a classroom.</td></tr><tr><td>20:42:06:09</td><td>Required minimum curriculum for cosmetology course.</td></tr><tr><td>20:42:06:09.01</td><td>Required minimum curriculum for nail course.</td></tr></table>	Section		20:42:06:01	Required basic equipment and educational supplies for all schools.	20:42:06:01.01	Required minimum equipment and educational supplies for a cosmetology course.	20:42:06:01.02	Required minimum equipment and educational supplies for an esthetics course.	20:42:06:01.03	Required minimum equipment and educational supplies for a nail technology course.	20:42:06:01.04	Branch school exception.	20:42:06:02	Classrooms.	20:42:06:03 and 20:42:06:04	Repealed.	20:42:06:05	Approved textbooks for basic course of study.	20:42:06:06	Requirements for classroom education.	20:42:06:07	Student services to be checked.	20:42:06:08	Identification of instructors.	20:42:06:08.01	Demonstrators in a classroom.	20:42:06:09	Required minimum curriculum for cosmetology course.	20:42:06:09.01	Required minimum curriculum for nail course.
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In Classroom and Office

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> (various students)	<u>January</u> <u>June</u> <u>October</u>	<u>9:00am</u> to <u>3:00 p.m</u> <u>6 hrs</u>	<u>To Prepare the</u> <u>Advanced Sr Students</u> <u>for their new careers</u> <u>Prepare job applications</u> <u>resumes, feedback</u> <u>from Salons. Salon</u> <u>Options and Interview</u> <u>questions.</u>
2.			
3.			
4. <u>Beauty Supply</u> <u>Store Visits</u> <u>Salon Centric - SF.</u> <u>Cosmo Prof - SF</u>	<u>February</u> <u>June</u> <u>September</u>	<u>2:00pm</u> to <u>4:30 pm</u> <u>2.5 hrs</u>	<u>Basic Students are able</u> <u>to purchase professional</u> <u>products. establish a</u> <u>working Relationship with</u> <u>Other professionals and</u> <u>Support the Industry.</u> <u>Student's license</u> <u>information is</u> <u>applied</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: 01/29/14

[Handwritten Signature]

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.

Individual Classes

(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 101 N. Indiana Ave Sioux Falls, SD	2/4/10 8/10/1	9:00 am to 12:00 pm 3 hours	Applied to teach the students how to give back to the community how to use their skills to help others in need, to further their education, and perfect their
6.	12/1		Skills under supervision of a Sr Instructor

Black Hills Beauty College

(NT1001p)

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

(NT1001p)

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

(NT100lp)

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.

SCHOOL FIELD TRIP PLANS for school license year 03, 2016 through 03, 2017.

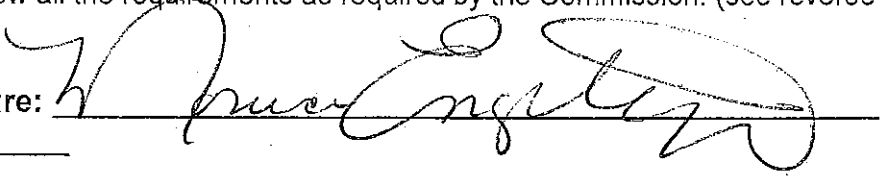
1. School Name: Black Hills Beauty College - S.F.

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. <u>Avera Race Against Breast Cancer</u> <u>3400 S.</u>	<u>May 2016</u>	<u>5 Hrs</u>	<u>Giving to charity/may improve the student's sense of well-being.</u>
2. <u>Southeastern Ave.</u> <u>Sioux Falls, SD</u>			<u>The act of helping others can create that, to sacrifice time and finances to help others in need gives a purpose for life and satisfaction.</u>
3.			<u>Teaching students to work together for a common goal. 6-8 students are needed to service cancer patients and survivors.</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: 01/29/16

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

(NT100p)

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.

SCHOOL FIELD TRIP PLANS for school license year 03, 2016 through 03, 2017.

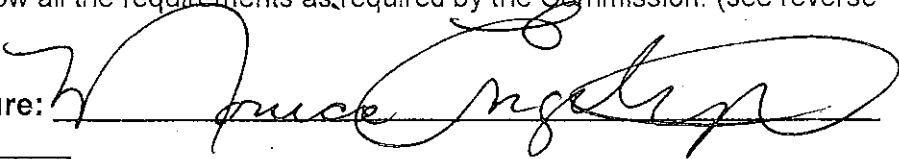
1. School Name: Black Hills Beauty College - SF

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. Hair Show Salon Centric Council Bluffs Ia.	Seasonal	8 to 16 Hours	Gives the Students direction on how to further their education by attending classes.
2.			The techniques and education received can be used
3.			throughout their profession.
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: 01/29/16

.....
 Date received by Commission: _____

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

Black Hills Beauty College
(NT100lp)

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

SCHOOL FIELD TRIP PLANS for school license year 03, 2016 through 03, 2017.

1. School Name: Black Hills Beauty College - S7

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 each West Central School Hartford, SD</u>	<u>February 2 dates each year</u>		<u>Giving to Community improves the students sense of well-being. The act of helping</u>
2.			<u>Others. To sacrifice time and finances to help others in need gives a purpose for life and satisfaction</u>
3.			<u>Teaching and being a role model to future generations. Teaching</u>
4.			<u>Students to work together for a common goal. 8-10 students are</u>

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

needed to do
hairstyles.

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: 01/29/16

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.

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 Eshtetics: January & July
 Current Enrollment in - - - - Cosmetology Program: 81 Nails Program: 0 Esthetics Program: 5
 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 faction 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 or School Director Signed: _____

Owner or School Director Signed: _____

Dated: 2/4/16

Dated: _____

Notary

Subscribed and sworn to before me this 4 day of February 2016.

SEAL

Penny W. Smith
Notary Public – South Dakota

My Commission expires: 03/03/2017

Fashionista Miracles

The District; Sioux Falls SD

November 12th, 2016

8 Hours

120 Students

Educational Objectives:

- Students will gain experience organizing and presenting a fashion show, including hair, clothing and makeup.
- Students will gain experience functioning as part of a team to create a specific theme for presentation of models; music, modeling and choreography, in addition to fashion principles.
- Students will gain experience of working on community service project to benefit women, who makeup the largest portion of their clientele.
- Students will have the opportunity to work with a charitable organization.

All licensed instructors and staff members of Stewart School will be involved in the preparation of models, rehearsals for the fashion show and the actual show itself. Much of this will take place at the site of the show on the day of the show requiring the field trip hours. The preliminary work is being done during school hours with the assistance of licensed instructors. Models hair and makeup will be done during the afternoon at the school.

Cosmoprof Spring Hair Show

Fargo, ND

Sunday in March/April 2016

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, 2016

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
February 4th, 2016

Attachment #1:

Days/Times Open:

Our hours of operations are:

Mondays	8:00 am – 6:30 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
February 4th, 2016

Attachment 2

Days and Times of Theory Classes:

Cosmetology:

Our classes start: January, March, June, September and November. Students have basic training for 8 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 schedule 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
February 4th, 2016

Attachment 3

Days and Times of Clinic:

Our Clinic Floor hours of operation are as follows:

Monday	10:00 am – 6:30 pm
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 8 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 8 weeks (320 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
February 4th, 2016

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-07967-2016	CO-06471-2016	8/23/2016
Shaylee Engberg	JR-12851-2016	CO-11224-2016	10/05/2016
Caitlin Hoogland	IC-09910-2017	CO-08460-2017	1/6/2017
Madaline Knutson	IC-09595-2016	CO-09591-2016	12/31/2016
Angi Marso	IC-07968-2016	CO-05937-2016	7/17/2016
Ashley Schmid	JR-12852.2017	CO-11694-2017	2/18/2017
Angela Taylor	IC-07167-2017	CO-04735-2017	2/15/2017
Penny Thompson	IC-06054-2016	CO-05150-2016	12/02/2016
Katie VanBollegooyen	IC-11551-2016	CO-09161-2016	8/29/2016

** Hired, but not licensed at time of submitting application:

Danica Terry
Samantha Westly

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
February 4th, 2016

Attachment 5

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

Please see the attached copy of our most current inspection conducted on September 15th, 2015. It indicates that we do have all the required equipment.

SCHOOL INSPECTION REPORT 2015

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

Section A

1. Name of School: Stewart Beauty School

2. Address: 604 N West Ave.

3. City: Sioux Falls

4. Telephone Number: 605-336-2775

5. School License Number: SLC-00010-15

6. Expiration Date: 6-1-16

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

8. Programs Taught (circle all that apply)

Cosmetology (hair, nails, skin)
 Nails (separate)
 Esthetics (separate)

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

<input checked="" type="radio"/> Yes	<input type="radio"/> No	9. School sign clearly posted SDCL 36-15-38
<input checked="" type="radio"/> Yes	<input type="radio"/> No	10. Sign on clinic floor designating that all services are performed by students SDCL 36-15-38
<input checked="" type="radio"/> Yes	<input type="radio"/> No	11. Student Price List on Display 20:42:06:30
<input checked="" type="radio"/> Yes	<input type="radio"/> No	12. Infection Control Rules & Regulations Display 20:42:06:31
<input checked="" type="radio"/> Yes	<input type="radio"/> No	13. Blood Spill procedures posted in the dispensary 20:42:06:32
<input checked="" type="radio"/> Yes	<input type="radio"/> No	14. Unregulated Services Sign Display 20:42:06:33
15. TOTAL ENROLLMENT OF STUDENTS IN SCHOOL (Attach list of official current students)		

Section B

INSTRUCTOR LICENSES

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

<input type="radio"/> Yes	<input type="radio"/> No	1. All licensees current and licenses displayed. Instructors listed below.				
<input type="radio"/> Yes	<input type="radio"/> No	2. Minimum number of instructors for students enrolled. (1 senior instructor for each 20 or less students)				
3. Senior (last name)	Instructor Lic. No	Expiration	Operator or Technician Lic. No	Expiration	On Duty	Identified
<u>Nox, David</u>	<u>IC-09910-16</u>	<u>1-6-16</u>	<u>CO-08640-16</u>	<u>1-6-16</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<u>Taylor</u>	<u>IC-07167-16</u>	<u>2-15-16</u>	<u>CO-04735-16</u>	<u>2-25-16</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<u>Chasey</u>	<u>IC-10748-16</u>	<u>4-2-16</u>			<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<u>Braun, Ruthen</u>	<u>IC-09333-16</u>	<u>4-25-16</u>	<u>CO-07746-16</u>	<u>4-25-16</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<u>Conner</u>	<u>IC-07199-16</u>	<u>5-20-16</u>	<u>CO-03294-16</u>	<u>5-20-16</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<u>Mars</u>	<u>IC-07968-16</u>	<u>7-17-16</u>	<u>CO-05937-16</u>	<u>7-17-16</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<u>Crane</u>	<u>IC-07967-16</u>	<u>8-23-16</u>	<u>CO-06471-16</u>	<u>8-23-16</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<u>Van Ballegooyen</u>	<u>IC-11551-16</u>	<u>8-29-16</u>	<u>CO-09161-16</u>	<u>8-29-16</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<u>Keldala</u>	<u>IC-11411-16</u>	<u>9-3-16</u>	<u>CO-02421-16</u>	<u>9-3-16</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<u>Thompson</u>	<u>IC-06054-16</u>	<u>12-2-16</u>	<u>CO-05185-16</u>	<u>12-2-16</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<u>Knutson</u>	<u>IC-09595-16</u>	<u>12-31-16</u>	<u>CO-09591-16</u>	<u>12-31-16</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
4. Junior (last name)	Instructor Lic. No	Expiration	Operator or Technician Lic. No	Expiration	On Duty	Identified
<u>Woo</u>	<u>IC-12851-15</u>	<u>10-5-15</u>	<u>CO-11224-15</u>	<u>10-5-15</u>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<u>H. DeBergner</u>	<u>IC-12852-15</u>	<u>2-28-16</u>	<u>CO-11694-15</u>	<u>2-28-16</u>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
					<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Section C

General Requirements and Equipment
(20:42:06:01; 20:42:06:02)

<input checked="" type="radio"/> Yes	<input type="radio"/> No	1. Sufficient lockers for all enrolled students
<input checked="" type="radio"/> Yes	<input type="radio"/> No	2. Time clock for student hours Type of clock - <i>ASC</i>
		3. Classrooms
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Separated from public areas
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Instruction board or chalkboard
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Sufficient tables/desks and chairs
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Sufficient reference materials
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Audiovisual materials
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Observation of theory course. Lesson plans available when requested
		Course title observed:
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Textbooks and SD law/rule books
		Name of textbook: <i>Melady</i>
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Student notebooks or workbooks <i>not present</i>
		4. Clinic Floor
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Student licenses posted 20:42:06:29
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Student services checked by instructor 20:42:06:07
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Only students are doing services (Instructors cannot do services on the clinic floor) 20:42:06:11

Section D

Required Minimum Equipment and Supplies
COSMETOLOGY

(also includes esthetics and nail technology below) (20:42:06:01.01)

<input checked="" type="radio"/> Yes	<input type="radio"/> No	1. Work Station for each working student that includes:
		Mirror
		<u>Table top or counter</u> <i>need to be wiped off better - a lot of residue around</i>
		Client chair <i>The holders - bases of vanity & chair</i>
		Clean covered container to store clean implements
<input checked="" type="radio"/> Yes	<input type="radio"/> No	2. Sufficient cold wave or perm rods
<input checked="" type="radio"/> Yes	<input type="radio"/> No	3. Sufficient combs and brushes per working student
<input checked="" type="radio"/> Yes	<input type="radio"/> No	4. Simulated human head with real or synthetic hair
<input checked="" type="radio"/> Yes	<input type="radio"/> No	5. One shampoo bowl per 5 working students
<input checked="" type="radio"/> Yes	<input type="radio"/> No	6. One hooded hair dryer per 5 working students
<input checked="" type="radio"/> Yes	<input type="radio"/> No	7. One curling iron for each working student
<input checked="" type="radio"/> Yes	<input type="radio"/> No	8. One hand-held hair dryer for each working student
		Required equipment for esthetics below (20:42:06:01.02)
		Required equipment for nail technology below (20:42:06:01.03)

Section E

Required Minimum Equipment and Supplies
ESTHETICS (20:42:06:01.02)

<input checked="" type="radio"/> Yes	<input type="radio"/> No	1. Work station for each working student that includes:
		facial chair or massage table
		table top
		mirror
		covered waste receptacle
		clean, covered container to store clean implements
<input checked="" type="radio"/> Yes	<input type="radio"/> No	2. Sufficient steamer, vaporizer or pulverizer machines
<input checked="" type="radio"/> Yes	<input type="radio"/> No	3. Sufficient galvanic current machines
<input checked="" type="radio"/> Yes	<input type="radio"/> No	4. Sufficient suction or vacuum machines
<input checked="" type="radio"/> Yes	<input type="radio"/> No	5. Sufficient high frequency Tesla or violet ray units and a facial electrode
<input checked="" type="radio"/> Yes	<input type="radio"/> No	6. Sufficient magnifying lamp
<input checked="" type="radio"/> Yes	<input type="radio"/> No	7. Sufficient therapeutic lamps
<input checked="" type="radio"/> Yes	<input type="radio"/> No	8. Simulated human head forms
<input checked="" type="radio"/> Yes	<input type="radio"/> No	9. Make-up station with mirror for each working student
<input checked="" type="radio"/> Yes	<input type="radio"/> No	10. Sufficient equipment and supplies for waxing, chemical, and physical depilatories
Optional		11. Microdermabrasion equipment (20:42:06:21.01) (OPTIONAL) - a closed loop system

Garbage can lid in way room - needs to be cleaned.

Section F

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

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

Section G

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

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

Section H

Infection Control Requirements

(20:42:06:23; 20:42:06:24; 20:42:04:05; 20:42:04:05.01; and 20:42:06)

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

Section I

Equipment for Safety

(20:42:06:20)

- Yes No 1. First Aid kits (at least two) with blood spill procedures
- Yes No 2. Fire Extinguisher, charged, ABC type, 5-pounds each 1,500 feet of space
- Yes No 3. Electrical (20:42:06:20)

Section J

Student Clinic Floor Station Inspections (attached)

The school is responsible for any student non-compliance. All student station inspection reports will be given to the school manager. It is expected that the instructors will have any non-compliance issues by any individual student corrected quickly.

Section K

1. Inspected by: Mary Rasmussen, Karen Dosselt
(signature of all inspectors)

2. Date Inspected:

9-15-15

3. Licensee reviewed report with inspector Yes No
If no, why not?

4. Signed by Owner or School Manager: _____

5. An inspection has been made of your School, employees, and students on the above date. Evaluation of each item is noted by Yes=In Compliance or No=Not in Compliance or NA or cross-out=not applicable. **If a Bolded above No is circled it is an automatic overall failure.** If a school fails, an unannounced recheck inspection will be completed within three weeks.

Section L

SCHOOL OVERALL INSPECTION RATING (circle)

RECHECK

In Compliance - **PASS**

Not in Compliance - FAIL

Section M

1. Comments:

Instructor training - no students present
 Student stations - vanity tops & base need to be cleaned.
 Wipe on trash container lid - Esthetics
 Pedicure foot base needs cleaning
 Shelves, containers need to be wiped off - dusted
 Labels on spray disinfectants need to be replaced.

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
February 4th, 2016

Attachment 6

Current copy of the Student Catalog

Please see our Student Catalog following this page.

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
February 4th, 2016

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

Stewart School

Boyd, Kate

From: Angela Taylor
Sent: Monday, February 01, 2016 10:32 AM
To: Boyd, Kate
Subject: Request for Pre-Graduation Testing

We request the commission to allow students to take their State Board exams before they graduate. We realize that standards would need to be set for this. Our ideas are:

1. Schools submit the students application for boards anytime after they have reached 1900 hours.
2. Schools submit the time sheet and education record upon completion of the 2100 hours and graduating from school (just as we do now).
3. Commission would release the license once the graduation/completion paperwork is received.

** If a student would fail their board exam, they would retake it just as they do now.

The benefits of this:

** Students would not need a temporary permit to work.

** Graduates moving to other states would be able to start the process of reciprocity upon completion of school.

** This would encourage students to work right away and that would help our South Dakota schools that have to deal with Gainful Employment. Currently we have students who chose not to work until they get their license. That is a burden on the schools when dealing with compliance and tracking the students down once they leave our schools.

--

Make it a Great Day!

Angela

Angela Taylor
School Director
604 N. West Ave
Sioux Falls, SD 57104
605-336-2775 x 3
www.stewartschool.edu
www.facebook.com/stewartschoolsd

www.facebook.com/fashionistamiracles

Electric File

South Dakota Cosmetology Commission
500 E Capitol Ave
Pierre SD 57501
605-773-6193
605-773-7175 fax
cosmetology@state.sd.us

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: Headlines Academy
2. Provider's Address: 333 Omaha St, Suite 7
Rapid City, SD 57701
3. Provider's Contact Name: Judy Birmeier
4. Telephone number: 605-345-4247 Fax number: 605-345-5162 Email: headlinesadmission@yahoo.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: 4 hr Electric File Course
(All continuing education in SD must emphasize safety and sanitation)
 2. Number of Continuing Education Credit Hours: 4 (Do not include time for breaks and meals)
 3. Initial Date and Time of Course Offering: 3/13/16 8:00am
 4. Location of Course: Headlines Academy 333 Omaha St, Suite 7 Rapid City SD 57701
(provide 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: Martie MacDonald
 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. _____

Section C -- Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. _____

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) _____
2. Signature: _____
Date: _____

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: _____

Nail Technology

LESSON PLAN

SUBJECT UNIT _____ Electric Files _____

SESSION NUMBER 1 OF 1 SESSIONS

LENGTH OF SESSION 8 hours

BEHAVIORAL OBJECTIVE: Instruct the student on proper safety and sanitation of electric files and bits, proper use of different bit types, safety of them and proper angle, choosing the right electric file, manufacturers of files, safety and sanitation of manicure and pedicure services, proper safety and sanitation for the client, how to use electric files, SD Laws on using electric files, cuticle nippers and callous removers. Lecture over Milady chapter on Electric files

THEORY 3.5 hours

DEMO .5 hours

PARTICIPATION 4 hours

EXPERIENCES 1

CLASSROOM clinic floor

TOOLS AND EQUIPMENT: Close pins with nails glued to them, acrylic kit, nail brush, electric file with assorted bits, acetone, disinfectant, tray for disinfectant, tongs, assorted nail files, pen and paper,

RESOURCE MATERIAL: Bits and Handpieces by Nancy King, Pedicure Safety Guide by Nancy King, Milady Textbook, SD Laws and Rules Book

MOTIVATION (what do you want the student to watch and listen for as you present) The proper use of an electric file, how they work, choosing the right bit for the job, choosing the right electric file for you, and safety and sanitation for the stylist and client, what tools are legal and which ones are not in our state

100% PARTICIPATION PROJECT: Applying the nails and product to the cloths pins and using the file on it, the practicing with the file on other students.

PRESENTATION OUTLINE: see attached

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH: N/A

ASSIGNMENT:(should be a completion of outcome and criteria) The student will take notes over theory lecture and take a test at the end of the theory segment. The student will take a short test at the end of hands on class

METHOD OF MEASURING: passing the test with a 75% or better

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

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Instructor

Provider # NCE-0004-2014

President



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 _____

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 Ranees 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!

Microdermabrasion

South Dakota Cosmetology Commission
500 E Capitol Ave
Pierre SD 57501
605-773-6193
605-773-7175 fax
cosmetology@state.sd.us

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: Headlines Academy
2. Provider's Address: 333 Omaha St, Suite 7
Rapid City SD 57701
3. Provider's Contact Name: Sandy Burmeier
4. Telephone number: 605-348-4247 Fax number: 605-348-5462 Email: headlinesadmissions@headlines.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 Class
(All continuing education in SD 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: July 2016

4. Location of Course: Headlines Academy 333 Omaha St Suite 7 Rapid City SD 57701
(provide 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: MaryAnn Sharp

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.

Marcia Ann has been teaching this class since Anette left, she has dual training

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. *we have an attendance sheet that they clock in & out on*

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 Birmeyer*

2. Signature: *S Birmeyer*

Date: *1-27-16*

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 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: _____	

LESSON PLAN

SUBJECT

UNIT Microdermabrasion

SESSION NUMBER 1 & 2 OF 2 SESSIONS

LENGTH OF SESSION 16

Hour split SD Laws and Rules .5, Microdermabrasion Video .5, Lecture over behavioral objective 2, Demo with Dermapod machine 1, hands on participation with Dermapod machine on models 12.

BEHAVIORAL OBJECTIVE: Instruct the student on proper safety and sanitation of microdermabrasion. Instructing the student on histology of the skin, skin typing, different types of microdermabrasion and what contraindications to look for. Observing the student performing Microdermabrasion on various skin types completing at least 5 models.

THEORY 3

DEMO 1

PARTICIPATION 12

EXPERIENCES 4

CLASSROOM Esthetics Clinic

TOOLS AND EQUIPMENT: Television, DVD Player, Derma pod, pen and paper, clients.

RESOURCE MATERIAL: Derma pod instructions manual. Miladys Aesthetician Microdermabrasion. Pamela Hill Institute Microdermabrasion Video. Bio-Elements Manual.

MOTIVATION (what do you want the student to watch and listen for as you present) The proper use of a microdermabrasion machine. To understand which client would be a good candidate and what contraindications to look for.

100% PARTICIPATION PROJECT: Students to be able to work on the derma pod with clients
PRESENTATION OUTLINE: Attached

SUMMARY: skin reaction working with the derma pod

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH: review over all

ASSIGNMENT:(should be a completion of outcome and criteria) Students will take notes over theory lecture and take a test at the end of the second day

METHOD OF MEASURING: to take the test and pass with a 75 %

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 _____

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 11th day of February, 2014

Instructor

Provider # MCE-0003-2014

President

Headlines Academy

Rapid City, South Dakota

This Certificate Presented to:

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Rapid City, South Dakota

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In testimony whereof we hereunto affix our signatures this 11th day of February, 2014

Instructor

Provider # MCE-0003-2014

President

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

COSMETOLOGY • ESTHETICS • NAIL TECHNOLOGY • MASSAGE THERAPY

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

March 3, 2016

Marissa Frazier

South Dakota Cosmetology Commission
111 East Capitol
Pierre, SD 57501

Please accept this letter of request to allow Marissa Frazier the status of Senior Instructor rather than Junior Instructor at Headlines Academy. We have recently hired 3 new Instructors and due to our extended hours, we need an additional Senior Instructor to meet the needs of our students.

Marissa Frazier is an excellent addition to our staff at Headlines. She has 13+ years of cosmetology experience as a stylist & booth renter. She also has been an educator for Matrix and is currently an educator for Surface, since 2011. I know that it is important for any Instructors to have "teacher training" in teacher methodology & skills to properly teach in a classroom and clinical setting. In our opinion, Reese has been more than trained from her past Educator Training from both Matrix & Surface.

Headlines will also be taking Marissa and all of our Instructors to the upcoming Teacher Methodology Training from PCCS in Denver, CO on March 13th & 14th. We attended this training last year and it was an amazing opportunity and the education we received was second to none. (This training is also the reason we have submitted this request in writing rather than attending the meeting.)

Enclosed is a letter of reference from Salon Growth Manager, Shazia Mosco in regards to Marissa Frazier's training with Surface.

We appreciate your consideration & look forward to your response.

Sincerely,

Cricket
Director of Education
Headlines Academy, Inc.

To: mfraziersurfacehair@live.com

Letter

Today at 10:32 AM

To whom it may concern-

Marissa Frazier has been an Origins Artist with Surface Hair since 2011. She has also attended bi-annual trainings with the company.

Marissa has been a valuable asset to Surface as she is dependable, professional and goes the extra mile to constantly education and communication improve her skills.

Please let me know if you have any additional questions.

Sincerely,

Shazia Mosco

Salon Growth Manager of Midwest

SOUTH DAKOTA COSMETOLOGY COMMISSION
500 E Capitol Ave, Pierre, SD 57501
INSTRUCTOR LICENSE APPLICATION

Mail this completed application and a \$25 license fee (non-refundable) to the above address.

Applying for (check one): Junior Instructor License Senior Instructor License
Have you had an instructor license in South Dakota before? YES NO

Please print all information

1. PERSONAL INFORMATION.

Name: Marissa Frazier Telephone Number: 605-381-5349
Address: 214 Enchantment Rd. City: Rapid City State: SD Zip: 57101
SD (cosmetologist, esthetician, or nail technician) License number: CO-07943-2016
Social Security Number: [REDACTED] Birth Date: 7-17-83

2. SALON EXPERIENCE REQUIREMENT (needs to be at least 1,000 clock hours for either junior or senior)

Name of Salon: Covenant Creations
Salon Owner Name: Denise Grayton Telephone number: 605-341-3246
Beginning Date of Employment: April 2015 Ending date: Current
Total number of clock hours work experience: 1,000 HRS Denise Grayton

3. 12-CLOCK HOURS COURSE needed for a Junior License (attach copy of certificate)

Name of course: Completed - KLB
Company providing the course: _____
Date completed: _____

4. SOUTH DAKOTA INSTRUCTOR STATE LAWS/RULES TEST (must complete for either junior or senior)

Upon receipt of your Instructor application, the Cosmetology Commission will contact you to set up a date/time/location for you to take the Instructor State Laws/Rules Test.

5. INSTRUCTOR EDUCATION PROGRAM (if newly enrolled, attach letter from a school. If from another state, attach a copy of instructor license and information on instructor education)

Name of School: HEADLINES ACADEMY, INC
School Owner or Administrator Name: CRICKET
City/State: RAPID CITY SD
Program Start Date: 1-18-16 Program Completed Date: _____
If applying for a Junior license, list the Senior instructor in charge: CRICKET

COMPLETE THE REVERSE SIDE BEFORE SUBMITTING

Stephanie Holscher

To: South Dakota Cosmetology Commission

RE: Obtaining a Senior Instructors License.

Please accept this letter and attached resume as my proposal to obtain my Senior Instructors License.

I am a highly motivated and organized professional with 15+ years of experience in the Cosmetology Industry and have recently completed training at The Salon Professional Academy Dallas.

Request for alternative licensing of senior instructor is based on the South Dakota Board of Cosmetology's Administrative ruling, including but not limited to:

The following **work experience** may be recognized in lieu of educational courses.

1-2 years = 300 hours

3-5 years = 500 hours

6-10 years = 600 hours

11-14 years = 700 hours

15 or more years = 800 hours

20:42:08:03. Senior instructor education for initial licensure. To receive a senior instructor license, the applicant shall successfully complete a program of 1,000 clock hours of commission-approved instructor education.

If a licensed senior instructor is not available to work in a school, the commission may conditionally approve a senior instructor license to an applicant dependent upon the applicant completing the required hours of education within six months of receiving the license. If the education is not completed successfully before the end of the six months, the license immediately becomes invalid.

Objective: obtaining acceptance of any/all hours completed & required for Senior Instructor License based on the following experience, courses and trainings:

Board's Proposal for approval of existing experience and education to be considered for summarized alternative senior instructor licensing for, Stephanie Holscher:

- Training completed at The Salon Professional Academy Dallas- 80 hrs.
- Distance education pre-approved by the Commission; Milady online courses.-30 hrs.
- Previous Experience 700 hrs. (see resume)
- Substitute teaching at Lake Area Technical Institute (requested total hours from Shawn) -50 hours
- The Salon Professional Academy - 140 hours

Total hours: 1000 hours

Upon approval of proposal I eagerly intend to complete South Dakota Instructor State Law/Rule Exam.

Thank you for considering my proposal; if you have any further questions please do not hesitate to contact me at 605-949-0348.

Best Regards:

Stephanie Holscher

Stephanie Holscher

stephwaletich@hotmail.com

1507 Squire Lane • Aberdeen, SD 57401 • (605) 949-0348

OBJECTIVE

QUALIFICATIONS

- Willing and capable to learn, and take on new challenges
- Efficient communicator
- Self-motivated
- Well organized
- Exceptional attendance and punctuality
- Excellent people skills
- Outstanding team player

EDUCATION

Lake Area Technical Institute, Watertown, SD
Degree in Cosmetology
GPA: 4.0

WORK EXPERIENCE

Lake Area Technical Institute

Cosmetology Substitute Instructor March 2015-May 2015

- Help lead the class through the required course work.
- Supervise students working on clients.
- Grading assignments and exams.

WORK EXPERIENCE

Salon Centric Aberdeen, SD

Store Manager March 2007-Novemeber 2014

- Oversee day to day operations of the store.
- Manage employee development.
- Responsible for scheduling employees.
- Create/maintain customer relationships to grow company sales.
- Attended regional managements meetings to further
- Train and orient other staff on office policies and procedures.
- Organized monthly staff meetings.
- Build customer database to improve tracking, reporting and customer service.
- Resolve various employee-relations problems.
- Manage and track inventory. Manage and track sales.

WORK EXPERIENCE

Salon Centric Aberdeen, SD

Sales Associate January 2007- March 2007

- Assist Customers.
- Fill customer orders.
- Assist with inventory.

WORK EXPERIENCE

Jodi's Hair Studio Milbank, SD

Cosmetologist 2001-2007

- Attended continuing education courses that were utilized in my business model.

- Completed paperwork needed to run a small business.
- Utilized social networks to build a clientele base.

Honors/Awards

- 4.0 GPA at Lake Area.
- Rising Star Award 2008
- Manager of the year 2009
- Salon Centric Store of the year 2011
- First Aid/CPR/Hazmat Certified

REFERENCES

Provided upon request

Tara Mortland

To: South Dakota Cosmetology Commission

RE: Obtaining a ~~Junior~~ Senior Instructor's License.

Please accept this letter and attached resume as a proposal to obtain a Junior or Senior Instructors License.

Request for alternative licensing of senior instructor is based on the South Dakota Board of Cosmetology's Administrative ruling, including but not limited to:

The following **work experience** may be recognized in lieu of educational courses.

1-2 years = 300 hours

3-5 years = 500 hours

6-10 years = 600 hours

11-14 years = 700 hours

15 or more years = 800 hours

20:42:08:03. Senior instructor education for initial licensure. To receive a senior instructor license, the applicant shall successfully complete a program of 1,000 clock hours of commission-approved instructor education.

If a licensed senior instructor is not available to work in a school, the commission may conditionally approve a senior instructor license to an applicant dependent upon the applicant completing the required hours of education within six months of receiving the license. If the education is not completed successfully before the end of the six months, the license immediately becomes invalid.

Objective: Seeking Junior and/or qualifying Senior Instructor's license through alternative licensing method; with SD Board of Cosmetology Board approval.

- Previous salon education, training, and certification
 - PCA Checmical Peel Certification (October 2012)
 - Inspiring Champions Graduate (2011 & 2012)
 - easiHair Pro Educator Training & Certification (April 2013)
 - Extreme Eyelash Extension Education, Dallas (June 2013)
 - CND Brisa Light Certified (December 2013)
 - Train The Trainer (May 2014)
 - Featured "Stylist of the Month" in Hairextenstionmagazine.com (February 2016)

Advance Education:

- Inspiring Champions Business Education Business Consulting (August 2010-2014)
- Bare Minerals Education, Minneapolis MN (2010)
- Advance Matrix Craft Color/Cut Be Inspired, Fargo (August 2012)
- PCA Chemical training and Certification, Minneapolis (October 2012)
- Bare Mineral Makeup, Revive Day Spa (January 2013)
- Extreme Eyelash Extension Training, Dallas TX (June 2013)
- Image all you can be Matrix Color Class, Revive Day Spa (July 2013)
- Salon Centric Spring Show, Omaha NE (Spring of 2013-2015)
- Matrix Color Insider Advance Training (July 2013)
- CND Nail Certification, Brookings (December 2013)
- Surface Hair Blow Out Boot camp, Revive Day Spa (February 2014)
- Recruit Days, LATI (March 2014)
- Matrix Advance Color Class, Revive Day Spa (March 2014)
- Spring Show, Omaha (March 2014)
- Bio Ionic Tool Training, Revive Day Spa (June 2014)
- Easihair Extension Hands On, Revive Day Spa (August 2014)
- Bare Mineral, Revive Day Spa (December 2014)
- Redken Symposium, Las Vegas NV (January 2015)
- Recruit & easihair Design and Presentation of Application on Shawn Venjohn Head LATI Instructor (February 2015)
- Sanford Woman's Event Expo easiHair, Dacotah Event Center (March 2015)
- Pureology Product Knowledge, Revive Day Spa (March 2015)
- Matrix Cutting/Coloring & Jen Planck, LATI (March 2015)
- Nufree Waxing, Revive Day Spa (June 2015)
- Footlogix Pedicure, Revive Day Spa (June 2015)
- Surface Men's & Woman's Cutting, Revive Day Spa (August 2015)
- Make Artist Celebrity Application, Revive Day Spa (January 2016)
- Over The Top with Michael Cole, Revive Day Spa (February 2016)

Boyd, Kate

From: Fallon Helm <falloneichler@yahoo.com>
Sent: Friday, March 04, 2016 11:48 AM
To: Boyd, Kate
Subject: Alternative Instructor Senior License

Board's Proposal for approval of existing experience and education to be considered for summarized alternative senior instructor licensing for, Tara Mortland:

easiHair Pro Educator Training & Certification (April 2013) (100 hours courses including hours)

Train The Trainer (May 2014) (100 hours including courses taught)

Online pre-approved Courses & The Salon Professional Academy (200 hours)

Previous Salon Experience 9 years (600 hours)

Upon approval of proposal I eagerly intend to complete the Instructor's Application in addition to South Dakota Instructor State Law/Rule Exam.

Thank you for considering my proposal; if you have any further questions please do not hesitate to contact me at 605- 228-9211.

Best Regards,

Tara Mortland

Tara Mortland

taralyke@gmail.com

1020 S Jay St • Aberdeen, SD 57401 • (605) 228-9211

OBJECTIVE

Seeking Junior and/or qualifying Senior Instructor's license through alternative licensing method; with SD Board of Cosmetology Board approval.

QUALIFICATIONS

- Motivated to educate
- easiHair Pro Extension Educator class setting
- Platform artist presenting and education of easiHair Pro Extension
- Trained numerous apprentice, Revive Day Spa
- Policy and Procedure handbook contribution
- Work well with others
- Leader by trade
- Motivated hardworking & committed
- Extra attention to detail
- Team oriented
- Optimistic outlook and encourager
- Excellent multitasking skills

EDUCATION

Aberdeen Central High School

High School Diploma

Lake Area Technical Institute, Watertown, SD

Degree in Cosmetology

GPA: 3.8

INTERN EXPERIENCE

The Cutting Edge Salon Aberdeen, SD

Interned under Terry Mach Senior year high school 2006

WORK EXPERIENCE

JC Penny Watertown, SD

Cosmetologist November 2007-August 2010

WORK EXPERIENCE

easiHair Pro Educator

Educator March 2013- current

WORK EXPERIENCE

Revive Day Spa Aberdeen, SD

Cosmetologist August 2010-Current

EDUCATION AWARDS CERTIFICATIONS

- **PCA Cheemical Peel Certification (October 2012)**
- **Inspiring Champions Graduate (2010, 2011, 2012, 2013, 2014)**
- **easiHair Pro Educator Training & Certification (April 2013)**
- **Extreme Eyelash Extension Education, Dallas (June 2013)**
- **CND Brisa Light Certified (December 2013)**
- **Train The Trainer (May 2014)**
- **Featured "Stylist of the Month" in Hairextenstionmagazine.com (February 2016)**

Advance Education:

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- Surface Men's & Woman's Cutting, Revive Day Spa (August 2015)
- Make Artist Celebrity Application, Revive Day Spa (January 2016)
- Over The Top with Michael Cole, Revive Day Spa (February 2016)

Honors/Awards

- Customer Service Retail Abby Award (2012)
- Employee of the month, Revive Day Spa (2015)
- Featured Stylist of the Month in Hairextentionmagazine.com (2016)
- **REFERENCES**
Provided upon request

REQUEST FOR APPROVAL OF APPRENTICESHIP

Leo Thomas Salon
Holly Ringo, Senior Instructor
Shaylen Hannanh, Proposed Apprentice

Holly Ringo, Senior Instructor at Leo Thomas Salon in Rapid City is seeking approval of an apprenticeship program. Commission members will recall that Ms. Ringo had requested approval of an instructor independent study program and later took her Instructor State Board exams. She is now a licensed Senior Instructor.

The proposed apprentice is Shaylen Hannanh. Commission member Lori Little and Inspector Georgia Linn interviewed Holly and Shaylen recently and conducted an inspection of the salon.

Commission member Lori Little will make a verbal report at the Commission meeting of the interview/inspection and a recommendation regarding approval of this apprenticeship for the Commission's consideration.

**SOUTH DAKOTA COSMETOLOGY COMMISSION
APPRENTICE-SALON APPLICATION**

ALL APPLICABLE INFORMATION MUST BE COMPLETED BY THE OWNER BEFORE A LICENSE IS ISSUED. PRINT OR TYPE - SUBMIT FEE AND APPLICATION TOGETHER. Fees are non-refundable.

1. License Type and Fees. I am applying for: Apprentice-salon license \$250

2. Salon name: Leo Thomas Salon

3. Salon physical address: 816 South St RCSD 57701
Street City Zip

4. Salon telephone number: 605 721-6970 YOUR home telephone number: 605 415 7192

5. Your (OWNER) name: Holly Kay Ringo License number: M-

6. Name of Salon Manager in charge: Holly Kay Ringo License number: M-

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

8. Tentative Start Date of Apprenticeship March 2016

9. Circle the days YOU are OPEN: M TU W TH F S SU

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 it cannot be transferred to another party or location. I understand that this license is valid until the set completion date of the apprenticeship. I understand that if the apprenticeship is not completed on the set completion date, this license will have to be renewed at the \$250 renewal fee. I further certify that the salon 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.

10. Signature of Owner(s) [Signature] Date: Feb 16, 2016

11. Social Security Number(s): [Redacted] Federal ID number if Corporation: [Redacted]

Office Use Only: Permit license number _____ Date processed: _____
Inspector _____ Date expired: _____



Leo Thomas Salon Apprenticeship Program

(605) 721-6950 • WWW.LEOTHOMASSALON.COM

Enrollment Application

Confidential

NAME Shaylen Hannah DATE: 2-15-16
 Address 14751 West Valley View Dr City: Piedmont State: SD Zip: 57769
 Home Phone: don't have Cell Phone: 307-689-0179 DOB: 03-27-98
 Social Security #: [REDACTED] Drivers License #: [REDACTED]

Parents and/or Guardian:

Father Shane Hannah Mother Melissa Spencer
 Address 7 Windmill Lane Address 14751 West Valley View
 City, State, Zip WY Moorcraft 82721 City, State, Zip Piedmont SD 57769
 Home # --- Cell # 605-639-1631 Home # --- Cell # 605-415-0679

IN CASE OF EMERGENCY, PLEASE CONTACT: Melissa Spencer
 RELATIONSHIP: Mom PHONE #: 605-280-0664

Education Information:

High School Sturgis Brown Highschool City & State: Sturgis SD Yr. Graduated: 16
 College(s) Attended _____
 Highest Level of Education Completed: 12

Do you have any learning disabilities or any physical or emotional conditions that could interfere with your abilities to complete this education program or your ability to seek and maintain employment in this field after graduation?
 Yes No - If yes, Please Explain: _____

Have you ever been convicted of a crime? _____ Yes No - If yes, Please Explain: _____

What course are you interested in? All Cosmetology

Why do you choose the Beauty Industry as a career? Because it has always interested me. My grandmas was a hair dresser and she always seemed to love it. Also meeting people.

Please tell us a little about yourself: (i.e. married, children, etc.) I live with my Mom, brother, Kevin (moms boyfriend) and Jordan. I moved over here from Wyo. I have been with Jordan for a little over 2 years.

When would you like to attend school? March 1

How did you hear about Leo Thomas School of Beauty? School

Do you need assistance finding housing? _____ Yes No

PLEASE READ BEFORE SIGNING

I, Shayla Hensch _____ certify to the accuracy and truthfulness

of the foregoing statements and do hereby apply for admission to Leo Thomas Salon Apprenticeship.

Signature: Shayla Hensch _____ Date: 2-15-16