

MEETING AGENDA
SOUTH DAKOTA COSMETOLOGY COMMISSION

April 12, 2019
Sioux Falls and Watertown, SD

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

Individuals needing assistance, pursuant to the Americans with Disabilities Act or to join the meeting via teleconference, should contact the Cosmetology Commission (605-773-6193) by Wednesday, April 10, 2019 to make any necessary arrangements.

Department of Labor & Regulation
811 E 10th Street, Sioux Falls, SD

- A. 8:30 am – Call Meeting to Order Tammy Ugofsky
- B. Roll Call Crystal Carlson
- C. Approval of Agenda
- D. February 12, 2019 Meeting Minutes Crystal Carlson
- E. Treasurer's Report Crystal Carlson
- F. Executive Director's Report Kate Boyd
- G. Disciplinary Actions Violations Committee
 - 1. Lapsed Case 1-2019
 - 2. Lapsed Case 2-2019
 - 3. Lapsed Case 4-2019
 - 4. Lapsed Case 5-2019
 - 5. Lapsed Case 6-2019
 - 6. Lapsed Case 7-2019
 - 7. Lapsed Case 9-2019
 - 8. Lapsed Case 10-2019
- H. Open for Public Comment
- I. Pre-approved Provider Applications
 - 1. Electric File Provider Application – Revive Day Spa
 - 2. Electric File Provider Application – Headlines Academy
 - 3. Microdermabrasion Provider Application – Headlines Academy

J. School and Applicant Requests

1. School Renewal Application -- Stewart School
2. Request to Accept Education Hours Directly from Out-of-State School
– Jamie Adame Marino

K. Commission Policy -- Reciprocity Applicant Exams

L. Upcoming Meetings & Events

- April 29 & 30, 2019 - State Board Exams - Pierre
- July 8, 9, 10, 2019 - State Board Exams - Pierre
- July 26, 2019 - Commission Meeting - Pierre (am)
- July 26, 2019 - NIC School Overview - Pierre (pm)
- July 27-28, 2019 - NIC Examiner Training - Pierre (All Day July 27 & am July 28)
– Mandatory to become certified or recertified to be a Practical Examiner)
- Sept 5-6, 2019 - NIC Executive Directors Meeting - Milwaukee, WI
- Sept 7-9, 2019 - NIC Conference - Milwaukee, WI
- Sept 20, 2019 - Commission Meeting & Rapid City School Visits
- Oct 28-29, 2019 - State Board Exams - Pierre
- Dec 2, 2019 - State Board Exams - Pierre
- Dec 3, 2019 - State Board Exams--am & Commission Meeting--pm - Pierre

M. Other Business

N. 10:30 am - Recess

Stewart School

604 West Ave N, Sioux Falls, SD

O. 11:00 am - Reconvene Tammy Ugofsky

P. Roll Call Tami Stokes

- Q. 1. Tour Stewart School Classrooms & Observe Students
2. Meet with Stewart School Representatives

R. 12:00 Noon – Recess for lunch and drive to Watertown

Lake Area Technical Institute (LATI)

1201 Arrow Ave, Watertown, SD

S. 2:30 pm - Reconvene Tammy Ugofsky

T. Roll Call Tami Stokes

- U. 1. Tour LATI Cosmetology Program Classrooms & Observe Students
2. Meet with LATI School Representatives

V. 3:30 pm - ADJOURN

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
Pierre, South Dakota
February 12, 2019 (CST)

President Tammy Ugofsky called the meeting to order at 2:00 pm on Tuesday, February 12, 2019. The meeting was held at the Department of Labor & Regulation building located at 123 W Missouri Ave, Pierre, South Dakota, with several members and guests attending via teleconference.

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

Members Present: Crystal Carlson
Lori Little (via teleconference)
Debbie Pageler (via teleconference)
Tami Stokes
Tammy Ugofsky (via teleconference)

Members Absent: N/A

Others Present: Graham Oey, Staff Attorney, Department of Labor & Regulation
Kate Boyd, Executive Director
Georgia Linn, Cosmetology Inspector
Peggy Sproat, Headlines Academy
Desaree Dargatz, Headlines Academy
Nichole Finch, Headlines Academy
Renee Heidrich, Headlines Academy
Angela Taylor, Stewart School (via teleconference)
Savannah McGillis, Licensee (via teleconference)
Amanda Steiner, Revive Day Spa (via teleconference)
Tara Mortland, Revive Day Spa (via teleconference)
Jeniffer Derry, Revive Day Spa (via teleconference)

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

Tammy Ugofsky made a motion to approve the December 20, 2018 meeting minutes as read. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Crystal Carlson made a motion to approve the November 29, 2018 meeting minutes as presented. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Treasurer Crystal Carlson stated that as of January 31, 2019, the available funds balance was \$107,113.59 and the cash center balance was \$162,204.76.

The Executive Director's Report was included in the meeting handouts and included the following information: (1) there will not be an NIC All Region Meeting in 2019. The Annual NIC Conference is scheduled for September 7-9, 2019 in Milwaukee, Wisconsin with the Executive Directors meeting the two preceding days, September 5 and 6. (2) NIC is researching the possibility of developing a national database of licensees. (3) As of February 12, 2019, no legislative bills were introduced that directly affected cosmetology.

Lapsed Case 13-2017 – Lori Little made a motion to approve the Consent Agreement for Lapsed Case 13-2017, amending the effective date for payment of the reinstatement fee to April 1, 2019 with the following terms:

- a. Kilcoin's personal license suspended for 5 days.
- b. 5 days will be held in abeyance for one year if following conditions are observed:
 1. Comply with all laws and regulation of the Commission,
 2. Payment of \$50.00 penalty for immediate reinstatement pursuant to SDCL 36-15-38.5.
- c. Rustic Razor salon license will be suspended for 5 days.
- d. Five days held in abeyance for one year if following conditions are observed:
 1. Comply with all laws and regulation of the Commission,
 2. Payment of \$100.00 penalty for immediate reinstatement pursuant to SDCL 36-15-38.5.

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

Crystal Carlson stated that she is resigning, effective immediately from the Violations Committee. Other members of the Violations Committee include staff members Graham Oey, Kate Boyd and Kelsey Skoglund. Tammy Ugofsky stated she is okay with the staff acting as the Violations Committee since any formal action is required to be brought to the Commission for approval or disapproval. No members of the Commission volunteered to serve on the committee.

At this time President Ugofsky stated the meeting was open for public comment. No comments were received from the public.

The Commission reviewed a spreadsheet that can be used if a student wishes to transfer from one area of study to another, such as cosmetology to esthetics or nail technology or vice versa and shared hours for individuals wishing to obtain both an esthetics and nail technician license. Tammy Ugofsky made a motion to accept the transfer and shared hours worksheet. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Copies of the salon and school inspection forms were included in the Commission meeting packets. Executive Director Boyd suggested that since there has recently been informal discussion about the need to update some of the administrative rules, that the Commission form a committee of two members of the Commission, together with the inspectors and staff to draft changes to the administrative rules and to update the inspection forms so that when the

administrative rules process is complete the new inspection forms will be ready to implement. Tami Stokes and Tammy Ugofsky volunteered to serve on the committee. Boyd will contact those involved with suggestions for a date to meet.

Two-tier esthetics licensing has been discussed in the past. Last summer a task force was formed that included Tammy Ugofsky and Tami Stokes from the Commission, representatives from the cosmetology schools, and staff. It was agreed that we should have an on-going group meet on this subject since the area of esthetics is growing and changing rapidly. The first meeting will be held the afternoon prior to the April Commission meeting in Sioux Falls. Tammy Ugofsky and Tami Stokes will represent the Commission, with staff, inspectors and representation from licensees that perform esthetics services, and school representation. Crystal Carlson offered to reach out to prospective members to serve on this task force.

Tammy Ugofsky made a motion to approve the school license renewal application of Black Hills Beauty College. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to approve the instructor continuing education proposal of Headlines Academy. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to approve the microdermabrasion pre-approved provider application of Ramona Reicherts. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Crystal Carlson made a motion to approve the electric file pre-approved provider application of Canada Satler, A Perfect Ten Salons. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to approve the eyelash extension pre-approved provider application of National Salon Resources. Lori Little seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tami Stokes made a motion to approve the eyelash extension pre-approved provider application of Savannah McGillis, Lash Spa Boutique. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Crystal Carlson made a motion to approve the cosmetology apprentice application of Jeniffer Derry to be under the mentorship of Instructor Tara Mortland at Revive Day Spa apprentice salon in Aberdeen, South Dakota. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

The apprentice application of Sharolyn Jondahl was withdrawn.

Executive Director Boyd informed the Commission that there is a state law that allows an applicant to request that certain information be considered proprietary, and, therefore, not included in public information meeting packets or on the website. We have been requested by pre-approved providers to have their course curriculum to not be available to members of the public. The pre-approved providers have been informed that they may mark their curriculum/course outline pages as proprietary and the proprietary information will not be made public. The public will only be able to view the application and other non-proprietary information contained in the application submission. The Commission will continue to see the entire packet, including curriculum/course outline.

Tami Stokes made a motion to withhold proprietary information from the public meeting packets, provided the Commission continues to see the entire submission, include curriculum/course outlines. If any providers request us to remove information previously on the website that they deem proprietary, we will accommodate that request. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

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

President Ugofsky adjourned the meeting at 3:15 pm.

Respectfully submitted,

Kate Boyd, Executive Director

Crystal Carlson, Secretary-Treasurer

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

February 12, 2019

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

March, 2019

BA20JB60

MONTHLY
 AS OF: 03/31/2019
 FY YEAR REMAINING: 25.2%
 PAY DAYS REMAINING: 6

MONTHLY
 DATE 03/30/2019

AVAILABLE FUNDS
 AS OF: 03/31/2019
 FY YEAR REMAINING: 25.2%
 PAY DAYS REMAINING: 6

MONTHLY
 DATE 03/30/2019

BUDGET UNIT	1033	COSMETOLOGY COMMISSION		COSMETOLOGY COMMISSION		COSMETOLOGY COMMISSION		COSMETOLOGY COMMISSION		COSMETOLOGY COMMISSION		COSMETOLOGY COMMISSION		COSMETOLOGY COMMISSION		COSMETOLOGY COMMISSION	
COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE	MONTHLY	YEAR-TO-DATE	MONTHLY	YEAR-TO-DATE	MONTHLY	YEAR-TO-DATE	MONTHLY	YEAR-TO-DATE	MONTHLY	YEAR-TO-DATE
6503-I	332,274.00	0.00	0.00	24,517.05	255,288.10	52,468.85	155,597.84	13,447.08	126,749.18	3,826.79	33,590.82	3,826.79	33,590.82	2,798.29	13,820.00	2,798.29	13,820.00
BUDGETED TOT	332,274.00	0.00	0.00	24,517.05	255,288.10	52,468.85	155,597.84	13,447.08	126,749.18	3,826.79	33,590.82	3,826.79	33,590.82	2,798.29	13,820.00	2,798.29	13,820.00
ALL COMP TOT	332,274.00	0.00	0.00	24,517.05	255,288.10	52,468.85	155,597.84	13,447.08	126,749.18	3,826.79	33,590.82	3,826.79	33,590.82	2,798.29	13,820.00	2,798.29	13,820.00

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
EMPLOYEE SALARIES	160,340.00	0.00	0.00	126,749.18	33,590.82	20.9
EMPLOYEE BENEFITS	47,499.00	0.00	0.00	33,679.00	13,820.00	29.1
TRAVEL	40,074.00	0.00	0.00	30,977.52	9,096.48	22.7
CONTRACTUAL SVCS	73,880.00	0.00	24,517.05	48,603.88	759.07	1.0
SUPPLIES & MATRLS	10,481.00	0.00	0.00	11,505.79	1,024.79	0.0
CAPITAL OUTLAY	0.00	0.00	0.00	3,772.73	3,772.73	0.0
TOTALS	332,274.00	0.00	24,517.05	255,288.10	52,468.85	15.8

BREAKOUT BY COMPANY:

COMPANY	6503-I	PROFESSIONAL & LICENSING BOARDS	PROFESSIONAL & LICENSING BOARDS	PROFESSIONAL & LICENSING BOARDS	PROFESSIONAL & LICENSING BOARDS	PROFESSIONAL & LICENSING BOARDS
5101000	EMPLOYEE SALARIES	160,340.00	0.00	126,749.18	33,590.82	20.9
5102000	EMPLOYEE BENEFITS	47,499.00	0.00	33,679.00	13,820.00	29.1
5203000	TRAVEL	40,074.00	0.00	30,977.52	9,096.48	22.7
5204000	CONTRACTUAL SVCS	73,880.00	24,517.05	48,603.88	759.07	1.0
5205000	SUPPLIES & MATRLS	10,481.00	0.00	11,505.79	1,024.79	0.0
5207000	CAPITAL OUTLAY	0.00	0.00	3,772.73	3,772.73	0.0
PS SUBTOTALS		207,839.00	0.00	160,428.18	47,410.82	22.8
OE SUBTOTALS		124,435.00	24,517.05	94,859.92	5,058.03	4.1
COMPANY 6503-I	TOT	332,274.00	24,517.05	255,288.10	52,468.85	15.8

BAL1409R1

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

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

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 03/31/2019

BALANCE	DR/CR	CENTER DESCRIPTION
155,597.84	DR	COSMETOLOGY COMMISSION
155,597.84	DR *	
155,597.84	DR **	
155,597.84	DR ***	

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 03/31/2019

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1033 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO 6503						
COMPANY NAME PROFESSIONAL & LICENSING BOARDS						
103300061806	6503	4293901	COS-OPERATOR/MANAGER	16,465.00	96,930.00	
103300061806	6503	4293969	COS-SALONS LICENSE	8,405.00	50,375.00	
103300061806	6503	42939690	LICENSE RENEWAL	.00	35.00	
103300061806	6503	4293970	COS-INSTRUCTORS LIC	75.00	825.00	
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	126.00	1,429.00	
103300061806	6503	4293972	COS-PERMITS	2,376.00	16,746.00	
103300061806	6503	4293973	COS-SCHOOL LICENSE	.00	900.00	
103300061806	6503	4293984	COS-RECIPROCITY/CERTIF	1,940.00	9,300.00	
ACCT: 4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)				*	
ACCT: 42	LICENSES, PERMITS & FEES				**	
103300061806	6503	4393903	COS-PENALTY'S	29,387.00	176,540.00	
ACCT: 4393	PENALTIES (NON-GOVERNMENTAL)				**	
ACCT: 43	FINES, FORFEITS & PENALTIES				*	
103300061806	6503	4896004	COS-EDUCATION COURSE COST	5,475.00	42,755.00	
103300061806	6503	4896007	COSM-NAPL EXAM TEST COST	5,475.00	42,755.00	
103300061806	6503	4896020	MISCELLANEOUS INCOME	5,475.00	42,755.00	
ACCT: 4896					**	
ACCT: 48	OTHER REVENUE				*	
103300061806	6503	4920045	NONOPERATING REVENUES	3,840.00	19,125.02	
ACCT: 4920	NONOPERATING REVENUE				**	
ACCT: 49	OTHER REVENUE				*	
CNTR: 103300061806					**	
COMP: 6503					**	
B UNIT: 1033					38,702.00	240,785.77
					38,702.00	240,785.77
					38,702.00	240,785.77

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 03/31/2019

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	4293901	CI109CC052	03/08/2019	210889T	03/08/2019	1,645.00	DR
6503	103300061806	4293901	CI109CC052	03/08/2019	210889T	03/08/2019	1,645.00	CR
6503	103300061806	4293969	CI109CC052	03/08/2019	210889T	03/08/2019	1,645.00	CR
6503	103300061806	4293972	CI109CC052	03/08/2019	210889T	03/08/2019	1,050.00	CR
6503	103300061806	4293972	CI109CC052	03/08/2019	210889T	03/08/2019	360.00	DR
6503	103300061806	4293984	CI109CC052	03/08/2019	210889T	03/08/2019	360.00	CR
6503	103300061806	4293901	CI109CC058	03/06/2019	210524T	03/06/2019	300.00	CR
6503	103300061806	4293901	CI09CC058	03/06/2019	210524T	03/06/2019	20.00	CR
6503	103300061806	4293901	CI09CC058	03/06/2019	210524T	03/06/2019	3,010.00	DR
6503	103300061806	4293969	CI09CC058	03/06/2019	210524T	03/06/2019	3,010.00	CR
6503	103300061806	4293972	CI09CC058	03/06/2019	210524T	03/06/2019	3,010.00	CR
6503	103300061806	4293984	CI09CC058	03/06/2019	210524T	03/06/2019	945.00	CR
6503	103300061806	4293901	CI09CC059	03/06/2019	210524T	03/06/2019	540.00	CR
6503	103300061806	4293901	CI09CC059	03/01/2019	210340T	03/01/2019	120.00	CR
6503	103300061806	4293901	CI09CC059	03/01/2019	210340T	03/01/2019	1,440.00	DR
6503	103300061806	4293901	CI09CC059	03/01/2019	210340T	03/01/2019	1,440.00	DR
6503	103300061806	4293901	CI09CC059	03/01/2019	210340T	03/01/2019	1,440.00	CR
6503	103300061806	4293969	CI09CC059	03/01/2019	210340T	03/01/2019	1,440.00	CR
6503	103300061806	4293970	CI09CC059	03/01/2019	210340T	03/01/2019	1,440.00	CR
6503	103300061806	4293971	CI09CC059	03/01/2019	210340T	03/01/2019	1,440.00	CR
6503	103300061806	4293972	CI09CC059	03/01/2019	210340T	03/01/2019	1,265.00	CR
6503	103300061806	4293984	CI09CC059	03/01/2019	210340T	03/01/2019	25.00	CR
6503	103300061806	4293901	CI09CC060	03/01/2019	210729N	03/01/2019	84.00	CR
6503	103300061806	4293984	CI09CC060	03/01/2019	210729N	03/01/2019	192.00	CR
6503	103300061806	4293901	CI09CC060	03/06/2019	210729N	03/06/2019	200.00	CR
6503	103300061806	4293901	CI09CC060	03/06/2019	210729N	03/06/2019	1,040.00	DR
6503	103300061806	4293969	CI09CC060	03/06/2019	210729N	03/06/2019	1,040.00	CR
6503	103300061806	4293972	CI09CC060	03/06/2019	210729N	03/06/2019	1,665.00	CR
6503	103300061806	4293984	CI09CC060	03/06/2019	210729N	03/06/2019	78.00	CR
6503	103300061806	4293901	CI09CC061	03/08/2019	210843T	03/06/2019	400.00	CR
6503	103300061806	4293901	CI09CC061	03/08/2019	210843T	03/04/2019	1,365.00	DR
6503	103300061806	4293969	CI09CC061	03/08/2019	210843T	03/04/2019	1,365.00	DR
6503	103300061806	4293970	CI09CC061	03/08/2019	210843T	03/04/2019	1,365.00	CR
6503	103300061806	4293972	CI09CC061	03/08/2019	210843T	03/04/2019	630.00	CR
6503	103300061806	4293984	CI09CC061	03/08/2019	210843T	03/04/2019	50.00	CR
6503	103300061806	4293901	CI09CC062	03/08/2019	210843T	03/04/2019	180.00	CR
6503	103300061806	4293901	CI09CC062	03/15/2019	211337T	03/12/2019	20.00	CR
6503	103300061806	4293901	CI09CC062	03/15/2019	211337T	03/12/2019	1,355.00	DR
6503	103300061806	4293969	CI09CC062	03/15/2019	211337T	03/12/2019	1,355.00	CR
6503	103300061806	4293971	CI09CC062	03/15/2019	211337T	03/12/2019	1,355.00	CR
6503	103300061806	4293972	CI09CC062	03/15/2019	211337T	03/12/2019	735.00	CR
6503	103300061806	4293984	CI09CC062	03/15/2019	211337T	03/12/2019	42.00	CR
6503	103300061806	4293901	CI09CC063	03/27/2019	212311T	03/11/2019	200.00	CR
6503	103300061806	4293901	CI09CC063	03/27/2019	212311T	03/11/2019	1,745.00	DR
6503	103300061806	4293901	CI09CC063	03/27/2019	212311T	03/11/2019	1,745.00	DR
6503	103300061806	4293901	CI09CC063	03/27/2019	212311T	03/11/2019	1,745.00	CR

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 03/31/2019

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4293969	C109CC063	03/27/2019	212311T	03/11/2019	525.00	CR
6503	103300061806	4293972	C109CC063	03/27/2019	212311T	03/11/2019	120.00	CR
6503	103300061806	4293984	C109CC063	03/27/2019	212311T	03/11/2019	100.00	CR
6503	103300061806	4293901	C109CC064	03/27/2019	212037T	03/21/2019	1,520.00	DR
6503	103300061806	4293901	C109CC064	03/27/2019	212037T	03/21/2019	1,520.00	CR
6503	103300061806	4293969	C109CC064	03/27/2019	212037T	03/21/2019	1,520.00	CR
6503	103300061806	4293972	C109CC064	03/27/2019	212037T	03/21/2019	910.00	CR
6503	103300061806	4293984	C109CC064	03/27/2019	212037T	03/21/2019	12.00	CR
6503	103300061806	4293901	C109CC065	03/27/2019	212310T	03/20/2019	320.00	CR
6503	103300061806	4293901	C109CC065	03/27/2019	212310T	03/20/2019	1,915.00	DR
6503	103300061806	4293901	C109CC065	03/27/2019	212310T	03/20/2019	1,915.00	CR
6503	103300061806	4293969	C109CC065	03/27/2019	212310T	03/20/2019	1,915.00	CR
6503	103300061806	4293972	C109CC065	03/27/2019	212310T	03/20/2019	875.00	CR
6503	103300061806	4293984	C109CC065	03/27/2019	212310T	03/20/2019	660.00	CR
6503	103300061806	4293901	C109CC066	03/29/2019	212814T	03/28/2019	60.00	CR
6503	103300061806	4293901	C109CC066	03/29/2019	212814T	03/28/2019	1,430.00	DR
6503	103300061806	4293901	C109CC066	03/29/2019	212814T	03/28/2019	1,430.00	CR
6503	103300061806	4293969	C109CC066	03/29/2019	212814T	03/28/2019	1,430.00	CR
6503	103300061806	4293972	C109CC066	03/29/2019	212814T	03/28/2019	805.00	CR
6503	103300061806	4293984	C109CC066	03/29/2019	212814T	03/28/2019	264.00	CR
6503	103300061806	4293984	C109CC066	03/29/2019	212814T	03/28/2019	500.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								29,387.00 CR *
6503	103300061806	4393903	C1109CC052	03/08/2019	210889T	03/08/2019	680.00	CR
6503	103300061806	4393903	C109CC058	03/06/2019	210524T	03/06/2019	1,120.00	CR
6503	103300061806	4393903	C109CC059	03/01/2019	210340T	03/01/2019	320.00	CR
6503	103300061806	4393903	C109CC060	03/06/2019	210729N	03/06/2019	290.00	CR
6503	103300061806	4393903	C109CC061	03/08/2019	210843T	03/04/2019	720.00	CR
6503	103300061806	4393903	C109CC062	03/15/2019	211337T	03/12/2019	160.00	CR
6503	103300061806	4393903	C109CC063	03/27/2019	212311T	03/11/2019	780.00	CR
6503	103300061806	4393903	C109CC064	03/27/2019	212037T	03/21/2019	340.00	CR
6503	103300061806	4393903	C109CC065	03/27/2019	212310T	03/20/2019	840.00	CR
6503	103300061806	4393903	C109CC066	03/29/2019	212814T	03/28/2019	425.00	CR
6503	103300061806	4393903	R321RC214	03/13/2019	RC19214T	03/13/2019	200.00	DR
6503	103300061806	4393903	R321RC214	03/13/2019	RC19214T	03/13/2019	200.00	DR
6503	103300061806	4393903	R321RC214	03/13/2019	RC19214T	03/13/2019	200.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								5,475.00 CR *
6503	103300061806	4896007	C109CC059	03/01/2019	210340T	03/01/2019	1,160.00	CR
6503	103300061806	4896007	C109CC060	03/06/2019	210729N	03/06/2019	120.00	CR
6503	103300061806	4896007	C109CC062	03/15/2019	211337T	03/12/2019	1,080.00	CR
6503	103300061806	4896004	C109CC064	03/27/2019	212037T	03/21/2019	50.00	CR
6503	103300061806	4896007	C109CC064	03/27/2019	212037T	03/21/2019	960.00	CR
6503	103300061806	4896020	C109CC064	03/27/2019	212037T	03/21/2019	100.00	CR
6503	103300061806	4896007	C109CC066	03/29/2019	212814T	03/28/2019	370.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								3,840.00 CR *

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 03/31/2019

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	52053100	CD902041	03/08/2019		03/01/2019	212.31	DR
6503	103300061806	52041800	DP901098	03/06/2019		03/06/2019	446.25	DR
6503	103300061806	52041810	DP901098	03/06/2019		03/06/2019	78.10	DR
6503	103300061806	52041800	DP902099	03/20/2019		03/11/2019	446.25	DR
6503	103300061806	52041810	DP902099	03/20/2019		03/11/2019	92.30	DR
6503	103300061806	52030100	MP902050	03/28/2019		03/20/2019	165.90	DR
6503	103300061806	52030100	MP902050	03/28/2019		03/20/2019	165.96	DR
6503	103300061806	52030100	MP902050	03/28/2019		03/20/2019	165.90	DR
6503	103300061806	52030100	MP902050	03/28/2019		03/20/2019	165.90	CR
6503	103300061806	52053500	MS902048	03/28/2019		03/18/2019	105.56	DR
6503	103300061806	52053500	MS902048	03/28/2019		03/18/2019	105.56	DR
6503	103300061806	52053500	MS902048	03/28/2019		03/18/2019	1,037.59	DR
6503	103300061806	52053500	MS902048	03/28/2019		03/18/2019	105.56	CR
6503	103300061806	52042000	PL902059	03/28/2019		03/15/2019	237.98	DR
6503	103300061806	52042000	PL902059	03/28/2019		03/15/2019	237.98	DR
6503	103300061806	52042000	PL902059	03/28/2019		03/15/2019	237.98	CR
6503	103300061806	52045300	TL902052	03/13/2019		03/13/2019	160.65	DR
6503	103300061806	5228000	TI09-106	03/20/2019		03/11/2019	929.27	DR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	82044900	REALE/COSMPT18	03/27/2019	622559	03/23/2019	3,806.66	DR *
6503	103300061806	82049600	19-1000-020FEB19	03/15/2019	19SC100020	03/15/2019	1,041.75	CR
6503	103300061806	82040500	19-1000-028NOV18	03/06/2019	19SC100028	03/06/2019	855.00	CR
							79.80	CR
TOTAL ACCOUNT GROUP NET CHANGE								
TOTAL COMPANY--NET CHANGE								
							1,976.55	CR *
							36,871.89	CR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 03/31/2019

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # / OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
COMPANY NO 6503										
COMPANY NAME PROFESSIONAL & LICENSING BOARDS										
6503	103300061806	51010100	CGEX190227	03/01/2019					3,718.16	DR
6503	103300061806	51010100	CGEX190313	03/15/2019					3,348.25	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	103300061806	51010200	CGEX190227	03/01/2019					7,066.41	DR *
6503	103300061806	51010200	CGEX190313	03/15/2019					3,790.79	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
OBJECT: 5101 EMPLOYEE SALARIES										
6503	103300061806	51020100	CGEX190227	03/01/2019					6,380.67	DR *
6503	103300061806	51020100	CGEX190305	03/06/2019	777436				13,447.08	DR **
6503	103300061806	51020100	CGEX190307	03/08/2019	779337				3.37	DR
6503	103300061806	51020100	CGEX190313	03/15/2019					1.99	DR
6503	103300061806	51020100	CGEX190319	03/20/2019	784303				448.56	DR
6503	103300061806	51020100	CGEX190321	03/22/2019	787222				1.68	DR
6503	103300061806	51020100	CGEX190321	03/22/2019	787220				2.52	DR
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE										
6503	103300061806	51020200	CGEX190227	03/01/2019					1,027.85	DR *
6503	103300061806	51020200	CGEX190313	03/15/2019					299.11	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	103300061806	51020600	CGEX190227	03/01/2019					563.36	DR *
6503	103300061806	51020600	CGEX190313	03/15/2019					1,124.82	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	103300061806	51020800	CGEX190227	03/01/2019					2,204.41	DR *
6503	103300061806	51020800	CGEX190313	03/15/2019					15.75	DR
OBJSUB: 5102080 WORKER'S COMPENSATION										
6503	103300061806	51020900	CGEX190227	03/01/2019					28.21	DR *
6503	103300061806	51020900	CGEX190313	03/15/2019					1.65	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
GROUP: 5102 EMPLOYEE BENEFITS										
GROUP: 51 PERSONAL SERVICES										
6503	103300061806	52030100	MP902050	03/28/2019					2.96	DR *
6503	103300061806	52030100	MP902050	03/28/2019					3,826.79	DR **
6503	103300061806	52030100	MP902050	03/28/2019					17,273.87	DR ***
6503	103300061806	52030100	MP902050	03/28/2019					165.90	DR
6503	103300061806	52030100	MP902050	03/28/2019					165.96	DR
6503	103300061806	52030100	MP902050	03/28/2019					165.90	DR
6503	103300061806	52030100	MP902050	03/28/2019					165.90	CR
OBJSUB: 5203010 AUTO-STATE OWNED-IN STATE										
6503	103300061806	52030300	CGEX190305	03/06/2019	777436				165.96	DR *
6503	103300061806	52030300	CGEX190305	03/06/2019	777441				353.22	DR
6503	103300061806	52030300	CGEX190307	03/08/2019	779337				180.60	DR
CGEX190307										
CGEX190307										

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 03/31/2019

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	52030300	CGEX190319	03/20/2019	784303				330.54	DR
6503	103300061806	52030300	CGEX190321	03/22/2019	784308				275.10	DR
6503	103300061806	52030300	CGEX190321	03/22/2019	787222				231.84	DR
6503	103300061806	52030300	CGEX190321	03/22/2019	787218				202.44	DR
	OBJSUB: 5203030	AUTO-PRIV (IN-ST.) H/RTE								
6503	103300061806	52031000	CGEX190305	03/06/2019	777441				1,773.66	DR *
6503	103300061806	52031000	CGEX190319	03/20/2019	784303				123.90	DR
6503	103300061806	52031000	CGEX190321	03/22/2019	787218				61.96	DR
6503	103300061806	52031000	CGEX190321	03/22/2019	784308				123.90	DR
	OBJSUB: 5203100	LODGING/IN-STATE								
6503	103300061806	52031400	CGEX190305	03/06/2019	777436				431.67	DR *
6503	103300061806	52031400	CGEX190307	03/08/2019	779337				44.00	DR
6503	103300061806	52031400	CGEX190319	03/20/2019	784303				26.00	DR
6503	103300061806	52031400	CGEX190321	03/22/2019	784303				22.00	DR
6503	103300061806	52031400	CGEX190321	03/22/2019	787222				33.00	DR
6503	103300061806	52031400	CGEX190321	03/22/2019	787220				26.00	DR
	OBJSUB: 5203140	TAXABLE MEALS/IN-STATE								
6503	103300061806	52031500	CGEX190305	03/06/2019	777441				151.00	DR *
6503	103300061806	52031500	CGEX190319	03/20/2019	784303				75.00	DR
6503	103300061806	52031500	CGEX190321	03/22/2019	787218				47.00	DR
6503	103300061806	52031500	CGEX190321	03/22/2019	784308				90.00	DR
	OBJSUB: 5203150	NON-TAXABLE MEALS/IN-ST								
6503	103300061806	52040500	19-1000-028NOV18	03/13/2019	02285608	SMARTSOFTW	12221150		276.00	DR *
	OBJECT: 5203	TRAVEL							2,798.29	DR **
	OBJSUB: 5204050	COMPUTER CONSULTANT							79.80	DR *
6503	103300061806	52041800	DP901098	03/06/2019					446.25	DR
6503	103300061806	52041800	DP902099	03/20/2019					446.25	DR
	OBJSUB: 5204180	COMPUTER SERVICES-STATE								
6503	103300061806	52041810	DP901098	03/06/2019					892.50	DR *
6503	103300061806	52041810	DP902099	03/20/2019					78.10	DR
	OBJSUB: 5204181	BIT DEVELOPMENT COSTS								
6503	103300061806	52042000	PL902059	03/28/2019					170.40	DR *
6503	103300061806	52042000	PL902059	03/28/2019					237.98	DR
6503	103300061806	52042000	PL902059	03/28/2019					237.98	DR
	OBJSUB: 5204200	CENTRAL SERVICES								
6503	103300061806	52044900	REALEES/COSMNT18	03/27/2019	02286981	HYDEHOLDIN	12028880		237.98	DR *
	OBJSUB: 5204490	RENTS-PRIVATE OWNED PROP.							1,041.75	DR
6503	103300061806	52045300	TL902052	03/13/2019					160.65	DR *
6503	103300061806	52045300	1744410476	03/20/2019	00567639	WESTUNIFIE	12142271		17.72	DR
6503	103300061806	52045300	8381416X02242019	03/13/2019	00014762	ATTMOBILLI	12279233		66.12	DR

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 03/31/2019

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
		6503	PROFESSIONAL & LICENSING BOARDS		
		6503	51010100	7,066.41	79,422.06
		6503	51010200	6,380.67	41,567.12
		6503	51010300	.00	5,760.00
		5101	EMPLOYEE SALARIES		
		6503	51020100	13,447.08	126,749.18
		6503	51020200	1,027.85	9,708.41
		6503	51020600	563.36	5,102.69
		6503	51020800	2,204.41	18,605.29
		6503	51020900	28.21	230.10
		6503	51020900	2.96	32.51
		5102	EMPLOYEE BENEFITS		
		51	PERSONAL SERVICES		
		6503	52030100	3,826.79	33,679.00
		6503	52030200	17,273.87	160,428.18
		6503	52030300	165.96	
		6503	52031000	.00	574.63
		6503	52031400	1,773.66	379.50
		6503	52031500	431.67	15,020.88
		6503	52032300	276.00	3,579.09
		6503	52032600	.00	1,783.00
		6503	52032800	.00	2,202.00
		6503	52033000	.00	177.24
		6503	52033200	.00	2,361.40
		6503	52033500	.00	175.58
		6503	52033500	.00	3,734.08
		6503	52033500	.00	420.12
		6503	52040200	2,798.29	570.00
		6503	52040500	.00	30,977.52
		6503	52040600	79.80	310.00
		6503	52041600	.00	1,410.60
		6503	52041800	.00	2,500.00
		6503	52041810	.00	1,880.00
		6503	52041900	892.50	3,956.25
		6503	52042000	170.40	170.40
		6503	52042300	237.98	1,340.40
		6503	52043600	.00	8,015.79
		6503	52044900	.00	31.38
		6503	52045100	1,041.75	89.27
		6503	52045300	244.00	9,375.75
		6503	52045400	43.24	442.96
		6503	52045500	9.38	2,218.37
		6503	52049600	2,767.00	946.39
		6503	52050200	5,486.54	81.39
		6503	52050200	.00	15,834.93
		5204	CONTRACTUAL SERVICES		
		5204	OFFICE SUPPLIES		
		6503	52050200	48,603.88	
		6503	52050200	.00	453.02

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 03/31/2019

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
103300061806	6503	52050280	OFFICE SUPPLIES	474.30	1,213.58
103300061806	6503	52053100	PRINTING-STATE	212.31	4,432.81
103300061806	6503	52053500	POSTAGE	1,047.10	5,280.68
103300061806	6503	52055180	HEATING & COOKING FUELS	29.87	125.70
ACCT: 5205		SUPPLIES & MATERIALS		1,763.58	11,505.79
103300061806	6503	52074510	OFFICE FURN & FIXTURES	221.00	1,221.00
103300061806	6503	52074910	TELEPHONE EQUIPMENT	.00	1,001.00
103300061806	6503	52079010	COMPUTER HARDWARE	1,666.73	2,550.73
ACCT: 5207		CAPITAL OUTLAY		1,887.73	3,772.73
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	929.27	8,226.48
ACCT: 5228		NONOP EXP/NONEGTD OP TR		929.27	8,226.48
ACCT: 52		OPERATING EXPENSES		12,865.41	103,086.40
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		30,139.28	263,514.58
CENTER: 103300061806				30,139.28	263,514.58
B UNIT: 1033				30,139.28	263,514.58

February 2019

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MONTHLY

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BUDGET UNIT 1033

AVAILABLE FUNDS
AS OF: 02/28/2019
FY YEAR REMAINING: 33.7%
PAY DAYS REMAINING: 8

DATE 03/02/2019

BUDGET UNIT NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	332,274.00	0.00	0.00	26,493.60	226,078.09	79,702.31	147,051.87
BUDGETED TOT	332,274.00	0.00	0.00	26,493.60	226,078.09	79,702.31	
ALL COMP TOT	332,274.00	0.00	0.00	26,493.60	226,078.09	79,702.31	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	160,340.00	0.00	0.00	14,140.51	113,302.10	47,037.90	29.3
5102 EMPLOYEE BENEFITS	47,499.00	0.00	0.00	3,903.54	29,852.21	17,646.79	37.2
5203 TRAVEL	40,074.00	0.00	0.00	2,912.16	28,179.23	11,894.77	29.7
5204 CONTRACTUAL SVCS	73,880.00	0.00	26,493.60	6,218.88	43,117.34	4,269.06	5.8
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	2,887.74	9,742.21	738.79	7.0
5207 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	1,885.00	1,885.00-	0.0
TOTALS	332,274.00	0.00	26,493.60	30,062.83	226,078.09	79,702.31	24.0

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	160,340.00	0.00	0.00	14,140.51	113,302.10	47,037.90	29.3
5102000 EMPLOYEE BENEFITS	47,499.00	0.00	0.00	3,903.54	29,852.21	17,646.79	37.2
5203000 TRAVEL	40,074.00	0.00	0.00	2,912.16	28,179.23	11,894.77	29.7
5204000 CONTRACTUAL SVCS	73,880.00	0.00	26,493.60	6,218.88	43,117.34	4,269.06	5.8
5205000 SUPPLIES & MATRLS	10,481.00	0.00	0.00	2,887.74	9,742.21	738.79	7.0
5207000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	1,885.00	1,885.00-	0.0
PS SUBTOTALS	207,839.00	0.00	0.00	18,044.05	143,154.31	64,684.69	31.1
OE SUBTOTALS	124,435.00	0.00	26,493.60	12,018.78	82,923.78	15,017.62	12.1
COMPANY 6503-I TOT	332,274.00	0.00	26,493.60	30,062.83	226,078.09	79,702.31	24.0

BA1409R1

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

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

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 02/28/2019

BALANCE	DR/CR	CENTER DESCRIPTION
147,051.87	DR	COSMETOLOGY COMMISSION
147,051.87	DR *	
147,051.87	DR **	
147,051.87	DR ***	

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 02/28/2019

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1033 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	4293901	COS-OPERATOR/MANAGER	6,675.00	80,465.00
103300061806	6503	4293969	COS-SALONS LICENSE	4,725.00	41,970.00
103300061806	6503	42939690	LICENSE RENEWAL	.00	35.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	100.00	750.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	67.00	1,303.00
103300061806	6503	4293972	COS-PERMITS	618.00	14,370.00
103300061806	6503	4293973	COS-SCHOOL LICENSE	300.00	900.00
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIF	500.00	7,360.00
ACCT: 4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)			12,985.00	147,153.00 *
ACCT: 42	LICENSES, PERMITS & FEES			12,985.00	147,153.00 **
103300061806	6503	4393903	COS-PENALTY'S	1,740.00	37,280.00
ACCT: 4393	PENALTIES (NON-GOVERNMENTAL)			1,740.00	37,280.00 *
ACCT: 43	FINES, FORFEITS & PENALTIES			1,740.00	37,280.00 **
103300061806	6503	4896004	COS-EDUCATION COURSE COST	435.00	1,455.00
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	840.00	13,460.00
103300061806	6503	4896020	MISCELLANEOUS INCOME	.00	370.02
ACCT: 4896				1,275.00	15,285.02 *
ACCT: 48	OTHER REVENUE			1,275.00	15,285.02 **
103300061806	6503	4920045	NONOPERATING REVENUES	.00	2,365.75
ACCT: 4920	NONOPERATING REVENUE			.00	2,365.75 *
ACCT: 49	OTHER REVENUE			.00	2,365.75 **
CNTR: 103300061806				16,000.00	202,083.77 ***
COMP: 6503				16,000.00	202,083.77 ****
B UNIT: 1033				16,000.00	202,083.77 *****

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 02/28/2019

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	4293901	C109CC053	02/13/2019	208585N	02/08/2019	1,790.00	DR
6503	103300061806	4293901	C109CC053	02/13/2019	208585N	02/08/2019	1,790.00	CR
6503	103300061806	4293901	C109CC053	02/13/2019	208585N	02/08/2019	1,790.00	CR
6503	103300061806	4293969	C109CC053	02/13/2019	208585N	02/08/2019	1,470.00	CR
6503	103300061806	4293970	C109CC053	02/13/2019	208585N	02/08/2019	75.00	CR
6503	103300061806	4293972	C109CC053	02/13/2019	208585N	02/08/2019	42.00	CR
6503	103300061806	4293984	C109CC053	02/13/2019	208585N	02/08/2019	72.00	CR
6503	103300061806	4293901	C109CC054	02/15/2019	209080T	02/06/2019	300.00	CR
6503	103300061806	4293901	C109CC054	02/15/2019	209080T	02/06/2019	1,630.00	DR
6503	103300061806	4293901	C109CC054	02/15/2019	209080T	02/06/2019	1,630.00	CR
6503	103300061806	4293969	C109CC054	02/15/2019	209080T	02/06/2019	1,630.00	CR
6503	103300061806	4293970	C109CC054	02/15/2019	209080T	02/06/2019	1,050.00	CR
6503	103300061806	4293972	C109CC054	02/15/2019	209080T	02/06/2019	25.00	CR
6503	103300061806	4293984	C109CC054	02/15/2019	209080T	02/06/2019	60.00	CR
6503	103300061806	4293901	C109CC055	02/20/2019	209010T	02/14/2019	80.00	CR
6503	103300061806	4293901	C109CC055	02/20/2019	209010T	02/14/2019	1,320.00	DR
6503	103300061806	4293901	C109CC055	02/20/2019	209010T	02/14/2019	1,320.00	CR
6503	103300061806	4293969	C109CC055	02/20/2019	209010T	02/14/2019	1,320.00	CR
6503	103300061806	4293972	C109CC055	02/20/2019	209010T	02/14/2019	910.00	CR
6503	103300061806	4293973	C109CC055	02/20/2019	209010T	02/14/2019	12.00	CR
6503	103300061806	4293984	C109CC056	02/20/2019	209785T	02/14/2019	300.00	CR
6503	103300061806	4293901	C109CC056	02/22/2019	209785T	02/12/2019	100.00	CR
6503	103300061806	4293901	C109CC056	02/22/2019	209785T	02/12/2019	1,120.00	DR
6503	103300061806	4293969	C109CC056	02/22/2019	209785T	02/12/2019	1,120.00	CR
6503	103300061806	4293972	C109CC056	02/22/2019	209785T	02/12/2019	385.00	CR
6503	103300061806	4293984	C109CC056	02/22/2019	209785T	02/12/2019	360.00	CR
6503	103300061806	4293901	C109CC057	02/20/2019	209458T	02/20/2019	20.00	CR
6503	103300061806	4293901	C109CC057	02/20/2019	209458T	02/20/2019	825.00	DR
6503	103300061806	4293901	C109CC057	02/20/2019	209458T	02/20/2019	825.00	CR
6503	103300061806	4293969	C109CC057	02/20/2019	209458T	02/20/2019	910.00	CR
6503	103300061806	4293971	C109CC057	02/20/2019	209458T	02/20/2019	25.00	CR
6503	103300061806	4293972	R3219RC187	03/01/2019	RC19187N	02/20/2019	120.00	CR
6503	103300061806	4293901	R3219RC187	03/01/2019	RC19187N	02/28/2019	10.00	DR
6503	103300061806	4293901	R3219RC187	03/01/2019	RC19187N	02/28/2019	10.00	DR
6503	103300061806	4293901	R3219RC187	03/01/2019	RC19187N	02/28/2019	10.00	DR
6503	103300061806	4293901	R3219RC187	03/01/2019	RC19187N	02/28/2019	10.00	DR
6503	103300061806	4293901	R3219RC187	03/01/2019	RC19187N	02/28/2019	10.00	CR
6503	103300061806	4293972	R3219RC187	03/01/2019	RC19187N	02/28/2019	6.00	DR
TOTAL ACCOUNT GROUP NET CHANGE								
							12,985.00	CR *
6503	103300061806	4393903	C109CC053	02/13/2019	208585N	02/08/2019	220.00	CR
6503	103300061806	4393903	C109CC054	02/15/2019	209080T	02/06/2019	640.00	CR
6503	103300061806	4393903	C109CC055	02/20/2019	209010T	02/14/2019	400.00	CR
6503	103300061806	4393903	C109CC056	02/22/2019	209785T	02/12/2019	360.00	CR

STATE OF SOUTH DAKOTA
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FOR PERIOD ENDING: 02/28/2019

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4393903	C109CC057	02/20/2019	209458T	02/20/2019	120.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	4896007	C109CC053	02/13/2019	208585N	02/08/2019	640.00	CR
6503	103300061806	4896004	C109CC055	02/20/2019	909010T	02/14/2019	35.00	CR
6503	103300061806	4896007	C109CC055	02/20/2019	909010T	02/14/2019	160.00	CR
6503	103300061806	4896004	C109CC057	02/20/2019	209458T	02/20/2019	400.00	CR
6503	103300061806	4896007	C109CC057	02/20/2019	209458T	02/20/2019	40.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	52053100	CD901039	02/08/2019		02/01/2019	1,275.00	CR *
6503	103300061806	52042000	FM912072	02/20/2019		02/14/2019	1,994.85	DR
6503	103300061806	52053500	MS901046	02/20/2019		02/14/2019	1,672.26	DR
6503	103300061806	52042000	PL901059	02/20/2019		02/13/2019	664.08	DR
6503	103300061806	52045300	TL901054	02/13/2019		02/13/2019	399.47	DR
6503	103300061806	5228000	T109-097	02/15/2019		02/15/2019	149.38	DR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	82044900	REALE/COSMENT18	02/26/2019	622559	02/23/2019	5,892.26	DR *
6503	103300061806	82049600	19SC100020 1108	02/06/2019	19SC100020	02/06/2019	1,041.75	CR
6503	103300061806	82040500	19SC100028 308	02/06/2019	19SC100028	02/06/2019	1,440.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
TOTAL COMPANY--NET CHANGE								
							2,651.55	CR *
							12,759.29	CR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
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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										
COMPANY NAME PROFESSIONAL & LICENSING BOARDS										
6503	103300061806	51010100	CGEX190128	02/01/2019					4,976.46	DR
6503	103300061806	51010100	CGEX190213	02/15/2019					5,402.78	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	103300061806	51010200	CGEX190128	02/01/2019					10,379.24	DR *
6503	103300061806	51010200	CGEX190213	02/15/2019					1,819.64	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
OBJECT: 5101 EMPLOYEE SALARIES										
6503	103300061806	51020100	CGEX190128	02/01/2019					3,761.27	DR *
6503	103300061806	51020100	CGEX190205	02/06/2019	752225				14,140.51	DR **
6503	103300061806	51020100	CGEX190205	02/06/2019	752234				514.64	DR
6503	103300061806	51020100	CGEX190205	02/06/2019	752228				4.21	DR
6503	103300061806	51020100	CGEX190205	02/06/2019	752236				2.53	DR
6503	103300061806	51020100	CGEX190205	02/06/2019	752233				1.68	DR
6503	103300061806	51020100	CGEX190205	02/06/2019	752227				1.68	DR
6503	103300061806	51020100	CGEX190213	02/06/2019	752233				1.84	DR
6503	103300061806	51020100	CGEX190214	02/15/2019	764395				.84	DR
6503	103300061806	51020100	CGEX190214	02/15/2019	764397				555.82	DR
6503	103300061806	51020100	CGEX190228	03/01/2019	775772				4.21	DR
6503	103300061806	51020100	CGEX190228	03/01/2019	775772				.84	DR
6503	103300061806	51020100	CGEX190228	03/01/2019	775773				2.52	DR
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE										
6503	103300061806	51020200	CGEX190128	02/01/2019					1,092.34	DR *
6503	103300061806	51020200	CGEX190213	02/15/2019					298.60	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	103300061806	51020600	CGEX190128	02/01/2019					622.77	DR *
6503	103300061806	51020600	CGEX190213	02/15/2019					1,056.49	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	103300061806	51020800	CGEX190128	02/01/2019					2,155.64	DR *
6503	103300061806	51020800	CGEX190213	02/15/2019					14.27	DR
OBJSUB: 5102080 WORKER'S COMPENSATION										
6503	103300061806	51020900	CGEX190128	02/01/2019					29.69	DR *
6503	103300061806	51020900	CGEX190213	02/15/2019					1.49	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
GROUP: 51 EMPLOYEE BENEFITS										
PERSONAL SERVICES										
6503	103300061806	52030300	CGEX190205	02/06/2019	752227				3.10	DR *
6503	103300061806	52030300	CGEX190205	02/06/2019	752236				18,044.05	DR **
6503	103300061806	52030300	CGEX190205	02/06/2019	752225				266.28	DR
6503	103300061806	52030300	CGEX190205	02/06/2019	752226				220.50	DR
6503	103300061806	52030300	CGEX190205	02/06/2019	752226				196.56	DR

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
6503	103300061806	52030300	CGEX190205	02/06/2019	752228				186.48	DR
6503	103300061806	52030300	CGEX190205	02/06/2019	755234				113.82	DR
6503	103300061806	52030300	CGEX190205	02/06/2019	752233				102.90	DR
6503	103300061806	52030300	CGEX190205	02/06/2019	755233				24.36	DR
6503	103300061806	52030300	CGEX190207	02/08/2019	756888				287.70	DR
6503	103300061806	52030300	CGEX190214	02/15/2019	764395				217.56	DR
6503	103300061806	52030300	CGEX190214	02/15/2019	764397				75.60	DR
6503	103300061806	52030300	CGEX190228	03/01/2019	775774				16.38	DR
6503	103300061806	52030300	CGEX190228	03/01/2019	775772				165.90	DR
6503	103300061806	52030300	CGEX190228	03/01/2019	775773				37.80	DR
6503	103300061806	AUTO-PRIV (IN-ST.) H/RTE		02/06/2019	752226				2,225.16	DR *
6503	103300061806	52031000	CGEX190205	02/08/2019	756888				118.00	DR
6503	103300061806	52031000	CGEX190207						114.00	DR
6503	103300061806	LODGING/IN-STATE		02/06/2019	752225				232.00	DR *
6503	103300061806	52031400	CGEX190205	02/06/2019	755234				55.00	DR
6503	103300061806	52031400	CGEX190205	02/06/2019	752228				33.00	DR
6503	103300061806	52031400	CGEX190205	02/06/2019	755233				22.00	DR
6503	103300061806	52031400	CGEX190205	02/06/2019	755236				22.00	DR
6503	103300061806	52031400	CGEX190205	02/06/2019	752233				22.00	DR
6503	103300061806	52031400	CGEX190205	02/06/2019	752227				11.00	DR
6503	103300061806	52031400	CGEX190214	02/15/2019	764395				11.00	DR
6503	103300061806	52031400	CGEX190214	02/15/2019	764397				55.00	DR
6503	103300061806	52031400	CGEX190228	03/01/2019	775772				11.00	DR
6503	103300061806	52031400	CGEX190228	03/01/2019	775773				33.00	DR
6503	103300061806	TAXABLE MEALS/IN-STATE		02/06/2019	752226				286.00	DR *
6503	103300061806	52031500	CGEX190205	02/08/2019	756888				90.00	DR
6503	103300061806	52031500	CGEX190207						79.00	DR
6503	103300061806	NON-TAXABLE MEALS/IN-ST TRAVEL		02/13/2019	02282288	SMARTSOFTW	12221150		169.00	DR *
6503	103300061806	52040500	19SC100028 308	02/13/2019	02282288				2,912.16	DR **
6503	103300061806	52042000	COMPUTER CONSULTANT	02/20/2019					169.80	DR *
6503	103300061806	52042000	FM912072	02/20/2019					1,672.26	DR
6503	103300061806	52042000	PL901059	02/20/2019					399.47	DR
6503	103300061806	CENTRAL SERVICES		02/26/2019	02283744	HYDEHOLDIN	12028880		2,071.73	DR *
6503	103300061806	52044900	REALE/COSMNT18	02/26/2019	02283744				1,041.75	DR
6503	103300061806	RENTS-PRIVATE OWNED PROP.		02/13/2019					1,041.75	DR *
6503	103300061806	52045300	TL901054	02/13/2019					149.38	DR
6503	103300061806	52045300	8381416X01242019	02/13/2019	00013751	ATMOMOBILIT	12279233		66.12	DR
6503	103300061806	TELECOMMUNICATIONS SRVCS		02/06/2019	02280955	MUNICIPALU	12054968		215.50	DR *
6503	103300061806	52045400	415031401 1218	02/06/2019	02280955		01		181.92	DR

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AGENCY 10 LABOR & REGULATION
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CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # / OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	5204540 ELECTRICITY	1204076	02/26/2019	00563621	ENVIROTECH	12037175	08	181.92	DR *
									9.38	DR
6503	103300061806	52049600 GARBAGE & SEWER	111918	02/08/2019	00559441	HARKINSCAR	12121249		9.38	DR *
6503	103300061806	52049600	19SC100020 1108	02/13/2019	00561036	ISOQUALITY	12358629		1,088.80	DR
									1,440.00	DR
6503	103300061806	52050200 OTHER CONTRACTUAL SERVICE		02/20/2019	02283375	INNOVATIVE	12550348		2,528.80	DR *
			CONTRACTUAL SERVICES						6,218.88	DR **
			IN2375665						152.94	DR
6503	103300061806	52050280 OFFICE SUPPLIES		02/26/2019	00563628	INMANSWATE	12037639		152.94	DR *
6503	103300061806	52050280	18382 FEB19	02/06/2019	00558290	SIoux FALLS	12036365		10.31	DR
6503	103300061806	52050280	68424	03/01/2019	00564171	SIoux FALLS	12036365		.71	DR
			68590						16.75	DR
6503	103300061806	5205028 OFFICE SUPPLIES		02/08/2019					27.77	DR *
			CD901039						1,994.85	DR
6503	103300061806	52053500 PRINTING-STATE		02/06/2019	752228				1,994.85	DR *
6503	103300061806	52053500	CGEX190205	02/06/2019	752227				5.15	DR
6503	103300061806	52053500	CGEX190205	02/06/2019	755236				2.26	DR
6503	103300061806	52053500	CGEX190228	03/01/2019	775772				2.26	DR
6503	103300061806	52053500	MS901046	02/20/2019					11.19	DR
									664.08	DR
6503	103300061806	52055180 POSTAGE		02/13/2019	00559790	MONTANADAK	12020954	12	684.94	DR *
			68870010003 1218						27.24	DR
6503	103300061806	5228000 HEATING & COOKING FUELS		02/15/2019					27.24	DR *
			SUPPLIES & MATERIALS						2,887.74	DR **
			T109-097						1,012.22	DR
6503	103300061806	5228000 OPER TRANS OUT -NON BUDGT							1,012.22	DR *
			NONOP EXP/NONBGTD OP TR						1,012.22	DR **
			OPERATING EXPENSES						13,031.00	DR ***
									31,075.05	DR ****
									31,075.05	DR *****
									31,075.05	DR *****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 02/28/2019

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
	COMPANY NO 6503				
	COMPANY NAME	PROFESSIONAL & LICENSING BOARDS			
103300061806	6503	51010100	F-T EMP SAL & WAGES	10,379.24	72,355.65
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES	3,761.27	35,186.45
103300061806	6503	51010300	BOARD & COMM MBR FEES	.00	5,760.00
	ACCT: 5101	EMPLOYEE SALARIES			
103300061806	6503	51020100	OASI-EMPLOYER'S SHARE	14,140.51	113,302.10
103300061806	6503	51020200	RETIREMENT-ER SHARE	1,092.34	8,680.56
103300061806	6503	51020600	HEALTH/LIFE INS.-ER SHARE	622.77	4,539.33
103300061806	6503	51020800	WORKER'S COMPENSATION	2,155.64	16,400.88
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION	29.69	201.89
				3.10	29.55
	ACCT: 5102	EMPLOYEE BENEFITS			
	ACCT: 51	PERSONAL SERVICES			
103300061806	6503	52030100	AUTO-STATE OWNED-IN STATE	.00	408.67
103300061806	6503	52030200	AUTO PRIV (IN-ST.) L/RTE	.00	379.50
103300061806	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	2,225.16	13,247.22
103300061806	6503	52031000	LODGING/IN-STATE	232.00	3,147.42
103300061806	6503	52031400	TAXABLE MEALS/IN-STATE	286.00	1,632.00
103300061806	6503	52031500	NON-TAXABLE MEALS/IN-ST	169.00	1,926.00
103300061806	6503	52032300	AUTO-PRIV. (OUT-STATE) H/R	.00	177.24
103300061806	6503	52032600	AIR-COMM-OUT-OF-STATE	.00	2,361.40
103300061806	6503	52032800	OTHER-PUBLIC-OUT-OF-STATE	.00	175.58
103300061806	6503	52033000	LODGING/OUT-OF-STATE	.00	3,734.08
103300061806	6503	52033200	INCIDENTALS-OUT-OF-STATE	.00	420.12
103300061806	6503	52033500	NON-TAXABLE MEALS/OUT-ST	.00	570.00
	ACCT: 5203	TRAVEL			
103300061806	6503	52040200	DUES & MEMBERSHIP FEES	2,912.16	28,179.23
103300061806	6503	52040500	COMPUTER CONSULTANT	.00	310.00
103300061806	6503	52040600	ED & TRAINING CONSULTANT	169.80	1,330.80
103300061806	6503	52041600	WORKSHOP REGISTRATION FEE	.00	2,500.00
103300061806	6503	52041800	COMPUTER SERVICES-STATE	.00	1,880.00
103300061806	6503	52041900	COMPUTER SERVICES-PRIVATE	.00	3,063.75
103300061806	6503	52042000	CENTRAL SERVICES	2,071.73	1,340.40
103300061806	6503	52042300	JANITORIAL & MAINT SERV	.00	7,777.81
103300061806	6503	52043600	ADVERTISING-NEWSPAPER	.00	31.38
103300061806	6503	52044900	RENTS-PRIVATE OWNED PROP.	1,041.75	89.27
103300061806	6503	52045100	RENTS-OTHER	.00	8,334.00
103300061806	6503	52045300	TELECOMMUNICATIONS SRVCS	215.50	442.96
103300061806	6503	52045400	ELECTRICITY	181.92	1,973.88
103300061806	6503	52045500	GARBAGE & SEWER	9.38	903.15
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE	2,528.80	72.01
	ACCT: 5204	CONTRACTUAL SERVICES			
103300061806	6503	52050200	OFFICE SUPPLIES	6,218.88	43,117.34
103300061806	6503	52050280	OFFICE SUPPLIES	152.94	453.02
				27.77	739.28

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 02/28/2019

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
103300061806	6503	52053100	PRINTING-STATE	1,994.85	4,220.50
103300061806	6503	52053500	POSTAGE	684.94	4,233.58
103300061806	6503	52055180	HEATING & COOKING FUELS	27.24	95.83
ACCT: 5205		SUPPLIES & MATERIALS			
103300061806	6503	52074910	TELEPHONE EQUIPMENT	2,887.74	9,742.21
103300061806	6503	52079010	COMPUTER HARDWARE	.00	1,001.00
ACCT: 5207		CAPITAL OUTLAY			
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	1,012.22	1,885.00
ACCT: 5228		MONOP EXP/NONBGTD OP TR			
ACCT: 52		OPERATING EXPENSES			
COMP: 6503		PROFESSIONAL & LICENSING BOARDS			
CENTER: 103300061806				31,075.05	233,375.30
B UNIT: 1033				31,075.05	233,375.30
				31,075.05	233,375.30

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

April 12, 2019

1. 2019 NIC Conference – Milwaukee, WI

September 5-6, 2019 – Executive Directors Meeting
September 7-9, 2019 – NIC Conference

Several weeks ago, I sent a mailing to Commission members with Out-of-State Travel Request forms to sign and return if you are interested in submitting an out-of-state travel request to attend this year's NIC Conference. If you are interested in submitting a travel request, please send your signed travel request back to the office or let me know if you need new forms.

- 2. Military Spouses** – HB 1111, pertaining to professional and occupational licensure for active duty military members and their spouses has been signed into law. It will go into effect on July 1, 2019. At that time state agencies administering licensing programs under Title 36 will license active duty military members or their spouses during the term of their assignment to the state of South Dakota as long as certain conditions are met. Those conditions are that the applicant is already licensed by another state, in good standing in that state, and their military services requires them to live in South Dakota. All fees for licensure are waived under this bill.

- 3. Two-Tier Esthetics** – The two Commission members that volunteered for the two-tier esthetics task force agreed to delay the meeting that was originally planned for April 11, 2019. The task force meeting will be planned for later in the Spring or in the Summer. The meeting will be held in Pierre to facilitate attendees from various locations around the state.

- 4. Administrative Rules Updates** – The staff has begun preliminary work on updates to the administrative rules. We will be scheduling a meeting to include Commission members Tammy Ugofsky and Tammy Stokes, as well as Commission staff, including the inspectors.

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

500 E Capitol Ave, Pierre, SD 57501
Tel: 605.773.6193 Fax: 605.773.7175 cosmetology.sd.gov

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider's Name: Revive Day Spa

Provider's Address: 301 S. MAW ST.
STREET
Aberdeen CITY SD 57401 STATE ZIP

Contact Name: Fallon Helm Tel: (605) 228-4437

Fax () - Email: fallonh@yaho.com

Check one: Individual Provider Company Provider

COURSE INFORMATION

ATTACH a detailed outline or agenda of the course must be attached to application

Subject (Check ONLY ONE): Microdermabrasion Electric Nail File Eyelash Extensions

Name of Course: Continuing Education Electric Nail Fil Clock Hours: 8
All continuing education in South Dakota must emphasize safety and sanitation *Do not include breaks and meals*

Location of Course: Revive Day Spa 301 S MAW ST.
BUSINESS NAME STREET
Aberdeen CITY SD 57401 STATE ZIP

Initial Course Offering Date: 2-25-2019 see email for more Time: 9am-5pm

ADDITIONAL OFFERINGS

If this course will be offered more than the initial date listed above, attach a list of dates, times, and locations. To identify the location, include business name, address, city, state, and zip code.

The Commission must have at least twenty-four (24) hours written notice of any changes in the date, location or instructor of your course. Resumes are required for a new course instructor. This information must be faxed to the number above. All correspondence MUST include the Commission assigned Course Certification number, course name and number of credit hours.

Instructor Name: Tara Muehlen & Amanda Spier

QUALIFICATIONS AND LICENSURE

ATTACH instructor's resume
 List state(s) of licensure and current license number – An instructor does not have to be licensed in South Dakota, but must be licensed from another state.

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

Same course as last year

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. The lodge is broken down into breakfasts where instructor will oversee practical, theory & exam.

- ATTACH** a sample of the sign-in sheet. After the course, submit a copy to the Commission.
- ATTACH** a sample copy of the certificate of attendance the provider issues to the licensee as proof of attendance of the course. The certificate must show name of course, name of attendee, dates of attendance, and number of hours earned.

AGREEMENT

I certify all information on this application is correct to the best of my knowledge.

Person completing this application (Please print): Fallon Hehn

Signature: *Fallon Hehn* Date: 2/14/2019

SUBMISSION

Submit your application within sixty (60) days prior to the course date to receive prior approval and a course number. A \$100 non-refundable fee must accompany the application. **This fee is good for one year only no matter how many courses are taught and is not pro-rated.**

Attachments:

1. Course agenda or outline
2. Additional offerings
3. Instructor resume
4. Sample of sign-in sheet
5. Sample of certificate of attendance

NOTES

- When South Dakota licensees attend an approved provider course, the licensee does not have to pay the \$35 verification fee to the Commission.
- As of January 1, 2005, the Commission only requires a one-time continuing education course for electric nail files and microdermabrasion.
- As of July 3, 2017, the Commission requires a one-time continuing education course for eyelash extensions."
- After the Commission has granted its written approval of the application, the provider is entitled to state upon its publications: "This program is approved for ___ (number) South Dakota Education Certification Hours."

COMMISSION USE ONLY

Approved Hours: _____ Course Approval Number: _____

Denied Reason: _____

Reviewed by: _____ Date: ____/____/____

Tara Mortland

Revive Day Spa 605-228-9211 taralyke@gmail.com
301 s Main Street Aberdeen SD, 57401 924 15th Ave Sw

Objective

To secure a position related to care of clients hair. To peruse more education and continue new levels of additional certifications.

Skills and abilities

Hair coloring : temporary , semi and permanent
Hair color : balayage , foiling , free hand
Haircuts : shaping Hair with scissors, razors and clippers
Permanent waving and Chemical relaxing
EasiHair pro tape in hair extensions
Styling / up styling techniques
Facial and body waxing
Manicuring and pedicuring
Infection control and sanitation procedures
Shampooing , rinsing and scalp treatments
Makeup

WORK EXPERIENCE / EDUCATION

Matrix color- craft cutting 2007-2010

Matrix show fargo ND 2012

Matrix color 2011 in salon training

Matrix color correction 2012-in salon training

Matrix color insider in salon training summer 2013

Peels spring shows -council bluffs-2012-2013

IBS (international beauty show) Las Vegas Nevada June 2013

Bio ionic in salon training 2012

Bio ionic platform artist show VIP night 2012

Agave in salon training 2012

Mizani in salon training 2013

Surface in salon training -product knowledge-updo-surface cutting techniques 2012-2017

Surface bridal show -platform artist training on stage September 2013

Bare minerals training Minneapolis MN 2010

Bare minerals quarterly training 2010-2017

Pureology in salon training 2013-2017

Kenra in salon training 2012

-2017

Easihair hair extension educator certification 2013

to current

Easihair show --champ camp Minneapolis MN August 2013

EasiHair pro Hair extension education

Train the trainer 2014,2015,

In Salon training November 2016-2018

Xtreme eyelash extensions training June 2013

Inspiring champions champ camp 2011-2012

Soaring eagles 2012-2013

Lake area technical institute recruiting days-quarterly -2012-2015

Lake area tech platform stage performing with bio ionic tools -easihair-2013

CND shellac certified manicurist

EasiHair pro training 2015

At LATI

Lexli skin care training 2011

PCA chemical peel certification /training October 2012

Norvell spray tanning 2012-2013 training

Revive day spa Apprenticeship training program 2010-2013

Master stylist revive day spa 2010-2019 -present

Jcpenny styling salon -designer stylist 2007-2010

Redken symposium 2015

2017

Matrix Destination 2018

Matrix training March 2018-May 2018

Mid year May 2018

Multiple education classes for matrix June 2018- February 2019 and continuing

Electric nail file certified class taught Dec 2018

EDUCATION

Lake area tech grad 2006-2007

License cosmetologist

Senior Instructor licensee 2017-2018

•Current Revive Day Spa apprenticeship program
apprenticeship in training 2017-2019

•Completed a full time apprentice 2017-2019 she graduated and passed her boards and now working full time

•Current Revive day spa apprentice March 2019- in training

South Dakota board of cosmetology license state instructor for electric nail file

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

500 E Capitol Ave, Pierre, SD 57501
Tel: 605.773.6193 Fax: 605.773.7175 cosmetology.sd.gov

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

APPLICATION FEE: \$100 (Non-refundable)

Check or money order payable to: Cosmetology Commission

GENERAL PROVIDER INFORMATION

Provider's Name: Headlines Academy

Provider's Address: 333 Omaha Street Suite 6+7

Rapid City SD 57701
CITY STATE ZIP

Contact Name: Peggy Sproat Tel: (605) 718 - 8723

Fax (605) 348 - 5462 Email: psproat@headlinesacademy.com

Check one: Individual Provider Company Provider

COURSE INFORMATION

ATTACH a detailed outline or agenda of the course must be attached to application

Subject (Check ONLY ONE): Microdermabrasion Electric Nail File Eyelash Extensions

Name of Course: Electric Nail File Safety Course Clock Hours: 8
All continuing education in South Dakota must emphasize safety and sanitation Do not include breaks and meals

Location of Course: Headlines Academy 333 Omaha Street
BUSINESS NAME STREET
Rapid City SD 57701
CITY STATE ZIP

Initial Course Offering Date: N/A Time: _____

ADDITIONAL OFFERINGS

If this course will be offered more than the initial date listed above, attach a list of dates, times, and locations. To identify the location, include business name, address, city, state, and zip code.

The Commission must have at least twenty-four (24) hours written notice of any changes in the date, location or instructor of your course. Resumes are required for a new course instructor. This information must be faxed to the number above. **All correspondence MUST include the Commission assigned Course Certification number, course name and number of credit hours.**

Instructor Name: see attached list of qualified instructors

QUALIFICATIONS AND LICENSURE

- ATTACH instructor's resume
- List state(s) of licensure and current license number – An instructor does not have to be licensed in South Dakota, but must be licensed from another state.

List any relevant information you feel is necessary to assist the Commission in determining approval of this course. We have offered this course for many years, and each year it is reviewed and improved if needed. Each instructor teaching is well qualified and also certified.

ATTENDANCE VERIFICATION

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

- ATTACH** a sample of the sign-in sheet. After the course, submit a copy to the Commission.
- ATTACH** a sample copy of the certificate of attendance the provider issues to the licensee as proof of attendance of the course. The certificate must show name of course, name of attendee, dates of attendance, and number of hours earned.

AGREEMENT

I certify all information on this application is correct to the best of my knowledge.

Person completing this application (Please print): Peggy Sprout
Signature: Peggy Sprout Date: 2/1/2019

SUBMISSION

Submit your application within sixty (60) days prior to the course date to receive prior approval and a course number. A \$100 non-refundable fee must accompany the application. **This fee is good for one year only no matter how many courses are taught and is not pro-rated.**

Attachments:

1. Course agenda or outline
2. Additional offerings
3. Instructor resume
4. Sample of sign-in sheet
5. Sample of certificate of attendance

NOTES

- When South Dakota licensees attend an approved provider course, the licensee does not have to pay the \$35 verification fee to the Commission.
- As of January 1, 2005, the Commission only requires a one-time continuing education course for electric nail files and microdermabrasion.
- As of July 3, 2017, the Commission requires a one-time continuing education course for eyelash extensions."
- After the Commission has granted its written approval of the application, the provider is entitled to state upon its publications: "This program is approved for ___ (number) South Dakota Education Certification Hours."

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

Standard VI Criteria 7a Practical Lesson Plan
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

K. Desaree Dargatz Bio

September 1988 began a 4000 hour apprenticeship at Georgines Inc. in Kellogg ID. I obtained my State of Idaho Cosmetologist license February 1991.

I then worked at Georgines Inc through 1991. Moved to Sturgis SD and obtained my South Dakota Cosmetologist license in 1992.

From 1992 thru 2008 I was part owner of Shear X-Pression in Sturgis SD. I also competed in many Nail competitions and won. Which helped to get my job as an instructor with OPI. I taught several classes including electric file and worked multiple hair shows for OPI through out the Midwest and West Coast from 2006 to 2016.

I obtained my South Dakota Sr. Instructors license in 2008 after achieving that I opened Desaree' and Company School of Beauty in March of 2009. Desaree' and Company School of Beauty had a nail tech and cosmetology program along with electric file certification. I then sold Desaree' and Company School of Beauty to Headlines Academy in December of 2017.

Since December of 2017 I have been an employee at Headlines Academy working as Director of Education.

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

500 E Capitol Ave, Pierre, SD 57501
Tel: 605.773.6193 Fax: 605.773.7175 cosmetology.sd.gov

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider's Name: Headlines Academy
Provider's Address: 333 Omaha Street Suite 647
STREET
Rapid City SD 57701
CITY STATE ZIP
Contact Name: Peggy Sproat Tel: (605) 718 - 8723
Fax (605) 348 - 5462 Email: psproat@headlinesacademy.com
Check one: Individual Provider Company Provider

COURSE INFORMATION

ATTACH a detailed outline or agenda of the course must be attached to application

Subject (Check **ONLY ONE**): Microdermabrasion Electric Nail File Eyelash Extensions
Name of Course: Microdermabrasion Course Clock Hours: 16 hrs
All continuing education in South Dakota must emphasize safety and sanitation *Do not include breaks and meals*
Location of Course: Headlines Academy 333 Omaha Street
BUSINESS NAME STREET
Rapid City SD 57701
CITY STATE ZIP
Initial Course Offering Date: N/A Time: _____

ADDITIONAL OFFERINGS

If this course will be offered more than the initial date listed above, attach a list of dates, times, and locations. To identify the location, include business name, address, city, state, and zip code.

The Commission must have at least twenty-four (24) hours written notice of any changes in the date, location or instructor of your course. Resumes are required for a new course instructor. This information must be faxed to the number above. **All correspondence MUST include the Commission assigned Course Certification number, course name and number of credit hours.**

Instructor Name: See attached list of qualified staff

QUALIFICATIONS AND LICENSURE

- ATTACH** instructor's resume
- List state(s) of licensure and current license number – An instructor does not have to be licensed in South Dakota, but must be licensed from another state.

List any relevant information you feel is necessary to assist the Commission in determining approval of this course. We have offered this course for many years, and each year it is reviewed and improved if needed. Each instructor teaching is well qualified and also certified.

ATTENDANCE VERIFICATION

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

- ATTACH** a sample of the sign-in sheet. After the course, submit a copy to the Commission.
- ATTACH** a sample copy of the certificate of attendance the provider issues to the licensee as proof of attendance of the course. The certificate must show name of course, name of attendee, dates of attendance, and number of hours earned.

AGREEMENT

I certify all information on this application is correct to the best of my knowledge.

Person completing this application (Please print): Peggy Sprout

Signature: Peggy Sprout Date: 2 / 1 / 2019

SUBMISSION

Submit your application within sixty (60) days prior to the course date to receive prior approval and a course number. A \$100 non-refundable fee must accompany the application. **This fee is good for one year only no matter how many courses are taught and is not pro-rated.**

Attachments:

1. Course agenda or outline
2. Additional offerings
3. Instructor resume
4. Sample of sign-in sheet
5. Sample of certificate of attendance

NOTES

- When South Dakota licensees attend an approved provider course, the licensee does not have to pay the \$35 verification fee to the Commission.
- As of January 1, 2005, the Commission only requires a one-time continuing education course for electric nail files and microdermabrasion.
- As of July 3, 2017, the Commission requires a one-time continuing education course for eyelash extensions."
- After the Commission has granted its written approval of the application, the provider is entitled to state upon its publications: "This program is approved for ___ (number) South Dakota Education Certification Hours."

COMMISSION USE ONLY

Approved Hours: _____ Course Approval Number: _____

Denied Reason: _____

Reviewed by: _____ Date: ____/____/____

LESSON PLAN

SUBJECT

UNIT Microdermabrasion

SESSION NUMBER 1 & 2 OF 2 SESSIONS 2 Days

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 %

Caroline Vettorazzi

I obtained my esthetics license from Headlines Academy in 2015. While enrolled, I completed advanced classes such as Xtreme eyelash extensions, micro-dermabrasion, and other specialty facials and skincare services. I performed more than the required amount of services to graduate.

While attending Headlines Academy, I received my microdermabrasion certification by completing a 16 hour class, an extensive book report, and exam. Since then I have built a generous following by performing this service on clients.

I began my career at Ulta Beauty as a Skin Therapist and makeup artist. I received a Dermalogica certification and conducted facials, microdermabrasion, and chemical peels. I also did services like facial waxing and eyelash extensions. There, I helped put the store on the map by becoming the store's only esthetician to completed all promotions and listed on the company's top 100. This led to exceptions to have me Lash Be Long certified and an acceptance to Dermalogica's advance training. Working there I had a plethora of skincare and makeup brands at my finger tips. I continued my education by attending many additional skin care product knowledge and seasonal trend classes.

Aside from Esthetics I am a certified substitute teacher and have a degree in Biology. With my background in Biology I know how important the science of the skin is to keep it healthy and beautiful. I feel like this is what set me apart from other Estheticians. I ended up falling in love with what I was doing and wanted to help others find their passion and share my knowledge.

In August 2017, I became an instructor at Headlines Academy, taking over the Esthetics program in January 2018. I worked with the former Esthetics instructor, Maryann Sharp, to learn how to teach the SD 16 hour microdermabrasion certification class to insure all safety and sanitation requirements are instilled in the students.

I was recently sent by Headlines Academy to Utah for Bella Lash eyelash extension certification. This was a 24 hour course where I was able to learn advanced techniques, troubleshooting, product knowledge, and teaching techniques that I am excited to bring to the Academy.

I watch new professionals grow theoretically, practically, and personally. Nothing could give me more satisfaction. I believe this industry offers an on going learning experience and keeping up with available knowledge is key to being the best possible instructor. My passion makes my job an enjoyable experience each day.

Sincerely

Caroline Vettorazzi

Crouch, Zachary	CO-	10389	2019	IC-	12972	2019	Expires	11/2/19	Microderm	Eye Lash	Nail Drill
Dargatz, Desaree	CO-	00515	2019	IC-	08493	2019		9/23/19	NO	NO	YES
Finch, Nichole	CO-	07763	2019	IC-	09535	2019		5/13/19	YES	NO	NO
Heidrich, Renee	CO-	06527	2019	IC-	14134	2019		3/4/19	NO	NO	NO
Laughlin, Melissa	CO-	12627	2019	IC-	13895	2019		8/8/19	YES	NO	YES
Regan, Melissa	CO-	06746	2020	IC-	10676	2020		1/15/20	NO	NO	NO
Sandven, Nicolette	CO-	12510	2019	IC-	13882	2019		9/9/19	YES	YES	YES
Sproat, Peggy	CO-	06370	2019	IC-	05824	2019		12/14/19	YES	NO	YES
Vettorazzi, Caroline	EO-	12767	2019	IE-	13702	2019		5/26/19	YES	YES	YES
Williams, Stephanie	CO-	08841	2019	IC-	09724	2019		11/16/19	NO	NO	YES

Headlines Academy
333 Omaha Street
Rapid City, SD 57701
605-718-8723

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 WEST AVE NORTH
 City/State/Zip SIOUX FALLS, SD 57104
 Telephone: 605-336-2775 Fax: 605-357-0288 Email: ANGELA.TAYLOR@STEWARTSCHOOL.COM
 Programs Offered:

Cosmetology	YES	NO	Number of clock hours	1580
Nail Technology	YES	NO	Number of clock hours	400
Esthetics	YES	NO	Number of clock hours	600

 Are the courses in clock or credit hours? **CLOCK** CREDIT If in credit hours, attach the conversion.
 Days/Times Open: Attach a separate sheet with this information 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? Cos: April, June, Sept. Nov & Feb Est: April, July & Jan NT: Jan
 Current Enrollment in - - - - Cosmetology Program: 80 Nails Program: 5 Esthetics Program: 8
 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 Raylan 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 West Ave. North, 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) instructor for every 15 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 and 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: _____

Dated: 2/22/19

Owner or School Director Signed: _____

Dated: _____

Notary

Subscribed and sworn to before me this 24 day of 02, 2019.

SEAL

[Signature]
Notary Public – South Dakota

My Commission expires: 12/01/22

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
February 26th, 2019

Attachment #1:

Days/Times Open:

Our hours of operations are:

Mondays	9:00 am – 3:00 pm (Clinic Only)
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	9:00 am – 3:00 pm (Clinic Only)

Attachment 2

Days and Times of Theory Classes:

Cosmetology:

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

Esthetics:

We hold an Esthetics course three times a year, January, April and July. They have four 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 (seven hours) each week until they graduate with 3.5 hours of theory and 3.5 hours hands-on/practical training. Their Advance Training is held on Fridays.

Nail Technology:

We hold a Nail Technology course one time a year in January. They have two 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 (seven hours) each week until they graduate consisting of three hours of theory and the remaining time hands-on/practical training. Their Advance Training would be held on Wednesdays.

Attachment 3

Days and Times of Clinic:

Our Clinic Floor hours of operation are as follows:

Monday	9:00 am – 3:00 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	9:00 am – 3:00 pm

Cosmetology: After the completion of the first ten weeks of basic training the students have 29 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 ten weeks (280 hours) of basic training.

Esthetics: After the completion of the first four weeks of basic training the students have 29 hours of clinical training each week.

Nail Technology: After the completion of the first two weeks of basic training the students have 29 hours of clinical training each week.

Attachment 4

Instructors:

<u>Name</u>	<u>Instructor License</u>	<u>Cosmetology License</u>	<u>Expiration Date</u>
Danielle Bouwman	IC-13808-2020	CO-12124-2020	01/28/2020
Lyndsey Braunesreither	IC-09333-2019	CO-07746-2019	04/25/2019
Karma Sanner	IC-07967-2019	CO-06471-2019	08/23/2019
Amanda Doyle	IC-13987-2019	CO-10752-2020	12/26/2019
Caitlin Hoogland	IC-09910-2020	CO-08460-2020	01/06/2020
Madaline Knutson	IC-09595-2019	CO-09591-2019	12/31/2019
Angi Marso	IC-07968-2019	CO-05937-2019	07/17/2019
Arielle Miller	IC-13404-2019	CO-11782-2019	12/03/2019
Angela Taylor	IC-07167-2020	CO-04735-2020	02/15/2020
Katie VanBallegooyen	IC-11551-2019	CO-09161-2019	08/29/2019

Conditional Instructors:

Stacy O'Neal	IC-14164-2019	Expires 03/21/2019
	CO-13481-2019	Expires 04/15/2019
Valerie Clow	IC-14165-2019	Expires 03/21/2019
	CO-08384-2019	Expires 06/14/2019

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
February 26th, 2019

Attachment 5

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

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

SCHOOL INSPECTION REPORT

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

11-1-2018

Section A

1. Name of School:

Stewart School of Hairstyling

2. Address:

604 N West

3. City:

Sioux Falls

4. Telephone Number:

336-2775

5. School License Number: SRC-00016-18

6. Expiration Date: 6-1-19

7. Type of school (circle one only)

Cosmetology Nails Esthetics

8. Programs Taught (circle all that apply)

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

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

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

Section B

INSTRUCTOR LICENSES

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

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

Yes No 2. Minimum number of instructors for students enrolled. (1 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
Herland	IC 09910-19	1-6-19	CO - 0864019	1-6-19	Yes No	Yes No
Batterson	IC 13805-19	1-28-19	CO - 1212418	1-28-19	Yes No	Yes No
Juifer	IC 07167-19	2-15-19	CO - 0473519	2-15-19	Yes No	Yes No
Reinhardt	IC 09323-19 IC 09333-19	4-25-19	CO - 0774619	4-25-19	Yes No	Yes No
Marso	IC 07968-19	7-17-19	CO - 05931-19	7-17-19	Yes No	Yes No
Sarnel	IC 07967-19	8-23-19	CO - 06471-19	8-23-19	Yes No	Yes No
Van Balleghem	IC 11551-19	8-29-19	CO - 09161-19	8-29-19	Yes No	Yes No
Miller	IC 13464-18	12-31-18	CO - 11782-18	12-31-18	Yes No	Yes No
Dade	IC 13987-19	12-26-19	CO - 10752-19	12-26-19	Yes No	Yes No
Knutson	IC 19595-19	12-31-19	CO - 09591-19	12-31-19	Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
4. Junior (last name)	Instructor Lic. No	Expiration	Operator or Technician Lic. No	Expiration	On Duty	Identified
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No
					Yes No	Yes No

1

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 -
		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:
<input checked="" type="radio"/> Yes	<input type="radio"/> No	Student notebooks or workbooks
		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
		Table top or counter
		Client chair
		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

*purchased 2 machines
diamond tip*

Section F

Required Minimum Equipment and Supplies
NAIL TECHNOLOGY (20:42:06:01:03)

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

State metal separate from

*Smelling
bristles*

Section G

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

<input checked="" type="radio"/> Yes	<input type="radio"/> No	1. Space – Main cosmetology school Main esthetics school Main nail technology school
<input checked="" type="radio"/> Yes	<input type="radio"/> No	2. Plumbing - connected to central sewer system - hot/cold running water
<input checked="" type="radio"/> Yes	<input type="radio"/> No	3. Restrooms – minimum of two with liquid soap dispenser, disposable towels or hand air dryer, and safe and sanitary.
<input checked="" type="radio"/> Yes	<input type="radio"/> No	4. Supply/Storage dispensary room – safe and clean – separate from the public areas
<input checked="" type="radio"/> Yes	<input type="radio"/> 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)

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

Some has off, powder in drawer

Section I

Equipment for Safety

(20:42:06:20)

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	1. First Aid kits (at least two) with blood spill procedures
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	2. Fire Extinguisher, charged, ABC type, 5-pounds each 1,500 feet of space
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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, Nancy Kibbie
(signature of all inspectors)

2. Date inspected: 11/1/2012

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

4. Signed by Owner or School Manager: Kati VanKalyan

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:

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
February 26th, 2019

Attachment 7

List of Textbooks and Workbooks used.

Stewart School uses the following books in our programs:

Cosmetology:

Milady Text and Mind Tap ISBN 9781305721937

Nuts and Bolts Business Training Solutions

Esthetics:

Milady Text and Mind Tap ISBN 9781337074964

Nail Technology:

Milady Text and Mind Tap ISBN 9781337582834

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
February 26th, 2019

Attachment 8

Schools advertising brochures and web page address:

The most current advertising brochure is attached following this page.

www.stewartschool.edu

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
February 26th, 2019

Attachment 9

Schools rules and regulations:

The attendance policy is located on pages 4 – 5 and the rules and regulations are found in our Student Catalog (attachment 6) on pages 11 -27 under the Administrative Policies section (The Student Catalog is Attachment 6 of this application).

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
February 26th, 2019

Attachment 10

Student policies and procedures:

The policies and procedures are found in our Student Catalog (attachment 6) on pages 11 -27 under the Administrative Policies section (The Student Catalog is Attachment 6 of this application).

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
February 26th, 2019

Attachment 11

Explanation of the procedure to track student hours:

Students clock in and out on a computerized time clock that tracks their hours. At the end of each week Angela Taylor calculates the hours recorded by the student through their time clock and checks them with the student absence book, the appointment book and the roll-call roster. The students will verify the accuracy of those hours and hour placement. Ms. Taylor enters these hours into our Freedom software program where monthly reports are printed for each student. She will then record those hour breakdowns into the Student Time Report prepared for the SD Cosmetology Commission.

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
February 26th, 2019

Attachment 12

Explanation of how student records are kept and stored:

All current student records are kept in a fireproof locked cabinet within a locked room. All terminated and graduated student records are kept in an alphabetized filing cabinet with a copy of each graduate and terminated student transcript kept in a fire proof locked cabinet within a locked room.

All student hour and grades are stored in a computer program called Freedom. This program is backed up on regular basis for protection of the records it holds. This program is also password protected for student confidentiality and held on a computer within a locked office and separate server.

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
February 26th, 2019

Attachment 13

Schedule of days and times open, showing theory and practical times, holidays closed:

Please refer to Attachments 1, 2, and 3 for the days and times open, showing theory and practical class times.

Following this page is our Holiday closings for 2019/2020.

Holiday Hours, Closings & Waived Time

Holiday	CLOSED DATES	WAIVED DATES
Easter 2019	Monday, April 22 nd , 2019	
Memorial Day 2019	Monday, May 27 th , 2019	
4th of July 2019	Thursday, July 4 th , 2019 Friday, July 5 th , 2019 Saturday July 6 th , 2019 ** NO BASIC TRAINING 7/2 – 7/5	Monday, July 1 st , 2019 Tuesday, July 2 nd , 2019 Wednesday, July 3 rd , 2019
Labor Day 2019	Monday, September 2 nd , 2019 Tuesday, September 3 rd , 2019 Wednesday, September 4 th , 2019	
Thanksgiving 2019	Thursday, November 28 th , 2019 Friday, November 29 th , 2019 Saturday, November 30 th , 2019	
Christmas 2019	Monday, December 23 rd , 2019 Tuesday, December 24 th , 2019 Wednesday, December 25 th , 2019 Thursday December 26 th , 2019 **NO BASIC TRAINING 12/24 – 12/27	Friday December 27 th , 2019 Saturday, December 28 th , 2019 Monday, December 30 th , 2019
New Year's 2020	Tuesday, December 31 st , 2019 Wednesday, January 1 st , 2020 **NO BASIC TRAINING 12/31 – 1/3	Thursday, January 2 nd , 2020 Friday, January 3 rd , 2020 Saturday, January 4 th , 2020
Easter 2020	Monday, April 13 th , 2020	
Memorial Day 2020	Monday, May 25 th , 2020	
4th of July 2020	Friday, July 3 rd , 2020 Saturday, July 4 th , 2020 ** NO BASIC TRAINING 6/30 – 7/3	Thursday, July 2 nd , 2020 Monday, July 6 th , 2020
Labor Day 2020	Monday, September 7 th , 2020 Tuesday, September 8 th , 2020 Wednesday, September 9 th , 2020	
Thanksgiving 2020	Thursday, November 26 th , 2020 Friday, November 27 th , 2020 Saturday, November 28 th , 2020	
Christmas 2020	Wednesday, December 23 rd , 2020 Thursday, December 24 th , 2020 Friday, December 25 th , 2020 Saturday, December 26 th , 2020 **NO BASIC TRAINING 12/22 – 12/25	Monday, December 21 st , 2020 Tuesday, December 22 nd , 2020
New Year's 2021	Thursday, December 31 st , 2020 Friday, January 1 st , 2021 Saturday, January 2 nd , 2021 **NO BASIC TRAINING 12/29 – 01/01	Monday, December 28 th , 2020 Tuesday, December 29 th , 2020 Wednesday, December 30 th , 2020

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
February 26th, 2019

Attachment 14

Listing of proposed field trips on Commission form:

Please see the attached field trip form following this page.

Charity Work

Sioux Falls Community

Dates are Open

16 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

16 hours

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.

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
February 26th, 2019

Attachment 15

Listing of substitute Instructors and guest demonstrators:
None

Guest Demonstrators:
Product Trainers through:
Joico
Clinical Care
Sebastian
Aquage
Nioxin
OPI

and local salons:
Hair by Stewarts
Great Clips
Smart Styles
Hollywood Styles
The Barbershop a Hair Salon for Men
Sports Clips
The Man Salon
Ulta Beauty
Bombshell Beauty

Stewart School License Renewal Attachments
Angela Taylor; 605-336-2775 ext. 3
February 26th, 2019

Attachment 16

List any changes made since the last renewal application:

Changes:

- Samantha Kastengren is no longer with us.
- We have a new Instructor Amanda Doyle, Stacy O'Neal and Valarie Clow.

AGENDA ITEM J (2) – Jamie Adame-Marino

Request to Accept Education Hours from Out-of-State School

Jamie Adame-Marino is currently obtaining her esthetics education at Ridgewater College in Willmar, Minnesota. Jamie is requesting that the South Dakota Cosmetology Commission accept her Minnesota esthetics education to be able to take her State Board Examinations in South Dakota instead of Minnesota. Jamie indicated (and her instructor confirmed via email) that Jamie will complete her 600 hours of esthetics education in mid-June, 2019. If approved by the Commission, Jamie will be scheduled for the July 10, 2019 State Board exams. Her school will send SD Cosmetology Commission her completed transcript of 600 hours.

Attached are the following:

- Application for Examination
- Letter to the Commission from Jamie Adame-Marino
- Transcript (to date) received directly from Ridgewater College

APPLICATION FOR EXAMINATION IN SOUTH DAKOTA
South Dakota Cosmetology Commission • 500 E Capitol Ave • Pierre SD 57501

Examination Categories and Fees (check only one box) Non-refundable (\$86 total if applying for temporary license)
___ Cosmetologist\$80 Esthetician.....\$80 ___ Nail Technician.....\$80

PRINT CLEARLY. All areas must be completed. The correct examination fee by either check or money order must be attached. If applying for a temporary license a \$6 fee must also be attached.

Personal Information

Name: Jamie Paola Adame Marino Date of Birth: _____
Address: _____ City: Willmar State: MN Zip: 56201

Telephone Number: _____

Email Address (if you have one): _____

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

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.

Education Information

School: Ridgewater College City: Willmar State: MN *
Date completed: 06/2019 Total clock hours of education: 000

I authorize the Cosmetology Commission to release the results of my State Board Examinations to the above-named school: YES ___ NO

*If this is an out-of-state school, you must get a certification from that state's Cosmetology Board. You must also submit a copy of birth certificate, copy of high school diploma or GED, Social Security # and a current photograph.

I hereby make application for the state board examinations to be conducted by the Cosmetology Commission. 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 temporary license to practice in South Dakota, I promise to abide by all the laws of the state of South Dakota governing these practices.

Signature of Applicant: Jamie Adame Marino Date: 03/22/2019

APPLICATION FOR TEMPORARY SOUTH DAKOTA LICENSE*

Salon Name: _____ Telephone: _____

Salon Address/City: _____

Owner Name: _____ Estimated starting date of employment: _____

NOTE: *All areas must be completed before the license will be issued. Temporary license fee = \$6.00. A temporary license will be issued only when the applicant makes application for a temporary license before taking the examination and has secured employment in a salon licensed by the Commission. This temporary license shall be valid until the examination results are received and is not renewable. If the examinations are failed, the temporary license becomes invalid immediately.

Dear South Dakota Cosmetology Commission,

My name is Jamie Adame Marino, an esthetician in training. I am currently enrolled at Ridgewater College in Willmar, Minnesota. My husband was transferred to South Dakota for work. I was already in the middle of my education when this happened. I am planning to become an esthetician in South Dakota. I am requesting that you accept my out of state school hours directly from my school. I am requesting this to be able to take my initial exams in South Dakota. I appreciate your time and thank you for your consideration.

Jamie Paola Adame Marino

A handwritten signature in black ink that reads "Jamie Adame Marino". The signature is written in a cursive, flowing style with a heart symbol above the letter 'i' in "Adame".

Name: Adame-Marino, Jamie Paola SSN: xxx-xx-9995

Ridgewater College
Undergraduate Academic Record
2101 15th Ave NW
Willmar MN 56201 1097

eTranscript

Date of Issue: 03/26/2019 Page: 1 of 1
Student Campus ID: 12634324

Subj Nbr	Title	Course Credit	Grade	Credit Earned	GPA Credit	GPA Pts	Subj Nbr	Title	Course Credit	Grade	Credit Earned	GPA Credit	GPA Pts
Inst. Name: Ridgewater College Award Name: Associate in Arts Major: Liberal Arts and Sciences Awarded on: 12/16/2016							Fall 2016 Major: Liberal Arts and Sciences Major: Liberal Arts and Sciences Sophomore						
Minnesota Transfer Curriculum completed							PSYC 0263 Devel Psyc 3.00 C 3.00 3.00 6.00 ENGL 0122 Coll Comp II 3.00 A 3.00 3.00 12.00 ACCT 1815 Princ Acct I 4.00 B 4.00 4.00 12.00 BUS 0140 Intr Computer 3.00 A 3.00 3.00 12.00 BUS 0101 Bus & Am Econ 3.00 A 3.00 3.00 12.00 UNDG Term Att: 16.00 Earn: 16.00 GPA Crs: 16.00 GPA Pts: 54.00 GPA: 3.37 **** Trsf Att: 7.00 Earn: 7.00 GPA Crs: 0.00 GPA Pts: 0.00 GPA: 0.00 **** Cum Att: 65.00 Earn: 65.00 GPA Crs: 58.00 GPA Pts: 190.68 GPA: 3.28						
Central Community College Area UNDG SEMESTER Credits Accepted in Transfer Fall 2016: 7.00							Fall 2018 Major: Estheology						
Major: Estheology ***** Ridgewater College *****							COS 1411 Skin Care 3.00 A 3.00 3.00 12.00 COS 1500 Clinical-Cosmetology 3.00 B+ 3.00 3.00 9.99 COS 1461 Salon Fund/Estheology 2.00 A 2.00 2.00 8.00 COS 1462 Salon Fund II 2.00 A 2.00 2.00 8.00 COS 1500 Clinical-Cosmetology 1.00 B+ 1.00 1.00 3.33 UNDG Term Att: 11.00 Earn: 11.00 GPA Crs: 11.00 GPA Pts: 41.32 GPA: 3.75 **** Cum Att: 76.00 Earn: 76.00 GPA Crs: 69.00 GPA Pts: 232.00 GPA: 3.36						
Spring 2015 Major: Liberal Arts and Sciences Special							Spring 2019						
ECON 0206 Pr Micro-Econ 3.00 B 3.00 3.00 9.00 SOC 0105 Intro to Soc 3.00 C 3.00 3.00 6.00 CMST 0121 Intro to Communication 3.00 B- 3.00 3.00 8.01 CHEM 0100 Intro to Chem 4.00 C 4.00 4.00 8.00 UNDG Term Att: 13.00 Earn: 13.00 GPA Crs: 13.00 GPA Pts: 31.01 GPA: 2.38 **** Cum Att: 13.00 Earn: 13.00 GPA Crs: 13.00 GPA Pts: 31.01 GPA: 2.38							COS 1500 Clinical-Cosmetology 2.00 Z 0.00 0.00 0.00 COS 1500 Clinical-Cosmetology 3.00 Z 0.00 0.00 0.00 COS 1500 Clinical-Cosmetology 3.00 Z 0.00 0.00 0.00 COS 1519 Salon Success 1.00 Z 0.00 0.00 0.00 COS 1435 MN Laws & Rules 2.00 Z 0.00 0.00 0.00 UNDG Term Att: 11.00 Earn: 0.00 GPA Crs: 0.00 GPA Pts: 0.00 GPA: 0.00 **** Cum Att: 87.00 Earn: 76.00 GPA Crs: 69.00 GPA Pts: 232.00 GPA: 3.36						
Fall 2015							Career Undergrad Summary - Semester Hours						
MATH 0112 Coll Algebra 4.00 A 4.00 4.00 16.00 PSYC 0131 Intro to Psyc 4.00 B 4.00 4.00 12.00 THTR 0140 Intro Theatre 3.00 A 3.00 3.00 12.00 HUM 0105 Human Adventure 3.00 B+ 3.00 3.00 9.99 UNDG Term Att: 14.00 Earn: 14.00 GPA Crs: 14.00 GPA Pts: 49.99 GPA: 3.57 **** Cum Att: 27.00 Earn: 27.00 GPA Crs: 27.00 GPA Pts: 81.00 GPA: 3.00							Local: Att: 80.00 Earn: 69.00 GPA Crs: 69.00 GPA Pts: 232.00 GPA: 3.36 Transfer: Att: 7.00 Earn: 7.00 GPA Crs: 0.00 GPA Pts: 0.00 GPA: 0.00 Total: Att: 87.00 Earn: 76.00 GPA Crs: 69.00 GPA Pts: 232.00 GPA: 3.36						
Spring 2016							**** END OF ACADEMIC TRANSCRIPT ****						
BIOL 0141 Environ Sci 4.00 A- 4.00 4.00 14.68 CMST 0226 Intersp Communication 3.00 A 3.00 3.00 12.00 SOC 0107 Marr Fam Liv 3.00 B+ 3.00 3.00 9.99 PE 0122 Wellness/Fitness 2.00 A 2.00 2.00 8.00 ENGL 0121 Coll Comp I 3.00 A- 3.00 3.00 11.01 UNDG Term Att: 15.00 Earn: 15.00 GPA Crs: 15.00 GPA Pts: 55.68 GPA: 3.71 **** Cum Att: 42.00 Earn: 42.00 GPA Crs: 42.00 GPA Pts: 136.68 GPA: 3.25													

↑
Esthetics
Education

Kelli Kienitz
Ridgewater College
Registrar



Commission Policy on Reciprocity Applications

Shown below is the current Commission policy on reciprocity applications and testing requirements. In an effort to enhance license portability and remove barriers to licensing, as Executive Director, I recommend that the Commission change its policy with regard to Esthetics and Nail Technology Reciprocity examinations. The Commission currently has a different policy for Cosmetology reciprocity applicants from the policy for Esthetics and Nail Technician reciprocity applicants.

Cosmetology Reciprocity

(1) State Laws/Rules Exam Only - If they came from a state where they were required to take both a practical and theory examination.

(2) Practical Hands-On Exam & State Laws/Rules Exam - If the applicant came from one of the eleven states that does NOT administer a practical exam, the applicant is required to take the NIC practical exam in South Dakota if they have been licensed for less than one year. If they have been licensed for more than one year, they are not required to take the practical exam. They are not required to retake the NIC theory exam if they have already taken a theory examination.

Esthetics and Nail Technology Reciprocity

For the past 6-7 years, the South Dakota Cosmetology Commission has required all esthetics and nail technology reciprocity applicants to take full State Board Examinations in South Dakota. Those exams include:

- (1) NIC Practical Hands-on Examination
- (2) NIC Written Theory Examination
- (3) South Dakota Laws/Rules Examination

I have observed that in very few cases does any applicant ever fail the practical exam. Some individuals fail the written theory exam and occasionally some fail the state laws/rules exam. The reasons for failure appear to be related to applicants that have English as a second language or that took a non-NIC theory examination in another state.

I would like to suggest that the Commission consider changing its policy regarding Esthetics and Nail Technology reciprocity applicants. Some options would be:

(1) Require only South Dakota Laws/Rules Examination (If reciprocity applicant has taken a theory and practical examination in another state, do not require the applicant to retake theory and practical exams.)

(2) Require only South Dakota Laws/Rules Examination (If licensed more than 5 years and has taken a theory and practical examination in another state, do not require the applicant to retake the theory and practical exams.)

(3) Require only South Dakota Laws/Rules Examination (If applicant took NIC theory and practical in another state, do not require them to retake the theory and practical exams.)

The Commission may choose one of these options, decide on a different course of action, or continue to require full State Board Exams for Estheticians and Nail Technicians.