

MEETING AGENDA
SOUTH DAKOTA COSMETOLOGY COMMISSION
April 27, 2018
Sioux Falls and Watertown, SD

Friday, April 27, 2018

Stewart School
604 N West Avenue, Sioux Falls, SD

- A. 9:00 am – Call Meeting to Order Tammy Ugofsky
- B. Roll Call..... Crystal Carlson
- C. 1. Tour Stewart School Classrooms & Observe Students
2. Meet with Stewart School Representatives
- D. 10:00 am - Recess for drive to Watertown

LATI-Cosmetology Program
1201 Arrow Ave, Watertown, SD

- E. 1:00 pm - Call Meeting to Order Tammy Ugofsky
- F. Roll Call..... Crystal Carlson
- G. 1. Tour LATI Cosmetology Program Classrooms & Observe Students
2. Meet with LATI Cosmetology Program Representatives
- H. 2:00 pm – Recess - Move to Room 513 at LATI
- I. 2:15 pm – Reconvene
- J. Approval of Agenda
- K. February 9, 2018, Meeting Minutes..... Crystal Carlson
- L. Treasurer's Report Crystal Carlson
- M. Executive Director's Report..... Kate Boyd
- N. Disciplinary Actions Violations Committee
 - 1. Case N-2017
 - 2. Case O-2017
 - 3. Lapsed Case 5-2018
 - 4. Lapsed Case 6-2018
 - 5. Lapsed Case 7-2018

- O. Draft Administrative Rules Changes
- P. Leo Thomas Apprentice Salon
 - 1. Report from Instructor Holly Ringo & discontinuation of Tristan Hall Apprenticeship
 - 2. Approval of Successful Completion of Apprentice Probationary Period for Danielle Amburn
 - 3. Request for Approval of New Apprentice Application – Christina Skates
- Q. Revive Day Spa
 - 1. Request for Approval of New Apprentice Application – Rebecca Wells
 - 2. Request for approval of 8-hour Electric File Provider Application
- R. Headlines School Requests
 - 1. Electric File Provider Application – Headlines Academy
 - 2. Microdermabrasion Provider Application – Headlines Academy
- S. Applicant Requests
 - 1. Amy Mois Request for Acceptance of 600 Hours of Esthetics Education from Lu Ross Academy in Ventura, California
 - 2. Thi Dan Tuyen Tran Request for Acceptance of 606 Hours of Nail Technician from Georgia Beauty School, Norcross, GA
 - 3. Kayla Dickerson Request for Acceptance of 2100 hours of Cosmetology Education from LeMars Beauty College, LeMars, IA
- T. Other Business
- U. Upcoming Meeting Dates for the Remainder of 2018
 - June 1, 2018 Esthetics State Board Exams
 - July 27, 2018 - Commission Meeting am & NIC School Overview pm - Pierre
 - July 28-29, 2018 - NIC Examiner Training/Certification (MANDATORY) - Pierre
 - July 30-31, 2018 – State Board Exams – Pierre
 - Sept. 20, 2018 - Commission Meeting & School Visits - Rapid City
 - October 4-5, 2018 - NIC Executive Directors Meeting – Seattle, WA
 - October 6-8, 2018 - NIC Conference – Seattle, WA
 - October 25-26, 2018 - State Board Exams - Pierre
 - November 16, 2018 - Commission Meeting - Pierre
 - December 1, 2018 - State Board Exams - Watertown
- V. ADJOURN

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 25, 2018 to make any necessary arrangements.

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
123 W Missouri Ave, Pierre, South Dakota
February 9, 2018 CST

Thursday, September 21, 2017

Vice President Laurie Brandner called the meeting to order at 8:35 am.

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

Members Present: Laurie Brandner
Crystal Carlson
Lori Little, via teleconference

Members Absent: Tammy Ugofsky

Others Present: Kate Boyd, Executive Director
Kelsey Skoglund, Commission staff member
Graham Oey, Staff Attorney, Department of Labor & Regulation
Kimberly Landsman, Rapid City
Shawn VenJohn, LATI Cosmetology Program
Joy Poloncic, Black Hills Beauty College
Tom Poloncic, Black Hills Beauty College
Angela Taylor, Stewart School, via teleconference
Karma Crane, Stewart School, via teleconference

Crystal Carlson made a motion to approve the agenda as amended. Lori Little seconded the motion. **MOTION PASSED** on a roll call vote with Laurie Brandner, Crystal Carlson and Lori Little voting aye, and Tammy Ugofsky absent and not voting.

Crystal Carlson made a motion to approve the November 17, 2017 meeting minutes. Laurie Brander seconded the motion. **MOTION PASSED** on a roll call vote with Laurie Brandner, Crystal Carlson and Lori Little voting aye, and Tammy Ugofsky absent and not voting.

Secretary-Treasurer Crystal Carlson reported that as of January 31, 2018 the available budget was \$85,779 and the cash center balance was \$182,148.

The Executive Director's Report was included in the meeting packets and is attached to the meeting minutes.

Case P-2017- Crystal Carlson made a motion to approve the Consent Agreement for Case P-2017 with the following terms:

- a. The Cutting Crew Salon License, Lic. #CS-05902, will be suspended for a period of 7 days with 7 days being held in abeyance; The Cutting Crew Salon's license will not actively be suspended.

- b. The 7 days of suspension for the salon license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) The Cutting Crew Salon will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
 - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$150.00 with credit for the \$50 re-inspection fee previously paid by Ms. Vornhagen, reducing the monetary penalty to \$100.00, as a condition for the immediate reinstatement of the salon license, to be paid prior to March 1, 2018.

Lori Little seconded the motion. **MOTION PASSED** on a roll call vote with Crystal Carlson and Lori Little voting aye, Tammy Ugofsky absent and not voting and Violations Committee Laurie Brandner abstaining.

Case R-2017- Lori Little made a motion to approve the Consent Agreement for Case R-2017 with the following terms:

- a. Thao Thi Phuong Tran's personal license, Lic. #NT-11978, will be suspended for a period of 14 days with 14 days being held in abeyance; Thao Thi Phuong Tran's personal license will not actively be suspended.
- b. The 14 days of suspension for her personal license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Thao Thi Phuong Tran will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
 - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$450.00, as a condition for the immediate reinstatement of her personal license, to be paid prior to March 1, 2018.

Crystal Carlson seconded the motion. **MOTION PASSED** on a roll call vote with Crystal Carlson and Lori Little voting aye, Tammy Ugofsky absent and not voting and Violations Committee Laurie Brandner abstaining.

Case S-2017- Crystal Carlson made a motion to approve the Consent Agreement for Case S-2017 with the following terms:

- a. Le Hai Ocampo's personal license, Lic. #NT-11979, will be suspended for a period of 14 days with 14 days being held in abeyance; Le Hai Ocampo's personal license will not actively be suspended.
- b. The 14 days of suspension for her personal license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:

- 3) Le Hai Ocampo will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
- 4) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$450.00, as a condition for the immediate reinstatement of her personal license, to be paid prior to March 1, 2018.

Lori Little seconded the motion. **MOTION PASSED** on a roll call vote with Crystal Carlson and Lori Little voting aye, Tammy Ugofsky absent and not voting and Violations Committee Laurie Brandner abstaining.

Lapsed Case 14-2017- Crystal Carlson made a motion to approve Lapse Case 14-2017 Consent Agreement with the following terms:

- a. AJs Wicked Salon and Spa license, Lic.#CS-05607, will be suspended for a period of 10 days with 10 days being held in abeyance; AJs Wicked Salon and Spa's license will not actively be suspended.
- b. The 10 days of suspension for the salon license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) AJs Wicked Salon and Spa will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
 - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$150.00, as a condition for the immediate reinstatement of the salon license, to be paid prior to March 1, 2018.

Lori Little seconded the motion. **MOTION PASSED** on a roll call vote with Crystal Carlson and Lori Little voting aye, Tammy Ugofsky absent and not voting and Violations Committee Laurie Brandner abstaining.

Lapsed Case 15-2017- Lori Little made a motion to approve Lapse Case 15-2017 Consent Agreement with the following terms:

- a. Simply Divine Day Spa Salon license, Lic.#ES-08007, will be suspended for a period of 10 days with 10 days being held in abeyance; Simply Divine Day Spa Salon's license will not actively be suspended.
- b. The 10 days of suspension for the salon license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Simply Divine Day Spa Salon will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;

- 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$125.00, as a condition for the immediate reinstatement of the salon license, to be paid prior to March 1, 2018.

Crystal Carlson seconded the motion. **MOTION PASSED** on a roll call vote with Crystal Carlson and Lori Little voting aye, Tammy Ugofsky absent and not voting and Violations Committee Laurie Brandner abstaining.

Lapsed Case 16-2017- Crystal Carlson made a motion to approve Lapse Case 16-2017 Consent Agreement with the following terms:

- a. Jayde Tree Salon LLC license, Lic.#CS-06979, will be suspended for a period of 30 days with 30 days being held in abeyance; Jayde Tree Salon LLC's license will not actively be suspended.
- b. The 30 days of suspension for the salon license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Jayde Tree Salon LLC will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement:
 - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$325.00, as a condition for the immediate reinstatement of the salon license, to be paid prior to March 1, 2018.

Lori Little seconded the motion. **MOTION PASSED** on a roll call vote with Crystal Carlson and Lori Little voting aye, Tammy Ugofsky absent and not voting and Violations Committee Laurie Brandner abstaining.

Lapsed Case 20-2017- Lori Little made a motion to approve Lapse Case 20-2017 Consent Agreement with the following terms:

- a. Ms. Lenz's personal license, Lic.#CO-05763, will be suspended for a period of 10 days with 10 days being held in abeyance; Ms. Len's personal license will not actively be suspended.
- b. The 10 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Ms. Lenz will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement:
 - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$175.00, as a condition for the immediate reinstatement of her personal license, to be paid prior to March 1, 2018.

- c. Lisa Lenz Booth license, Lic. #CB-03873, will be suspended for a period of 5 days with 5 days being held in abeyance; Lisa Lenz Booth's license will not actively be suspended.
- d. The 5 days of suspension for the booth license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Lisa Lenz Booth will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
 - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$75.00, as a condition for the immediate reinstatement of the booth license, to be paid prior to March 1, 2018.

Crystal Carlson seconded the motion. **MOTION PASSED** on a roll call vote with Crystal Carlson and Lori Little voting aye, Tammy Ugofsky absent and not voting and Violations Committee Laurie Brandner abstaining.

Lapsed Case 21-2017- Crystal Carlson made a motion to approve Lapse Case 21-2017 Consent Agreement with the following terms:

- a. 3rd Avenue Salon and Spa license, Lic.#CS-05281, will be suspended for a period of 10 days with 10 days being held in abeyance; 3rd Avenue Salon and Spa's license will not actively be suspended.
- b. The 10 days of suspension for the salon license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) 3rd Avenue Salon and Spa will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement:
 - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$200.00, as a condition for the immediate reinstatement of the salon license, to be paid prior to March 1, 2018.

Lori Little seconded the motion. **MOTION PASSED** on a roll call vote with Crystal Carlson and Lori Little voting aye, Tammy Ugofsky absent and not voting and Violations Committee Laurie Brandner abstaining.

Lapsed Case 23-2017- Crystal Carlson made a motion to approve Lapse Case 23-2017 Consent Agreement with the following terms:

- a. Marilyn's North Mane Salon license, Lic.#CS-06502, will be suspended for a period of 5 days with 5 days being held in abeyance; Marilyn's North Mane Salon's license will not actively be suspended.

- b. The 5 days of suspension for the salon license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Marilyn's North Mane Salon will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement:
 - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$100.00, as a condition for the immediate reinstatement of the salon license, to be paid prior to March 1, 2018.

Lori Little seconded the motion. **MOTION PASSED** on a roll call vote with Crystal Carlson and Lori Little voting aye, Tammy Ugofsky absent and not voting and Violations Committee Laurie Brandner abstaining.

Lapsed Case 26-2017- Crystal Carlson made a motion to approve Lapse Case 26-2017 Consent Agreement with the following terms:

- a. Ms. Vansickle's personal license, Lic.#CO-04267, will be suspended for a period of 15 days with 15 days being held in abeyance; Ms. Vansickle's license will not actively be suspended.
- b. The 15 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Ms. Vansickle will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement:
 - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$250.00, as a condition for the immediate reinstatement of her personal license, to be paid prior to March 1, 2018.
- c. Traci Vansickle Booth license, Lic.#CB-06760, will be suspended for a period of 10 days with 10 days being held in abeyance; Traci Vansickle Booth's license will not actively be suspended.
- d. The 10 days of suspension for the booth license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Traci Vansickle Booth will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;

Lori Little seconded the motion. **MOTION PASSED** on a roll call vote with Crystal Carlson and Lori Little voting aye, Tammy Ugofsky absent and not voting and Violations Committee Laurie Brandner abstaining.

Lapsed Case 27-2017- Lori Little made a motion to approve Lapse Case 27-2017 Consent Agreement with the following terms:

- a. Ms. Chavez's personal license, Lic.#CO-12675, will be suspended for a period of 10 days with 10 days being held in abeyance; Ms. Chavez's license will not actively be suspended.
- b. The 10 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Ms, Chavez will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement:
 - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$150.00, as a condition for the immediate reinstatement of her personal license, to be paid prior to March 1, 2018.

Crystal Carlson seconded the motion. **MOTION PASSED** on a roll call vote with Crystal Carlson and Lori Little voting aye, Tammy Ugofsky absent and not voting and Violations Committee Laurie Brandner abstaining.

Lapsed Case 28-2017- Crystal Carlson made a motion to approve Lapse Case 28-2017 Consent Agreement with the following terms:

- a. Mai Lees Threading Beauty Salon license, Lic.#CS-07480, will be suspended for a period of 15 days with 15 days being held in abeyance, Mai Lees Threading Beauty Salon's license will not actively be suspended.
- b. The 15 days of suspension for the salon license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Mai Lees Threading Beauty Salon will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement:
 - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$300.00, as a condition for the immediate reinstatement of the salon license, to be paid prior to March 1, 2018.

Crystal Carlson made a motion to delay discussion of agenda items H-Cosmetology Inspectors and I-Inspection of a booth that a licensee has only for the purpose of performing services at special events, instead of working regularly at the booth, to the April 27, 2018 meeting so that the inspectors can be present at the discussion. **MOTION PASSED** on a roll call vote with Laurie Brandner, Crystal Carlson and Lori Little voting aye, and Tammy Ugofsky absent and not voting.

Executive Director Kate Boyd provided an update on the status of the apprenticeships at Leo Thomas Salon in Rapid City. The weekly timesheets have been submitted in a timely manner and the monthly inspections have been good. However, one of the apprentices appears to have a high level of absenteeism.

Lori Little made a motion to have the staff contact the apprentice salon to discuss the absenteeism and to let the instructor and apprentice know that the Commission is going to delay acting on approving the apprenticeship beyond the probationary period to allow the apprentice to improve attendance. The Commission will vote at the April 27, 2018 meeting whether or not to allow the apprenticeships at Leo Thomas Salon to continue. Crystal Carlson seconded the motion. **MOTION PASSED** on a roll call vote with Laurie Brandner, Crystal Carlson and Lori Little voting aye, and Tammy Ugofsky absent and not voting.

Laurie Brandner made a motion to approve the Stewart School license renewal application. Crystal Carlson seconded the motion. **MOTION PASSED** on a roll call vote with Laurie Brandner, Crystal Carlson and Lori Little voting aye, and Tammy Ugofsky absent and not voting.

Peggy Sproat, owner of Headlines Academy had requested a waiver of the 12-hours of instructor continuing education so that she could renew her instructor license. She stated that she would be attending instructor continuing education with her staff in March, 2018.

Lori Little made a motion to deny Peggy Sproat's request for a waiver of 12-hours of instructor continuing education to renew her instructor license. Laurie Brandner seconded the motion. **MOTION PASSED** on a roll call vote with Laurie Brandner, Crystal Carlson and Lori Little voting aye, and Tammy Ugofsky absent and not voting.

Three requests for the Commission to pursue administrative rules changes were discussed.

The first request was from licensee Kimberly Landsman to remove dermaplane procedures from the list of prohibited procedures. Ms. Landsman discussed dermaplane procedures and the type of device she was trained on. That device basically removes the hair on the face and the nonliving cells of the skin. Ms. Landsman provided to the Commission with the type of device she was trained on that has a handle and a one-inch blade. Karma Crane, an instructor from Stewart School discussed another kind of device that has a guard on it and is for single use only and only removes hair, but not dead skin.

Lori Little made a motion to not take any action to initiate an administrative rule change to remove dermaplane procedures from the list of prohibited procedures. The Commission will review and further discuss this topic at the April 27, 2018 meeting. Crystal Carlson seconded the motion. **MOTION PASSED** on a roll call vote with Laurie Brandner, Crystal Carlson and Lori Little voting aye, and Tammy Ugofsky absent and not voting.

The second request was from Karma Crane, an instructor at Stewart School, for the Commission to review and possibly initiate an administrative rule change regarding the percent of acid and ph levels for glycolic peels.

Lori Little made a motion to not take any action regarding the acid and ph levels, but to put this topic on the April 27, 2018 meeting agenda. Laurie Brandner seconded the motion. **MOTION PASSED** on a roll call vote with Laurie Brandner, Crystal Carlson and Lori Little voting aye, and Tammy Ugofsky absent and not voting.

The third request was from Karma Crane for the Commission to consider a change to the administrative rule regarding closed loop microdermabrasion equipment if the machine has a diamond head. She also asked the Commission to review the administrative rule that states a licensee cannot apply any exfoliating acid to a client's skin that has undergone microdermabrasion with the previous seven days.

Tom Poloncic from Black Hills Beauty College asked the Commission to provide the schools with a definition of what is closed loop system is for microdermabrasion.

Lori Little made a motion to not take any action regarding closed loop microdermabrasion machines or preventing applying exfoliating acid to a client's skin that has undergone microdermabrasion within the previous seven days, but to put this topic on the April 27, 2018 Commission meeting agenda. Crystal Carlson seconded the motion. **MOTION PASSED** on a roll call vote with Laurie Brandner, Crystal Carlson and Lori Little voting aye, and Tammy Ugofsky absent and not voting.

Crystal Carlson made a motion to approve Ashley Allbee's request for approval of a student license. Lori Little seconded the motion. **MOTION PASSED** on a roll call vote with Laurie Brandner, Crystal Carlson and Lori Little voting aye, and Tammy Ugofsky absent and not voting.

Laurie Brandner made a motion to adjourn. Crystal Carlson seconded the motion. **MOTION PASSED** on a roll call vote with Laurie Brandner, Crystal Carlson and Lori Little voting aye, and Tammy Ugofsky absent and not voting.

The meeting was adjourned at 10:10 am.

Respectfully submitted,

Kate Boyd, Executive Director

Crystal Carlson, Secretary-Treasurer

EXECUTIVE DIRECTOR'S REPORT

February 9, 2018

1. Legislative Update - The 2018 legislative session has been extremely busy. I have been spending a great deal of time at the Capitol talking to legislators and testifying on our bills. I have sent the Commission several email reports and will continue to do so as our bills progress through the legislature.

2. Tri-Annual Agreed-Upon Procedures Review of Revenue - The CPA firm Lamfers & Maas completed our tri-annual review of the Commission's revenues. They do not review the expenditures because it is the Department of Labor & Regulation, together with the State Auditor's office who actually pays our bills. The report is enclosed for information and review of the Commission.

3. NIC All Region Meeting - April 21 & 22, 2018 - Charlotte, NC - Commission members were mailed information about the NIC All Region Meeting scheduled for Charlotte, NC, together with out-of-state travel requests. If you are interested in being considered to attend this meeting, please send or bring your out-of-state travel requests to the Commission office.

4. Electric Nail File Certification - We have been receiving inquiries from licensees who would like to become certified for electric nail file, but are unsuccessful in finding a place to go for the training, especially in eastern South Dakota. We may need to come up with other providers as a suggestion for the licensees who want the certification, since the South Dakota schools who have applied and been preapproved are reluctant to teach a class for one or two individuals.

March 2018

BA20JB60

AVAILABLE FUNDS AS OF: 03/31/2018 MONTHLY PAGE 1,485
 FY YEAR REMAINING: 25.28
 PAY DAYS REMAINING: 5 DATE 03/31/2018

BUDGET UNIT	1033										
BUDGET UNIT NAME	COSMETOLOGY COMMISSION	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	YEAR-TO-DATE APPROPRIATIONS	AVAILABLE	CASH BALANCE				
COMP	ORIGINAL APPROPRIATION										
6503-I	316,243.00	0.00	22,472.65	262,458.88	31,311.47	175,901.55					
BUDGETED TOT	316,243.00	0.00	22,472.65	262,458.88	31,311.47						
ALL COMP TOT	316,243.00	0.00	22,472.65	262,458.88	31,311.47						

TOTAL BUDGETED :

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	142,785.00	0.00	0.00	18,519.72	132,222.27	10,562.73	7.4
5102 EMPLOYEE BENEFITS	49,184.00	0.00	0.00	5,960.00	37,352.13	11,831.87	24.1
5203 TRAVEL	40,074.00	0.00	0.00	1,949.64	31,887.48	8,186.52	20.4
5204 CONTRACTUAL SVCS	73,719.00	0.00	22,472.65	3,998.43	50,552.79	693.56	0.9
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	879.38	10,444.21	36.79	0.4
TOTALS	316,243.00	0.00	22,472.65	31,307.17	262,458.88	31,311.47	9.9

BREAKOUT BY COMPANY:

COMPANY 6503-I	PROFESSIONAL & LICENSING BOARDS	PS SUBTOTALS	OE SUBTOTALS	COMPANY 6503-I TOT	TOT
5101000 EMPLOYEE SALARIES	142,785.00	191,969.00	124,274.00	316,243.00	
5102000 EMPLOYEE BENEFITS	49,184.00				
5203000 TRAVEL	40,074.00				
5204000 CONTRACTUAL SVCS	73,719.00				
5205000 SUPPLIES & MATRLS	10,481.00				
PS SUBTOTALS		191,969.00			
OE SUBTOTALS			124,274.00		
COMPANY 6503-I TOT		316,243.00			
TOTALS				31,307.17	31,311.47

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	175,901.55	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			175,901.55	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			175,901.55	DR **	
BUDGET UNIT TOTAL 1033			175,901.55	DR ***	

STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 03/31/2018

AGENCY BUDGET UNIT	10 1033	LABOR & REGULATION COSMETOLOGY COMMISSION	COMP ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE		
COMPANY NO	6503	4293901	COS-OPERATOR/MANAGER	13,545.00	94,310.00		
COMPANY NAME	PROFESSIONAL & LICENSING BOARDS						
	6503	4293969	COS-SALONS LICENSE	7,185.00	48,205.00		
	6503	4293970	COS-INSTRUCTORS LIC	75.00	1,000.00		
	6503	4293971	COS-STUDENTS/APPRENTICES	72.00	1,630.00		
	6503	4293972	COS-PERMITS	1,884.00	17,808.00		
	6503	4293973	COS-SCHOOL LICENSE	.00	1,200.00		
	6503	4293984	COS-RECIPROCIITY/CERTIF	1,200.00	6,840.00		
ACCT:	4293		BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	23,961.00	170,993.00	*	
ACCT:	42		LICENSES, PERMITS & FEES	23,961.00	170,993.00	**	
	6503	4393903	COS-PENALTY'S	4,960.00	36,345.00		
ACCT:	4393		PENALTIES (NON-GOVERNMENTAL)	4,960.00	36,345.00	*	
ACCT:	43		FINES, FORFEITS & PENALTIES	4,960.00	36,345.00	**	
	6503	4896004	COS-EDUCATION COURSE COST	.00	1,355.00		
	6503	4896007	COSM-NATL EXAM TEST COST	1,520.00	13,940.00		
	6503	4896020	MISCELLANEOUS INCOME	100.00	559.00		
ACCT:	4896			1,620.00	15,854.00	*	
ACCT:	48		OTHER REVENUE	1,620.00	15,854.00	**	
	6503	4920045	NONOPERATING REVENUES	.00	2,909.35		
ACCT:	4920		NONOPERATING REVENUE	.00	2,909.35	*	
ACCT:	49		OTHER REVENUE	.00	2,909.35	**	
CNTR:	103300061806			30,541.00	226,101.35	***	
COMP:	6503			30,541.00	226,101.35	****	
B UNIT:	1033			30,541.00	226,101.35	*****	

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 03/31/2018

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	4293901	C108CC044	03/02/2018	319438AS	03/02/2018	1,540.00	DR
6503	103300061806	4293901	C108CC044	03/02/2018	319438AS	03/02/2018	1,540.00	CR
6503	103300061806	4293901	C108CC044	03/02/2018	319438AS	03/02/2018	1,540.00	CR
6503	103300061806	4293969	C108CC044	03/02/2018	319438AS	03/02/2018	1,015.00	CR
6503	103300061806	4293970	C108CC044	03/02/2018	319438AS	03/02/2018	25.00	CR
6503	103300061806	4293972	C108CC044	03/02/2018	319438AS	03/02/2018	276.00	CR
6503	103300061806	4293984	C108CC044	03/02/2018	319438AS	03/02/2018	160.00	CR
6503	103300061806	4293901	C108CC045	03/14/2018	319881AS	03/09/2018	1,735.00	DR
6503	103300061806	4293901	C108CC045	03/14/2018	319881AS	03/09/2018	1,735.00	CR
6503	103300061806	4293901	C108CC045	03/14/2018	319881AS	03/09/2018	1,735.00	CR
6503	103300061806	4293969	C108CC045	03/14/2018	319881AS	03/09/2018	1,015.00	CR
6503	103300061806	4293971	C108CC045	03/14/2018	319881AS	03/09/2018	30.00	CR
6503	103300061806	4293972	C108CC045	03/14/2018	319881AS	03/09/2018	60.00	CR
6503	103300061806	4293901	C108CC046	03/14/2018	319889L	03/09/2018	4,620.00	DR
6503	103300061806	4293901	C108CC046	03/14/2018	319889L	03/09/2018	4,620.00	CR
6503	103300061806	4293901	C108CC046	03/14/2018	319889L	03/09/2018	4,620.00	CR
6503	103300061806	4293969	C108CC046	03/14/2018	319889L	03/09/2018	2,100.00	CR
6503	103300061806	4293970	C108CC046	03/14/2018	319889L	03/09/2018	25.00	CR
6503	103300061806	4293984	C108CC046	03/14/2018	319889L	03/09/2018	420.00	CR
6503	103300061806	4293901	C108CC047	03/16/2018	320444L	03/16/2018	80.00	CR
6503	103300061806	4293901	C108CC047	03/16/2018	320444L	03/16/2018	1,745.00	DR
6503	103300061806	4293901	C108CC047	03/16/2018	320444L	03/16/2018	1,745.00	CR
6503	103300061806	4293969	C108CC047	03/16/2018	320444L	03/16/2018	1,745.00	CR
6503	103300061806	4293970	C108CC047	03/16/2018	320444L	03/16/2018	1,335.00	CR
6503	103300061806	4293971	C108CC047	03/16/2018	320444L	03/16/2018	25.00	CR
6503	103300061806	4293972	C108CC047	03/16/2018	320444L	03/16/2018	42.00	CR
6503	103300061806	4293984	C108CC047	03/16/2018	320444L	03/16/2018	312.00	CR
6503	103300061806	4293984	C108CC047	03/16/2018	320444L	03/16/2018	400.00	CR
6503	103300061806	4293901	C108CC048	03/28/2018	321171L	03/23/2018	1,360.00	DR
6503	103300061806	4293901	C108CC048	03/28/2018	321171L	03/23/2018	1,360.00	CR
6503	103300061806	4293901	C108CC048	03/28/2018	321171L	03/23/2018	1,360.00	CR
6503	103300061806	4293969	C108CC048	03/28/2018	321171L	03/23/2018	840.00	DR
6503	103300061806	4293969	C108CC048	03/28/2018	321171L	03/23/2018	840.00	CR
6503	103300061806	4293972	C108CC048	03/28/2018	321171L	03/23/2018	156.00	CR
6503	103300061806	4293984	C108CC048	03/28/2018	321171L	03/23/2018	520.00	CR
6503	103300061806	4293901	C108CC049	03/28/2018	321136L	03/23/2018	2,545.00	DR
6503	103300061806	4293901	C108CC049	03/28/2018	321136L	03/23/2018	2,545.00	CR
6503	103300061806	4293901	C108CC049	03/28/2018	321136L	03/23/2018	2,545.00	CR
6503	103300061806	4293969	C108CC049	03/28/2018	321136L	03/23/2018	880.00	CR
6503	103300061806	4293972	C108CC049	03/28/2018	321136L	03/23/2018	660.00	CR
6503	103300061806	4293984	C108CC049	03/28/2018	321136L	03/23/2018	40.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							23,961.00	CR *
6503	103300061806	4393903	C108CC044	03/02/2018	319438AS	03/02/2018	845.00	CR
6503	103300061806	4393903	C108CC045	03/14/2018	319881AS	03/09/2018	590.00	CR

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 03/31/2018

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR	CR
6503	103300061806	4393903	C108CC046	03/14/2018	319989L	03/09/2018	1,760.00	CR	
6503	103300061806	4393903	C108CC047	03/16/2018	320444L	03/16/2018	605.00	CR	
6503	103300061806	4393903	C108CC048	03/28/2018	321171L	03/23/2018	240.00	CR	
6503	103300061806	4393903	C108CC049	03/28/2018	321136L	03/23/2018	920.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							4,960.00	CR	*
6503	103300061806	4896007	C108CC044	03/02/2018	319438AS	03/02/2018	600.00	CR	
6503	103300061806	4896007	C108CC045	03/14/2018	319881AS	03/09/2018	480.00	CR	
6503	103300061806	4896007	C108CC047	03/16/2018	320444L	03/16/2018	120.00	CR	
6503	103300061806	4896020	C108CC047	03/16/2018	320444L	03/16/2018	100.00	CR	
6503	103300061806	4896007	C108CC048	03/28/2018	321171L	03/23/2018	320.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							1,620.00	CR	*
6503	103300061806	52053100	CD802040	03/07/2018		03/01/2018	142.03	DR	
6503	103300061806	52041800	DP802100	03/16/2018		03/12/2018	430.50	DR	
6503	103300061806	52041810	DP802100	03/16/2018		03/12/2018	493.50	DR	
6503	103300061806	52053300	MS802048	03/21/2018		03/15/2018	573.34	DR	
6503	103300061806	52042000	FL802064	03/21/2018		03/15/2018	280.46	DR	
6503	103300061806	52045300	TL802052	03/14/2018		03/14/2018	185.83	DR	
6503	103300061806	5228000	T108-097	03/21/2018		03/15/2018	848.99	DR	
TOTAL ACCOUNT GROUP NET CHANGE							2,954.65	DR	*
6503	103300061806	82044900	REALES/COSMRNT17	03/28/2018	309289	03/25/2018	1,041.75	CR	
6503	103300061806	82049600	18SC100002 1002	03/14/2018	18SC1000002	03/14/2018	30.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							1,071.75	CR	*
TOTAL COMPANY--NET CHANGE							28,658.10	CR	**

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 03/31/2018

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR	
COMPANY NO 6503											
COMPANY NAME PROFESSIONAL & LICENSING BOARDS											
6503	103300061806	51010100	CGEX180227	03/02/2018					3,847.03	DR	
6503	103300061806	51010100	CGEX180313	03/16/2018					3,595.71	DR	
6503	103300061806	51010100	CGEX180328	03/31/2018					3,584.36	DR	
OBJSUB: 5101010 F-T EMP SAL & WAGES											
6503	103300061806	51010200	CGEX180227	03/02/2018					11,027.10	DR *	
6503	103300061806	51010200	CGEX180313	03/16/2018					2,091.48	DR	
6503	103300061806	51010200	CGEX180328	03/31/2018					2,651.42	DR	
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES											
6503	103300061806	51010300	CGEX180227	03/02/2018					7,012.62	DR *	
6503	103300061806	51010300	CGEX180313	03/16/2018					300.00	DR	
6503	103300061806	51010300	CGEX180328	03/31/2018					60.00	DR	
OBJSUB: 5101030 BOARD & COMM MERS FEES											
OBJECT: 5101 EMPLOYEE SALARIES											
6503	103300061806	51020100	CGEX180227	03/02/2018					480.00	DR *	
6503	103300061806	51020100	CGEX180313	03/16/2018					18,519.72	DR **	
6503	103300061806	51020100	CGEX180328	03/31/2018					466.16	DR	
6503	103300061806	51020100	CGEX180315	03/16/2018	476127				471.39	DR	
6503	103300061806	51020100	CGEX180315	03/16/2018	477261				4.52	DR	
6503	103300061806	51020100	CGEX180315	03/16/2018	477262				4.51	DR	
6503	103300061806	51020100	CGEX180315	03/16/2018	477260				3.37	DR	
6503	103300061806	51020100	CGEX180315	03/16/2018	476128				2.53	DR	
6503	103300061806	51020100	CGEX180320	03/21/2018	479739				.84	DR	
6503	103300061806	51020100	CGEX180328	03/31/2018					.84	DR	
6503	103300061806	51020100	CGEX180329	03/31/2018	489648				446.57	DR	
6503	103300061806	51020100	CGEX180329	03/31/2018	489633				2.52	DR	
6503	103300061806	51020100	CGEX180329	03/31/2018	489634				1.68	DR	
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE											
6503	103300061806	51020200	CGEX180227	03/02/2018					1,406.60	DR *	
6503	103300061806	51020200	CGEX180313	03/16/2018					269.41	DR	
6503	103300061806	51020200	CGEX180328	03/31/2018					249.01	DR	
OBJSUB: 5102020 RETIREMENT-ER SHARE											
6503	103300061806	51020600	CGEX180227	03/02/2018					769.80	DR *	
6503	103300061806	51020600	CGEX180313	03/16/2018					1,111.17	DR	
6503	103300061806	51020600	CGEX180328	03/31/2018					1,111.26	DR	
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE											
6503	103300061806	51020800	CGEX180227	03/02/2018					3,741.28	DR *	
6503	103300061806	51020800	CGEX180313	03/16/2018					11.27	DR	
6503	103300061806	51020800	CGEX180328	03/31/2018					11.84	DR	
OBJSUB: 5102080 WORKER'S COMPENSATION											
6503	103300061806	51020900	CGEX180227	03/02/2018					34.22	DR *	
										2.68	DR

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 03/31/2018

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
6503	103300061806	51020900	CGEX180313	03/16/2018					2.80	DR
6503	103300061806	51020900	CGEX180328	03/31/2018					2.62	DR
	OBJSUB: 5102090	UNEMPLOYMENT COMPENSATION							8.10	DR *
	OBJECT: 5102	EMPLOYEE BENEFITS							5,960.00	DR **
	GROUP: 51	PERSONAL SERVICES							24,479.72	DR ***
6503	103300061806	52030300	CGEX180315	03/16/2018	476127				313.32	DR
6503	103300061806	52030300	CGEX180315	03/16/2018	477261				311.22	DR
6503	103300061806	52030300	CGEX180315	03/16/2018	477262				309.96	DR
6503	103300061806	52030300	CGEX180315	03/16/2018	477260				172.62	DR
6503	103300061806	52030300	CGEX180315	03/16/2018	476128				82.32	DR
6503	103300061806	52030300	CGEX180320	03/21/2018	479739				228.48	DR
6503	103300061806	52030300	CGEX180329	03/31/2018	489633				107.10	DR
6503	103300061806	52030300	CGEX180329	03/31/2018	489634				72.66	DR
6503	103300061806	52030300	CGEX180329	03/31/2018	489648				57.96	DR
	OBJSUB: 5203030	AUTO-PRIV (IN-ST.) H/RTE							1,655.64	DR *
6503	103300061806	52031400	CGEX180315	03/16/2018	476127				59.00	DR
6503	103300061806	52031400	CGEX180315	03/16/2018	477261				59.00	DR
6503	103300061806	52031400	CGEX180315	03/16/2018	477262				44.00	DR
6503	103300061806	52031400	CGEX180315	03/16/2018	477260				33.00	DR
6503	103300061806	52031400	CGEX180315	03/16/2018	476128				11.00	DR
6503	103300061806	52031400	CGEX180320	03/21/2018	479739				11.00	DR
6503	103300061806	52031400	CGEX180329	03/31/2018	489648				33.00	DR
6503	103300061806	52031400	CGEX180329	03/31/2018	489634				22.00	DR
6503	103300061806	52031400	CGEX180329	03/31/2018	489633				22.00	DR
	OBJSUB: 5203140	TAXABLE MEALS/IN-STATE TRAVEL							294.00	DR *
6503	103300061806	52041600	042118-042218	03/31/2018	00492132	NATLINTERS	12114840	02	1,949.64	DR **
6503	103300061806	52041800	WORKSHOP REGISTRATION FEE DP802100	03/16/2018					300.00	DR *
6503	103300061806	52041810	COMPUTER SERVICES-STATE DP802100	03/16/2018					430.50	DR *
6503	103300061806	52042000	BIT DEVELOPMENT COSTS PL802064	03/21/2018					493.50	DR *
6503	103300061806	52044900	CENTRAL SERVICES REALES/COSMRNT17	03/28/2018	02242354	HYDEHOLDIN	12028880		493.50	DR *
6503	103300061806	52045300	RENTS-PRIVATE OWNED PROP. TL802052	03/14/2018					280.46	DR *
6503	103300061806	52045300	1744080793	03/21/2018	00489982	WESTUNIFIE	12142271	02	185.83	DR
6503	103300061806	52045300	8381416X02242018	03/21/2018	00002420	ATTMOBILIT	12279233		11.44	DR
	OBJSUB: 5204530	TELECOMMUNICATIONS SRVCS							64.69	DR *
	OBJSUB: 5204530	TELECOMMUNICATIONS SRVCS							261.96	DR *

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 03/31/2018

AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
LABOR & REGULATION						
COSMETOLOGY COMMISSION						
COSMETOLOGY COMMISSION						
COMP 51010300						
ACCOUNT						
DESCRIPTION						
CURRENT MONTH						
YEAR-TO-DATE						
COMPANY NO 6503						
COMPANY NAME PROFESSIONAL & LICENSING BOARDS						
103300061806	6503	51010100	F-T EMP SAL & WAGES	11,027.10	74,736.49	
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES	7,012.62	53,045.78	
103300061806	6503	51010300	BOARD & COMM MBR FEES	480.00	4,440.00	
ACCT: 5101						
EMPLOYEE SALARIES						
103300061806	6503	51020100	OASI-EMPLOYER'S SHARE	18,519.72	132,222.27	
103300061806	6503	51020200	RETIREMENT-ER SHARE	1,406.60	10,059.93	
103300061806	6503	51020600	HEALTH/LIFE INS -ER SHARE	3,769.80	5,233.72	
103300061806	6503	51020800	WORKER'S COMPENSATION	3,741.28	21,774.88	
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION	34.22	226.15	
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION	8.10	57.45	
ACCT: 5102						
EMPLOYEE BENEFITS						
ACCT: 51						
PERSONAL SERVICES						
103300061806	6503	52030100	AUTO-STATE OWNED-IN STATE	.00	258.75	
103300061806	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	1,655.64	18,299.40	
103300061806	6503	52031000	LODGING/IN-STATE	.00	2,975.51	
103300061806	6503	52031400	TAXABLE MEALS/IN-STATE	294.00	2,086.00	
103300061806	6503	52031500	NON-TAXABLE MEALS/IN-ST	.00	2,027.00	
103300061806	6503	52032200	AUTO-PRIV. (OUT-STATE) L/R	.00	103.04	
103300061806	6503	52032300	AUTO-PRIV. (OUT-STATE) H/R	.00	299.04	
103300061806	6503	52032600	AIR-COMM-OUT-OF-STATE	.00	2,430.88	
103300061806	6503	52033000	LODGING/OUT-OF-STATE	.00	2,623.86	
103300061806	6503	52033200	INCIDENTALS-OUT-OF-STATE	.00	306.00	
103300061806	6503	52033500	NON-TAXABLE MEALS/OUT-ST	.00	478.00	
ACCT: 5203						
TRAVEL						
103300061806	6503	52041600	WORKSHOP REGISTRATION FEE	1,949.64	31,887.48	
103300061806	6503	52041800	COMPUTER SERVICES-STATE	300.00	5,987.08	
103300061806	6503	52041810	BIT DEVELOPMENT COSTS	430.50	3,773.25	
103300061806	6503	52041900	COMPUTER SERVICES-PRIVATE	493.50	624.60	
103300061806	6503	52042000	CENTRAL SERVICES	.00	4,038.00	
103300061806	6503	52042300	JANITORIAL & MAINT SERV	280.46	7,518.60	
103300061806	6503	52043200	AUDIT SERVICES-PRIVATE	.00	52.95	
103300061806	6503	52044900	RENDS-PRIVATE OWNED PROP.	1,041.75	2,200.00	
103300061806	6503	52045300	TELECOMMUNICATIONS SRVCS	261.96	9,375.75	
103300061806	6503	52045400	ELECTRICITY	179.02	2,119.22	
103300061806	6503	52045500	GARBAGE & SEWER	17.24	1,011.64	
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE	994.00	76.13	
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE	994.00	13,775.57	
ACCT: 5204						
CONTRACTUAL SERVICES						
103300061806	6503	52050200	OFFICE SUPPLIES	3,998.43	50,552.79	
103300061806	6503	52050280	OFFICE SUPPLIES	119.70	851.28	
103300061806	6503	52053100	PRINTING-STATE	28.90	351.55	
103300061806	6503	52053500	POSTAGE	142.03	3,096.00	
103300061806	6503	52055180	HEATING & COOKING FUELS	588.75	5,544.29	
103300061806	6503	52059800	PROC CARD PURCH-APPROVED	.00	117.49	
103300061806	6503	52059800	PROC CARD PURCH-APPROVED	.00	483.60	

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 03/31/2018

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
ACCT:	5205	SUPPLIES & MATERIALS		879.38	10,444.21	*
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	848.99	8,043.89	
ACCT:	5228	NONOP EXP/NONBCTD OP TR		848.99	8,043.89	*
ACCT:	52	OPERATING EXPENSES		7,676.44	100,928.37	**
COMP:	6503	PROFESSIONAL & LICENSING BOARDS		32,156.16	270,502.77	***
CENTER:	103300061806			32,156.16	270,502.77	****
B UNIT:	1033			32,156.16	270,502.77	*****

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PAGE 1,472

MONTHLY

BUDGET UNIT 1033

AVAILABLE FUNDS
AS OF: 02/28/2018
FY YEAR REMAINING: 33.7%
PAY DAYS REMAINING: 8

DATE 03/03/2018

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	316,243.00	0.00	0.00	23,544.40	231,151.71	61,546.89	179,722.59
BUDGETED TOT	316,243.00	0.00	0.00	23,544.40	231,151.71	61,546.89	
ALL COMP TOT	316,243.00	0.00	0.00	23,544.40	231,151.71	61,546.89	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES MONTHLY	EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	142,785.00	0.00	0.00	13,298.93	113,702.55	29,082.45	20.4
5102 EMPLOYEE BENEFITS	49,184.00	0.00	0.00	3,887.16	31,392.13	17,791.87	36.2
5203 TRAVEL	40,074.00	0.00	0.00	1,885.82	29,937.84	10,136.16	25.3
5204 CONTRACTUAL SVCS	73,719.00	0.00	23,544.40	8,005.46	46,554.36	3,620.24	4.9
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	1,252.38	9,564.83	916.17	8.7
TOTALS	316,243.00	0.00	23,544.40	28,329.75	231,151.71	61,546.89	19.5

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES MONTHLY	EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	142,785.00	0.00	0.00	13,298.93	113,702.55	29,082.45	20.4
5102000 EMPLOYEE BENEFITS	49,184.00	0.00	0.00	3,887.16	31,392.13	17,791.87	36.2
5203000 TRAVEL	40,074.00	0.00	0.00	1,885.82	29,937.84	10,136.16	25.3
5204000 CONTRACTUAL SVCS	73,719.00	0.00	23,544.40	8,005.46	46,554.36	3,620.24	4.9
5205000 SUPPLIES & MATRLS	10,481.00	0.00	0.00	1,252.38	9,564.83	916.17	8.7
PS SUBTOTALS	191,969.00	0.00	0.00	17,186.09	145,094.68	46,874.32	24.4
OE SUBTOTALS	124,274.00	0.00	23,544.40	11,143.66	86,057.03	14,672.57	11.8
COMPANY 6503-I TOT	316,243.00	0.00	23,544.40	28,329.75	231,151.71	61,546.89	19.5

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STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 02/28/2018

PAGE 129

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	179,722.59	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			179,722.59	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			179,722.59	DR **	
BUDGET UNIT TOTAL 1033			179,722.59	DR ***	

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 02/28/2018

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1033 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	4293901	COS-OPERATOR/MANAGER	9,805.00	80,765.00
103300061806	6503	4293969	COS-SALONS LICENSE	6,195.00	41,020.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	75.00	925.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	180.00	1,558.00
103300061806	6503	4293972	COS-PERMITS	1,344.00	15,924.00
103300061806	6503	4293973	COS-SCHOOL LICENSE	300.00	1,200.00
103300061806	6503	4293984	COS-RECIPROCITY/CERTIF	640.00	5,640.00
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	18,539.00	147,032.00 *
ACCT: 42			LICENSES, PERMITS & FEES	18,539.00	147,032.00 **
103300061806	6503	4393903	COS-PENALTY'S	4,810.00	31,385.00
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	4,810.00	31,385.00 *
ACCT: 43			FINES, FORFEITS & PENALTIES	4,810.00	31,385.00 **
103300061806	6503	4896004	COS-EDUCATION COURSE COST	.00	1,355.00
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	1,400.00	12,420.00
103300061806	6503	4896020	MISCELLANEOUS INCOME	.00	459.00
ACCT: 4896				1,400.00	14,234.00 *
ACCT: 48			OTHER REVENUE	1,400.00	14,234.00 **
103300061806	6503	4920045	NONOPERATING REVENUES	.00	2,909.35
ACCT: 4920			NONOPERATING REVENUE	.00	2,909.35 *
ACCT: 49			OTHER REVENUE	.00	2,909.35 **
CNTR: 103300061806				24,749.00	195,560.35 ***
COMP: 6503				24,749.00	195,560.35 ****
B UNIT: 1033				24,749.00	195,560.35 *****

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 02/28/2018

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP CENTER	ACCOUNT	DOCUMENT ID	POST DATE	VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR	
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	103300061806 4293901	C108CC039	02/02/2018	317104	02/02/2018	1,700.00	DR	
6503	103300061806 4293901	C108CC039	02/02/2018	317104	02/02/2018	1,700.00	CR	
6503	103300061806 4293901	C108CC039	02/02/2018	317104	02/02/2018	1,700.00	CR	
6503	103300061806 4293972	C108CC039	02/02/2018	317104	02/02/2018	1,470.00	CR	
6503	103300061806 4293984	C108CC039	02/02/2018	317104	02/02/2018	252.00	CR	
6503	103300061806 4293901	C108CC040	02/14/2018	317749L	02/09/2018	200.00	CR	
6503	103300061806 4293901	C108CC040	02/14/2018	317749L	02/09/2018	1,985.00	DR	
6503	103300061806 4293901	C108CC040	02/14/2018	317749L	02/09/2018	1,985.00	CR	
6503	103300061806 4293969	C108CC040	02/14/2018	317749L	02/09/2018	1,985.00	CR	
6503	103300061806 4293970	C108CC040	02/14/2018	317749L	02/09/2018	1,400.00	CR	
6503	103300061806 4293971	C108CC040	02/14/2018	317749L	02/09/2018	25.00	CR	
6503	103300061806 4293972	C108CC040	02/14/2018	317749L	02/09/2018	96.00	CR	
6503	103300061806 4293984	C108CC040	02/14/2018	317749L	02/09/2018	216.00	CR	
6503	103300061806 4293901	C108CC041	02/14/2018	317787L	02/09/2018	20.00	CR	
6503	103300061806 4293901	C108CC041	02/14/2018	317787L	02/09/2018	3,235.00	DR	
6503	103300061806 4293901	C108CC041	02/14/2018	317787L	02/09/2018	3,235.00	CR	
6503	103300061806 4293901	C108CC041	02/14/2018	317787L	02/09/2018	3,235.00	CR	
6503	103300061806 4293970	C108CC041	02/14/2018	317787L	02/09/2018	1,470.00	CR	
6503	103300061806 4293972	C108CC041	02/14/2018	317787L	02/09/2018	25.00	CR	
6503	103300061806 4293984	C108CC041	02/14/2018	317787L	02/09/2018	420.00	CR	
6503	103300061806 4293901	C108CC042	02/16/2018	318280AS	02/09/2018	100.00	CR	
6503	103300061806 4293901	C108CC042	02/16/2018	318280AS	02/16/2018	1,560.00	DR	
6503	103300061806 4293901	C108CC042	02/16/2018	318280AS	02/16/2018	1,560.00	CR	
6503	103300061806 4293969	C108CC042	02/16/2018	318280AS	02/16/2018	1,050.00	CR	
6503	103300061806 4293971	C108CC042	02/16/2018	318280AS	02/16/2018	84.00	CR	
6503	103300061806 4293972	C108CC042	02/16/2018	318280AS	02/16/2018	283.00	CR	
6503	103300061806 4293973	C108CC042	02/16/2018	318280AS	02/16/2018	300.00	CR	
6503	103300061806 4293984	C108CC042	02/16/2018	318280AS	02/16/2018	120.00	CR	
6503	103300061806 4293901	C108CC043	02/23/2018	318769AS	02/23/2018	1,325.00	DR	
6503	103300061806 4293901	C108CC043	02/23/2018	318769AS	02/23/2018	1,325.00	CR	
6503	103300061806 4293901	C108CC043	02/23/2018	318769AS	02/23/2018	1,875.00	CR	
6503	103300061806 4293969	C108CC043	02/23/2018	318769AS	02/23/2018	25.00	CR	
6503	103300061806 4293970	C108CC043	02/23/2018	318769AS	02/23/2018	25.00	CR	
6503	103300061806 4293972	C108CC043	02/23/2018	318769AS	02/23/2018	138.00	CR	
6503	103300061806 4293984	C108CC043	02/23/2018	318769AS	02/23/2018	200.00	CR	
6503	103300061806 4293969	E108-145	02/21/2018		02/21/2018	35.00	DR	
6503	103300061806 4293972	E108-145	02/21/2018		02/21/2018	35.00	CR	
6503	103300061806 4293969	R626RC1006	02/09/2018	R6RC1006	02/09/2018	35.00	DR	
6503	103300061806 4293969	R626RC1006	02/09/2018	R6RC1006	02/09/2018	35.00	DR	
6503	103300061806 4293969	R626RC1006	02/09/2018	R6RC1006	02/09/2018	35.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							18,539.00	CR *
6503	103300061806 4393903	C108CC039	02/02/2018	317104	02/02/2018	460.00	CR	
6503	103300061806 4393903	C108CC040	02/14/2018	317749L	02/09/2018	630.00	CR	
6503	103300061806 4393903	C108CC041	02/14/2018	317787L	02/09/2018	1,040.00	CR	

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 02/28/2018

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR	
6503 103300061806 4393903	C108CC042		02/16/2018	318280AS	02/16/2018	2,300.00	CR	
6503 103300061806 4393903	C108CC043		02/23/2018	318769AS	02/23/2018	380.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							4,810.00	CR *
6503 103300061806 4896007	C108CC039		02/02/2018	317104	02/02/2018	80.00	CR	
6503 103300061806 4896007	C108CC040		02/14/2018	317749L	02/09/2018	680.00	CR	
6503 103300061806 4896007	C108CC042		02/16/2018	318280AS	02/16/2018	320.00	CR	
6503 103300061806 4896007	C108CC043		02/23/2018	318769AS	02/23/2018	320.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							1,400.00	CR *
6503 103300061806 52033100	CD801040		02/07/2018		02/01/2018	258.38	DR	
6503 103300061806 52041800	DP801101		02/28/2018		02/13/2018	430.50	DR	
6503 103300061806 52049600	D108CC009		02/09/2018	MC3604	02/05/2018	213.52	DR	
6503 103300061806 52049600	D108CC009		02/09/2018	MC3604	02/06/2018	213.52	DR	
6503 103300061806 52049600	D108CC009		02/09/2018	MC3604	02/06/2018	213.52	DR	
6503 103300061806 52049600	D108CC010		02/09/2018	MC3607	02/06/2018	243.13	DR	
6503 103300061806 52049600	D108CC010		02/09/2018	MC3607	02/06/2018	243.13	DR	
6503 103300061806 52042000	FM812071		02/28/2018		02/06/2018	243.13	CR	
6503 103300061806 52053500	MS801048		02/28/2018		02/23/2018	1,428.07	DR	
6503 103300061806 52042000	FL801058		02/28/2018		02/14/2018	961.03	DR	
6503 103300061806 52045300	TL801053		02/27/2018		02/08/2018	345.49	DR	
6503 103300061806 5228000	T108-083		02/14/2018		02/07/2018	177.43	DR	
6503 103300061806 5228000	T108-083		02/14/2018		02/14/2018	843.16	DR	
TOTAL ACCOUNT GROUP NET CHANGE							4,900.71	DR *
6503 103300061806 82044900	REALES/COSMERT17		02/26/2018	309289	02/25/2018	1,041.75	CR	
6503 103300061806 82049600	18SCI00002 996		02/09/2018	18SC100002	02/09/2018	705.00	CR	
6503 103300061806 82041900	18SCI00003 273		02/09/2018	18SC100003	02/09/2018	150.00	CR	
6503 103300061806 82043200	18SCI00017 22526		02/28/2018	18SC100017	02/28/2018	2,200.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							4,096.75	CR *
TOTAL COMPANY--NET CHANGE							23,945.04	CR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 02/28/2018

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	52031000	11282017	02/14/2018	00483655	BAYMONTINN	12349691		114.00	DR
6503	103300061806	52031000	120217	02/07/2018	00482073	RAMKOTAHOT	12177768	08	342.00	DR
	OBJSUB: 5203100	LODGING/IN-STATE							513.00	DR *
6503	103300061806	52031400	CGEX180206	02/07/2018	448486				66.00	DR
6503	103300061806	52031400	CGEX180208	02/09/2018	449766				44.00	DR
6503	103300061806	52031400	CGEX180221	02/21/2018	457159				55.00	DR
6503	103300061806	52031400	CGEX180222	02/23/2018	465265				22.00	DR
	OBJSUB: 5203140	TAXABLE MEALS/IN-STATE							187.00	DR *
6503	103300061806	52031500	CGEX180228	02/28/2018	465986				43.00	DR
	OBJSUB: 5203150	NON-TAXABLE MEALS/IN-ST							43.00	DR *
	OBJECT: 5203	TRAVEL							1,885.82	DR **
6503	103300061806	52041800	DF801101	02/28/2018					430.50	DR
	OBJSUB: 5204180	COMPUTER SERVICES-STATE							430.50	DR *
6503	103300061806	52041900	18SC100003 273	02/16/2018	02238831	SMARTSOFTW	12221150		150.00	DR
	OBJSUB: 5204190	COMPUTER SERVICES-PRIVATE							150.00	DR *
6503	103300061806	52042000	FM812071	02/28/2018					1,428.07	DR
6503	103300061806	52042000	PL801058	02/28/2018					345.49	DR
	OBJSUB: 5204200	CENTRAL SERVICES							1,773.56	DR *
6503	103300061806	52042300	2711072	03/02/2018	02240344	SERVALLUNI	12049672		5.88	DR
	OBJSUB: 5204230	JANITORIAL & MAINT SERV							5.88	DR *
6503	103300061806	52043200	18SC100017 22526	03/02/2018	00487045	LAMFERSMAA	12554000		2,200.00	DR
	OBJSUB: 5204320	AUDIT SERVICES-PRIVATE							2,200.00	DR *
6503	103300061806	52044900	REALE/COSMENT17	02/26/2018	02239286	HYDEHOLDIN	12028880		1,041.75	DR
	OBJSUB: 5204490	RENTS-PRIVATE OWNED PROP.							1,041.75	DR *
6503	103300061806	52045300	TL801053	02/07/2018					177.43	DR
6503	103300061806	52045300	8381416X01242018	02/09/2018	00000929	ATTMOBILIT	12279233		64.69	DR
	OBJSUB: 5204530	TELECOMMUNICATIONS SRVCS							242.12	DR *
6503	103300061806	52049600	D108CC009	02/09/2018	MC3604				213.52	DR
6503	103300061806	52049600	D108CC009	02/09/2018	MC3604				213.52	DR
6503	103300061806	52049600	D108CC009	02/09/2018	MC3604				243.13	CR
6503	103300061806	52049600	D108CC010	02/09/2018	MC3607				243.13	DR
6503	103300061806	52049600	D108CC010	02/09/2018	MC3607				243.13	DR
6503	103300061806	52049600	D108CC010	02/09/2018	MC3607				705.00	DR
6503	103300061806	52049600	18SC100002 996	02/16/2018	00484364	ISOQUALITY	12358629		1,000.00	DR
6503	103300061806	52049600	6088	02/09/2018	00482748	NATLINTERS	12114840	02		
	OBJSUB: 5204960	OTHER CONTRACTUAL SERVICE							2,161.65	DR *
	OBJECT: 5204	CONTRACTUAL SERVICES							8,005.46	DR **
6503	103300061806	52053100	CP801040	02/07/2018					258.38	DR

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
		OBJSUB: 5205310	PRINTING-STATE							
6503	103300061806	52053500	CGEX180208	02/09/2018	449766				258.38	DR *
6503	103300061806	52053500	CGEX180221	02/21/2018	457159				.21	DR
6503	103300061806	52053500	CGEX180222	02/23/2018	465265				.70	DR
6503	103300061806	52053500	MS801048	02/28/2018					7.10	DR
									961.03	DR
6503	103300061806	52053500	POSTAGE	02/28/2018	00485940	MONTANADAK	12020954	12	969.04	DR *
									24.96	DR
		OBJSUB: 5205518	HEATING & COOKING FUELS							
		OBJECT: 5205	SUPPLIES & MATERIALS						24.96	DR *
6503	103300061806	5228000	T108-083	02/14/2018					1,252.38	DR **
									843.16	DR
		OBJSUB: 5228000	OPER TRANS OUT -NON BUDGT							
		OBJECT: 5228	NONOP EXP/NONBGTD OP TR						843.16	DR **
		GROUP: 52	OPERATING EXPENSES						11,986.82	DR ***
		COMP: 6503							29,172.91	DR ****
		CNTR: 103300061806							29,172.91	DR *****
		B. UNIT: 1033							29,172.91	DR *****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 02/28/2018

BA0215V1 03/03/2018

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	8,196.70	63,709.39
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES	5,042.23	46,033.16
103300061806	6503	51010300	BOARD & COMM MBR'S FEES	60.00	3,960.00
ACCT: 5101					
EMPLOYEE SALARIES					
103300061806	6503	51020100	OASI-EMPLOYER'S SHARE	13,298.93	113,702.55
103300061806	6503	51020200	RETIREMENT-ER SHARE	1,008.61	8,653.33
103300061806	6503	51020600	HEALTH/LIFE INS.-ER SHARE	586.04	4,463.92
103300061806	6503	51020800	WORKER'S COMPENSATION	2,261.41	18,033.60
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION	25.14	191.93
				5.96	49.35
ACCT: 5102					
EMPLOYEE BENEFITS					
103300061806	51		PERSONAL SERVICES	3,887.16	31,392.13
				17,186.09	145,094.68
ACCT: 51					
103300061806	6503	52030100	AUTO-STATE OWNED-IN STATE	.00	258.75
103300061806	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	1,142.82	16,643.76
103300061806	6503	52031000	LODGING/IN-STATE	513.00	2,975.51
103300061806	6503	52031400	TAXABLE MEALS/IN-STATE	187.00	1,792.00
103300061806	6503	52031500	NON-TAXABLE MEALS/IN-ST	43.00	2,027.00
103300061806	6503	52032200	AUTO-PRIV. (OUT-STATE) L/R	.00	103.04
103300061806	6503	52032300	AUTO-PRIV. (OUT-STATE) H/R	.00	299.04
103300061806	6503	52032600	AIR-COMM-OUT-OF-STATE	.00	2,430.88
103300061806	6503	52033000	LODGING/OUT-OF-STATE	.00	2,623.86
103300061806	6503	52033200	INCIDENTALS-OUT-OF-STATE	.00	306.00
103300061806	6503	52033500	NON-TAXABLE MEALS/OUT-ST	.00	478.00
ACCT: 5203					
TRAVEL					
103300061806	6503	52041600	WORKSHOP REGISTRATION FEE	1,885.82	29,937.84
103300061806	6503	52041800	COMPUTER SERVICES-STATE	.00	5,687.08
103300061806	6503	52041810	BIT DEVELOPMENT COSTS	430.50	3,342.75
103300061806	6503	52041900	COMPUTER SERVICES-PRIVATE	.00	131.10
103300061806	6503	52042000	CENTRAL SERVICES	150.00	4,038.00
103300061806	6503	52042300	JANITORIAL & MAINT SERV	1,773.56	7,238.14
103300061806	6503	52043200	AUDIT SERVICES-PRIVATE	5.88	52.95
103300061806	6503	52044900	RENTS-PRIVATE OWNED PROP.	2,200.00	2,200.00
103300061806	6503	52045300	TELECOMMUNICATIONS SRVCS	1,041.75	8,334.00
103300061806	6503	52045400	ELECTRICITY	242.12	1,857.26
103300061806	6503	52045500	GARBAGE & SEWER	.00	832.62
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE	.00	58.89
				2,161.65	12,781.57
ACCT: 5204					
CONTRACTUAL SERVICES					
103300061806	6503	52050200	OFFICE SUPPLIES	8,005.46	46,554.36
103300061806	6503	52050280	OFFICE SUPPLIES	.00	731.58
103300061806	6503	52053100	PRINTING-STATE	258.38	322.65
103300061806	6503	52053500	POSTAGE	969.04	2,953.97
103300061806	6503	52055180	HEATING & COOKING FUELS	24.96	4,955.54
103300061806	6503	52059800	PROC CARD PURCH-APPROVED	.00	117.49
					483.60

BA0215V1 03/03/2018

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 02/28/2018

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
ACCT: 103300061806	5205	5228000	SUPPLIES & MATERIALS	1,252.38	9,564.83	*
	6503		OPER TRANS OUT --NON BUDGT	843.16	7,194.90	
ACCT: 5228			NONOP EXP/NONBGTD OP TR	843.16	7,194.90	*
ACCT: 52			OPERATING EXPENSES	11,986.82	93,251.93	**
COMP: 6503			PROFESSIONAL & LICENSING BOARDS	29,172.91	238,346.61	***
CENTER: 103300061806				29,172.91	238,346.61	****
B UNIT: 1033				29,172.91	238,346.61	*****

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

April 27, 2018

1. WELCOME NEW COMMISSION MEMBERS – We welcome two new Commission members who were appointed April 15, 2018.

Tami Stokes is our new cosmetologist member of the Commission and is the owner of Studio 19 Lash Bar and Salon in Rapid City.

Debbie Pageler is our new public member and is from Sisseton, South Dakota.

2. 2018 LEGISLATIVE SESSION RECAP – The 2018 Legislative Session was productive for the Cosmetology Commission. All four of the bills we initiated were passed in both the House and the Senate and signed into law by the Governor. The new laws go into effect on 7/1/18, with one exception. At the request of the cosmetology schools, the reduction in cosmetology education hours will go into effect 1/1/19.

- HB 1026 – Cosmetology Education
 - Lowers cosmetology school hours from 2100 to 1500
 - Lowers cosmetology apprentice hours from 3000 to 2150
 - Eliminates the two-tier instructor licensing program
 - Allows the Commission to promulgate rules for substitute instructors
- HB 1027 – Maximum Number of Apprentices
 - Increases the maximum number of apprentices in an apprentice salon from 2 to 4
 - Licensed Instructor may only instruct 2 apprentices at any one time
- HB 1086 – Assisted Living Centers
 - Exempts assisted living centers from salon licensure, provided the cosmetologist(s) who perform services at the assisted living centers do not perform services there on anyone except the residents of the facility. This is the same exemption that licensing nursing facilities have had for some time. In both cases, if they advertise as a salon and perform services on the public, including staff at the facility or family members of the residents, they will still be required to have a salon license.
- HB 1087 – Early Testing for students
 - This allows cosmetology, esthetician and nail technician students to take their state board exams prior to finishing their required education. They will need to complete their education before being issued a license. This will allow a student to retake a failed exam prior to finishing school so that they can become licensed as soon as they complete their education.

3. ADMINISTRATIVE RULES

At the February Commission meeting there was discussion about microdermabrasion machines, chemical peels, and other procedures. The Commission will need to provide the staff direction if you would like to have those pursued in the near future. The current administrative rules that the Commission will be reviewing at the April 27 meeting are the result of 2018 law changes. We need to deal with the applicable rules so that we can complete the administrative rules adoption process in order to have the new rules become effective July 1, 2018.

4. NIC CONFERENCE – OCTOBER 6-8, 2018 – SEATTLE WA

The Annual NIC Conference will be held October 6-8, 2018 in Seattle, Washington. Commission members interested in attending this year's conference can complete an out-of-state travel request. All out-of-state travel requests must be approved by the Department of Labor and Regulation (DLR) Secretary. Decisions on approval are based on costs and who has attended recent conferences. The entire Commission does not receive to attend every conference or Region Meeting.

5. INSTRUCTOR STATE LAWS

As staff we have been discussing the instructor state laws/rules exam and would like to make a recommendation that the Commission consider making this a closed-book exam instead of allowing instructor candidates to look answers in the book.

6. MOBILE SALONS

Licensee Kandra Walsh has written to the Commission to request that you consider allowing mobile salons in South Dakota. This would require a change in administrative rule, as under our current rules the salon plumbing must be hooked up to a central sewer system. A few states do allow mobile salons, but most states do not. One of the reasons that the Commission has not allowed mobile salons in the past is that we license for public protection and surprise inspections are an important component of the inspection process. Ms. Walsh's letter is attached.



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

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

TO: ALL NIC MEMBERS
FROM: Debra Norton, Conference Coordinator
DATE: April 6, 2018

The annual conference of the National-Interstate Council of States Boards of Cosmetology (NIC) will be held October 6-8, 2018. Please mark these dates on your calendar and begin making your plans to attend the conference this year.

Our host for the conference is the Washington State Department of Licensing. We thank the Department for inviting us to hold the conference this year in the great state of Washington.

The conference site is The Westin Seattle Hotel located at 1900 5th Avenue, Seattle, Washington. The guest room rate for single/double accommodations is \$229 a night plus applicable taxes. Reservations must be guaranteed to a major credit card. The cut-off date for making reservations is Friday, August 31st. Room reservations may be made by calling 1-888-627-8513. To receive the special rate you must request the group rate for the “National Interstate Council of State Boards of Cosmetology – 2018 conference”. Reservations may be booked online at <https://www.starwoodmeeting.com/Book/NationalInterstateCouncil>

President Bill Helton appointed Susan Colard (WA) as Chair and Tammy Ugofsky (SD) as Co-Chair of the Education Committee this year. The Committee is planning an outstanding education program. Networking will also be a valuable part of the conference experience as you meet board members and executive directors from across the U.S. to share ideas and learn from others' experiences.

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

The NIC conference in Seattle is the place to be October 6-8, 2018.

**NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY
2018 ANNUAL CONFERENCE
The Westin Hotel – Seattle, WA**

THURSDAY – Oct 4, 2018

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

FRIDAY – Oct 5, 2018

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

SATURDAY – Oct 6, 2018

9:00 a.m. – 10:15 a.m. BREAKFAST
10:30 a.m. – 11:00 a.m. GENERAL SESSION
Call to Order
Presentation of the Colors
Roll Call of states
Presentation & Approval of conference rules
Approval of Conference Agenda
Approval of 2017 Conference Minutes
Committee Appointment: Nominating
Presentation of Election Procedures
First Reading of Proposed Bylaw Amendments (TBD)
President's Report
11:00 a.m. – 12:30 p.m. **Education Program**
12:45 p.m. – 1:45 p.m. Lunch
2:00 p.m. – 5:00 p.m. **Education Programs**

SUNDAY – Oct 7, 2018

8:30 a.m. – 9:30 a.m. BREAKFAST
9:45 a.m. – 12:45 p.m. GENERAL SESSION/Call to Order
Roll call of states
Education Programs
1:00 p.m. – 2:00 p.m. Lunch
2:15 p.m. – 3:30 p.m. Nominating Committee Report
Education Program
3:30 p.m. – 4:45 p.m. Election of Officers
Committee Report: Bylaws (TBD)
5:00 p.m. – 6:00 p.m. NEC Meeting
Executive Board Meeting

MONDAY – Oct 8, 2018

8:30 a.m. – 11:15 a.m. GENERAL SESSION/Call to order
Roll Call
Committee Reports: Honorary Membership, Conference Site 2020 site selection
Education Programs
11:15 a.m. – 11:45 p.m. Unfinished Business
New Business
Resolution
12:00(noon) - 1:30 p.m. Luncheon & Installation of Officers
Adjourn

SD Cosmetology Commission

221 W. Capitol, Suite 101

Pierre, SD 57501

Respected Members,

I, Kandra Walsh, a cosmetologist for over 9 years both in South Dakota and internationally, am writing to you to formally propose an action that would propel us forward into this new millennium and create a boom in our market.

In the age of Food Trucks like Nosh, Food Dudes Delivery, LIFT, and Amazon on the rise it is clear our consumer has shifted drastically. According to a study conducted by *Salon Today* Last year, the beauty industry lost more 21,000 salons, almost 9% of the previous years' total. There are various reasons for this reduction, including salon walkouts, escalating overheads, standard of work and bored consumers. In other words, the salon didn't excite the consumer with anything new. Additionally, many salons are operating at a loss or have reduced profits. Changing expectations are quietly transforming the consumer and how they buy and expect service. Brick and mortar businesses have been seriously affected. It is clear in order for a salon to survive in the ever-changing market it is time for the salon business model to change.

One of the the primary objectives is to customize for our clientele, retailers have picked up this trend as well as the food industry with pop up and mobile boutiques and food trucks on the rise. It is time for the mobile hair salon to join this trend as a result I believe it will grow the Salon Professional industry in South Dakota and reach consumers that wouldn't otherwise be interested in a Salon experience. This mobile salon offers consumers a salon experience customized for their needs, which is what is in demand like never before.

I have been met with concerns with how will we maintain safety and sanitation procedures or regulate and inspect these mobile Salons. My response is simple the same way we regulate our salons and schools, suite/booths renters, etc. In our area we already have operating mobile dental care facilities, mobile blood service truck, mobile pet grooming facilities and others such like, if those can maintain health, safety and sanitation in the highest standards why can't mobile salons? Many other states have already made this change based on the success of their mobile salons it is clear that this is

where our industry is headed. I propose we amend our state laws to allow for the provision of mobile Salon services.

Our industry has always been and always will be one that is ever-changing if we refuse to adapt we will be left behind and inevitably many salons forced to close their doors.

Sincerely yours,

Kandra Walsh

PROPOSED ADMINISTRATIVE RULES CHANGES

CHAPTER 20:42:03

LICENSURE AND LICENSURE RENEWAL

Section

20:42:03:01	Application required.
20:42:03:02	Repealed.
20:42:03:03	Fees
20:42:03:04	Requirements for individual licensure applicants.
20:42:03:05	Repealed.
20:42:03:06	License specific requirements for individual licensure applicants.
20:42:03:06.01	Applicant for licensure by reciprocity allowed credit for work experience.
20:42:03:06.02	Transferred.
20:42:03:06.03	Foreign-educated applicants for licensure.
20:42:03:07	Salon or booth license.
20:42:03:07.01	Repealed.
20:42:03:08	Limited cosmetology salon or booth license.
20:42:03:09	School or branch school license.
20:42:03:10 and 20:42:03:11	Repealed.
20:42:03:12	Renewal requirements and renewal dates of licenses.
20:42:03:13	Requirements for renewal of a lapsed license--overrun period.

20:42:03:06. License specific requirements for individual licensure applicants. An applicant for any of the following specific individual licenses shall submit the following additional information on forms provided by the commission:

(1) Student license: a certificate of admission by the owner or school administrator of a licensed South Dakota school;

(2) Cosmetologist or nail technician license: information relating to school and education and the number of education hours or equivalent credit hours received;

(3) Esthetician license: information relating to school and education and that the applicant has completed a minimum of six hundred hours of education or equivalent credit hours in an approved and licensed cosmetology or esthetics school;

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

(5) Temporary permit for reciprocity: the salon name and address where the applicant intends to practice under the temporary permit;

~~(6) Junior instructor license: in addition to the requirements in SDCL 36-15-26, the following must be provided:~~

~~(a) The name of the salon, the name of the salon owner, and the dates of employment where the required 1,000 hours of salon work experience was obtained;~~

~~(b) The course title, dates, and hours of credit claimed from each educational course as required by § 20:42:08:01;~~

~~(c) Documentation of enrollment in an instructor educational program as required by § 20:42:08:01.01; and~~

~~(d) Passage of the required instructor test as required by SDCL chapter 36-15 and ARSD article 20:42;~~

~~Senior instructor Instructor license: in addition to the requirements in must meet the requirements of SDCL 36-15-25, the following must be provided: SDCL 36-15-25 and § 20:42:08:03.~~

~~(a) The name of the salon, the name of the salon owner, and the dates of employment of 1,000 hours of salon work experience;~~

~~(b) Documentation of successful completion of an instructor education program as required by § 20:42:08:01.01 or a statement of intent of teaching no more than 80 hours per calendar year; and~~

~~(c) If the senior instructor plans to teach an apprentice, the names and dates of educational courses attended as required by SDCL 36-15-25.2 and § 20:42:08:04.01; and~~

7 (8) Apprentice license: in addition to the requirements in SDCL 36-15-42, a signed, certified letter from the salon owner stating the name and address of the salon where the apprentice education will be provided and the name and license of the senior instructor.

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 23 SDR 25, effective August 26, 1996; 24 SDR 2, effective July 23, 1997; 28 SDR 24, effective August 28, 2001; 29 SDR 176, effective July 1, 2003; 31 SDR 62, effective November 4, 2004; 32 SDR 32, effective August 29, 2005; 33 SDR 226, effective July 1, 2007; 39 SDR 129, effective January 28, 2013.

General Authority: SDCL 36-15-2.3, 36-15-13(1), 36-15-26.2.

Law Implemented: SDCL 36-15-2.3, 36-15-17, 36-15-17.1, 36-15-19.2, 36-15-22, 36-15-25, 36-15-25.2, 36-15-26, 36-15-33, 36-15-42, 36-15-50, 36-15-50.1.

20:42:03:12. Renewal requirements and renewal dates of licenses. A license renewal application, along with the appropriate renewal fee, shall be submitted to the commission or postmarked by the annual license renewal date for all licenses and permits issued pursuant to SDCL chapter 36-15.

The annual license renewal dates are as follows:

(1) Cosmetologist, nail technician, esthetician, ~~junior instructor~~, and ~~senior instructor~~: application for renewals shall be submitted on or before the licensee's birth date as shown as the expiration date on the face of the current license; and

(2) All salons and booths: application for renewals shall be submitted on or before the anniversary date of the initial license as shown as the expiration date on the face of the current license.

A name change request must be accompanied by a legal document showing the previous name and the new legal name.

If a licensee has met the requirements of this section, the licensee may continue to practice pending issuance of the renewed license. Any license that is not renewed pursuant to the requirements of this section shall lapse.

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 29 SDR 176, effective July 1, 2003; 31 SDR 62, adopted October 15, 2004, effective January 1, 2006; 39 SDR 129, effective January 28, 2013; 43 SDR 176, effective July 3, 2017.

General Authority: SDCL 36-15-2.4, 36-15-13(1).

Law Implemented: SDCL 36-15-2.4, 36-15-13(1).

CHAPTER 20:42:04

SALON AND BOOTH REQUIREMENTS

Section

20:42:04:01	Salon and booth requirements.
20:42:04:01.01	Salon in licensed nursing facility <u>or assisted living center</u>
20:42:04:02	Salon in private residence.
20:42:04:02.01	Sharing premises with barbers.
20:42:04:03	Repealed.
20:42:04:04	Salon and booth equipment requirements.
20:42:04:04.01	Electric file or drill requirements.
20:42:04:04.02	Microdermabrasion machine requirements.
20:42:04:04.03	Prohibited equipment and procedures.
20:42:04:05	Repealed.
20:42:04:05.01	Infection control and safety procedures.
20:42:04:06	Care and use of capes.
20:42:04:07	Procedure for handling wigs and hairpieces.
20:42:04:08	Storage for harmful supplies.
20:42:04:08.01	Prohibited products.
20:42:04:09	Display of licenses.
20:42:04:09.01	Display of educational certification.
20:42:04:10	Display of health, safety, and infection control rules.
20:42:04:10.01	Display of blood exposure rules.

20:42:04:10.02

Display of unregulated services sign in salons.

20:42:04:11 to 20:42:04:18 Transferred.

20:42:04:01.01. Salon in licensed nursing facility or assisted living center. A licensed nursing facility or assisted living center does not need a salon license under the following conditions:

(1) A staff member or volunteer of the facility washes, sets, or trims the hair of any resident; or

(2) A cosmetologist provides cosmetology services only to residents of the facility.

A licensed nursing facility is a health care facility such as a hospital, special inpatient care facility, psychiatric hospital, or nursing facility licensed by a state or federal regulatory agency for the purpose of providing health care services.

Assisted living centers are maintained and operated to provide personal care and services including assistance with activities of daily living and meet some need beyond basic provision of food, shelter, and laundry.

Source: 29 SDR 176, effective July 1, 2003.

General Authority: SDCL 36-15-13(4).

Law Implemented: SDCL 36-15-54.

CHAPTER 20:42:06

SCHOOL REQUIREMENTS

Section

20:42:06:01	Required basic equipment and educational supplies for all schools.
20:42:06:01.01	Required minimum equipment and educational supplies for a cosmetology course.
20:42:06:01.02	Required minimum equipment and educational supplies for an esthetics course.
20:42:06:01.03	Required minimum equipment and educational supplies for a nail technology course.
20:42:06:01.04	Branch school exception.
20:42:06:02	Classrooms.
20:42:06:03 and 20:42:06:04	Repealed.
20:42:06:05	Approved textbooks for basic course of study.
20:42:06:06	Requirements for classroom education.
20:42:06:07	Student services to be checked.
20:42:06:08	Identification of instructors.
20:42:06:08.01	Demonstrators in a classroom.
20:42:06:09	<u>(Effective through December 31, 2018)</u> Required minimum curriculum for cosmetology course. (Effective January 1, 2019)
20:42:06:09.01	Required minimum curriculum for nail course.
20:42:06:09.02	Required minimum curriculum for esthetics course.
20:42:06:09.03	Branch school curriculum requirement for a partial program.
20:42:06:10	Minimum number of instructors.
20:42:06:11	Restrictions on instructor's services.
20:42:06:12	Required records and reports.

20:42:06:13	Repealed.
20:42:06:14	School records.
20:42:06:15	Repealed.
20:42:06:16	Transfer of student from out-of-state.
20:42:06:17	Field trips.
20:42:06:18	General safety requirements for all schools.
20:42:06:19	School minimum requirements for premises and facilities.
20:42:06:20	School equipment requirements.
20:42:06:21	Electric nail file or drill requirements.
20:42:06:21.01	Microdermabrasion machine requirements.
20:42:06:22	Prohibited equipment and procedures.
20:42:06:23	Repealed.
20:42:06:24	Required school infection control and safety procedures.
20:42:06:25	Care of capes and towels in schools.
20:42:06:26	Procedure for handling wigs and hairpieces in cosmetology schools.
20:42:06:27	Storage for harmful supplies.
20:42:06:28	Prohibited products.
20:42:06:29	Display of licenses.
20:42:06:30	Display of student prices.
20:42:06:31	Display of health, safety, and infection control rules.
20:42:06:32	Display of blood exposure rules.
20:42:06:33	Display of unregulated services sign in school clinics.

20:42:06:06. Requirements for classroom education. School classroom education requirements are as follows:

(1) A school may not require a student to work, be instructed, or earn credit for more than eight hours in a day at the school. However, a school may offer students the option to earn credit for more than eight hours in a day;

(2) Cosmetology students must spend ~~300~~ 225 hours in classrooms, demonstrations, and practice before performing service on any client of the school;

(3) Esthetic students must spend 110 hours in classrooms, demonstrations, and practice before performing service on any client of the school;

(4) Nail technology students must spend 60 hours in classrooms, demonstrations, and practice before performing service on any client of the school;

(5) A school may not deduct earned clock hours; and

(6) A student may not be required to do, or allowed to earn credit for, cleaning unrelated to normal salon duties or maintenance such as washing walls, washing windows, or shoveling snow.

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 24 SDR 2, effective July 23, 1997; 29 SDR 176, effective July 1, 2003; 33 SDR 226, effective July 1, 2007; 39 SDR 129, effective January 28, 2013.

General Authority: SDCL 36-15-13(10).

Law Implemented: SDCL 36-15-46.

20:42:06:07. Student services to be checked. All clients receiving services from a student must be checked by a licensed instructor before, during, and after the performance of the services.

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 14 SDR 64, effective November 2, 1987; 24 SDR 2, effective July 23, 1997; 29 SDR 176, effective July 1, 2003.

General Authority: SDCL 36-15-13(10).

Law Implemented: SDCL 36-15-46.

20:42:06:09. (Effective through December 31, 2018) Required minimum curriculum for cosmetology course. Each licensed cosmetology school offering a complete cosmetology program, totaling a minimum of 2100 hours, shall meet the following minimum curriculum requirements:

- (1) Infection control and safety procedures regarding cleaning, disinfection, hygiene, infections, hazards, disorders, and diseases, including cosmetology laws and rules: 120 hours;
- (2) Scientific concepts to include chemistry, bacteriology, anatomy, and physiology: 210 hours;
- (3) Hair coloring to include tinting, bleaching, highlighting, and tipping: 240 hours;
- (4) Chemical hair relaxing: 60 hours;
- (5) Haircuts: 240 hours;
- (6) Hairstyling, wave shaping, thermal curling, pincurling, shampooing, wigs, braiding, and scalp treatments, including demonstrations: 330 hours;
- (7) Permanent waving: 150 hours;
- (8) Nail technology to include manicuring, pedicuring, artificial nails, electric files and attachments, and related services: 180 hours, eight of which must be education in electric files and attachments;

(9) Massage manipulations to include scalp, head, neck, hands, arms, feet, and legs: 30 hours;

(10) Esthetics to include facials, facial machines, body treatments, makeup application, hair removal, and eyebrow arching: 330 hours; and

(11) Business practices regarding salon management, booth management, communications, salesmanship, and ethics including cosmetology laws and rules: 150 hours.

A minimum of 250 hours of the curriculum set forth in this section shall be in theory classes. In addition to the hours set forth in this section, each student must receive an additional 60 hours of education. The additional hours shall be in areas that the school feels are necessary to supplement the basic course requirements for an individual student.

(Effective January 1, 2019) Required minimum curriculum for cosmetology course.

Required minimum curriculum for cosmetology course. Each licensed cosmetology school offering a complete cosmetology program, totaling a minimum of ~~2100~~ 1500 hours, shall meet the following minimum curriculum requirements:

(1) General infection control and professional standards, including infection control in a licensed facility; infection control standards and guidelines; infection control for implements and equipment; first aid; blood exposure standards; professional development; effective communication; human relations; business management/ownership; and state law: 150 hours;

(2) The science of cosmetology, hair, skin and nails, including health safety and infection control; general anatomy and physiology; skin diseases, disorders and structure; properties of the hair and scalp; nail structure, growth, diseases and disorders; basics of chemistry; product chemistry; understanding the basics of electricity; and basic nutrition: 200 hours;

(3) General cosmetology, including principles of hair design, scalp care, shampooing and conditioning; haircutting; hairstyling; braiding and extensions; and wigs and hair additions: 300 hours;

(4) Chemical hair services, including chemical texture services; and hair coloring: 280 hours

(5) Esthetics and skin sciences, including physiology and histology of the skin; skin analysis; skin care products: chemistry, ingredients and selection; the treatment room; basic facial; facial massage, hair removal; advance topics and treatments; and makeup: 200 hours;

(6) Nail technology, including pre and post service procedures; performing basic manicures and pedicures; hand, lower arm, foot and lower leg massage; wraps, tips and paraffin wax treatments; polishing, light-cured gel polish and design; electric nail filing (8 hours); monomer liquid and polymer powder nail enhancement; light-cured gel enhancements; and creative design: 120 hours.

A minimum of 250 hours of the curriculum set forth in this section shall be in theory classes. In addition to the hours set forth in this section, each student must receive an additional 250 hours of education. The additional hours may be in areas that the school feels are necessary to supplement the basic course requirements for an individual student.

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 9 SDR 96, effective January 30, 1983; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 14 SDR 64, effective November 2, 1987; 23 SDR 25, effective August 26, 1996; 24 SDR 2, effective July 23, 1997; 28 SDR 24, effective August 28, 2001; 29 SDR 176, effective July 1, 2003; 32 SDR 32, effective August 29, 2005; 39 SDR 129, effective January 28, 2013.

General Authority: SDCL 36-15-13(10).

Law Implemented: SDCL 36-15-46.

20:42:06:12. Required records and reports. Schools shall submit the following records and reports to the ~~secretary-treasurer~~ commission office:

(1) The total clock or credit hours of education for each student ~~and clock or credit hours devoted to each course of study, including theoretical and practical.~~ The clock hour report must be submitted no later than the 10th day of each month following the education and the credit hour report must be submitted no later than ten days after the end of the quarter or semester; and

(2) ~~A final report~~ Notification of any student who leaves school before completing the education, submitted not later than 30 days from the ~~last day of education~~ date of termination; and.

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 29 SDR 176, effective July 1, 2003; 32 SDR 32, effective August 29, 2005; 33 SDR 226, effective July 1, 2007.

General Authority: SDCL 36-15-13(3).

Law Implemented: SDCL 36-15-13(3).

CHAPTER 20:42:07

APPRENTICES

Section

- 20:42:07:01 Inspection of salons offering training of apprentices.
- 20:42:07:02 Facilities and equipment required for salons offering training of cosmetologist or nail technician apprentices.
- 20:42:07:03 Notice to public -- Price list.
- 20:42:07:04 Repealed.

- 20:42:07:05 Approved textbooks.
- 20:42:07:06 Apprentice training in cosmetology.
- 20:42:07:06.01 Apprentice training in nail technology.
- 20:42:07:07 Apprentice curriculum in cosmetology.
- 20:42:07:07.01 Apprentice curriculum in nail technology.
- 20:42:07:08 Repealed.
- 20:42:07:09 Apprentice records and reports available for inspection by the commission.
- 20:42:07:10 Apprentice records and reports mailed to the commission.
- 20:42:07:11 Apprentice training inspection.

20:42:07:06. (Effective through December 31, 2018) Apprentice training in cosmetology. Each cosmetology salon in which cosmetology apprentice training is being given must comply with the following:

(1) An apprentice may perform cosmetology services on a client only after 300 hours have been spent in classroom, theory, demonstrations, and practice; and

(2) Each apprentice must receive a total of 18 continuous and consecutive months of training during the apprenticeship. A month of training is a month in which the apprentice receives at least 40 hours of training each week with no more than 8 hours of training credits being allowed in any 1 day.

(Effective January 1, 2019) Apprentice training in cosmetology. Each cosmetology salon in which cosmetology apprentice training is being given must comply with the following:

(1) An apprentice may perform cosmetology services on a client only after 300 hours have been spent in classroom, theory, demonstrations, and practice; and

(2) Each apprentice must receive a total of ~~18 continuous and consecutive months~~ 2150 hours of training during the apprenticeship with vacation days and sick days being allowed in accordance with commission policy. ~~A month of training is a month in which the~~ The apprentice ~~receives~~ must receive at least 40 hours of training each week. ~~with no more than 8 hours of training credits being allowed in any 1 day.~~

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 23 SDR 25, effective August 26, 1996; 24 SDR 2, effective July 23, 1997; 29 SDR 176, effective July 1, 2003.

General Authority: SDCL 36-15-13(10).

Law Implemented: SDCL 36-15-45 to 36-15-47.

20:42:07:07. (Effective through December 31, 2018) Apprentice curriculum in cosmetology. Each cosmetology apprentice during the course of the training must receive the following minimum hours of training in the branches of cosmetology:

(1) Safety and infection control procedures to include hygiene, hazards, disorders, and diseases: 150 hours;

(2) Scientific concepts to include chemistry, bacteriology, anatomy, and physiology: 300 hours;

(3) Hair coloring to include tinting, bleaching, highlighting, and tipping: 375 hours;

(4) Chemical hair relaxing: 60 hours;

(5) Haircuts: 475 hours;

(6) Hairstyling, wave shaping, thermal curling, pincurling, shampooing, wigs, braiding, and scalp treatments including demonstrations: 500 hours;

(7) Permanent waving: 250 hours;

(8) Nail technology to include manicuring, pedicuring, artificial nails, and related services: 250 hours;

(9) Massage manipulations to include scalp, head, neck, hands, arms, feet, and legs: 30 hours;

(10) Esthetics to include facials, facial machines, body treatments, makeup application, hair removal, and eyebrow arching: 350 hours;

(11) Cosmetology laws and administrative rules: 25 hours; and

(12) Business practices to include salon management, booth management, salesmanship, and ethics: 60 hours.

A minimum of 350 hours of the curriculum set forth in this section shall be in theory classes. In addition to the hours set forth in this section, each apprentice must receive an additional 175 hours of training. The additional hours shall be in the areas that the ~~senior~~ instructor deems necessary to supplement the basic course requirements for an individual apprentice.

(Effective January 1, 2019) Apprentice curriculum in cosmetology. Each cosmetology apprentice during the course of the training must receive the following minimum hours of training in the branches of cosmetology:

(1) General infection control and professional standards, including infection control in a licensed facility; infection control standards and guidelines; infection control for implements and

equipment; first aid; blood exposure standards; professional development; effective communication; human relations; business management/ownership; and state law: 200 hours.

(2) The science of cosmetology, hair, skin and nails, including health, safety and infection control; general anatomy and physiology; skin diseases, disorders and structure; properties of the hair and scalp; nail structure, growth, diseases and disorders; basics of chemistry; product chemistry; understanding the basics of electricity; and basic nutrition: 300 hours.

(3) General cosmetology, including principles of hair design; scalp care, shampooing and conditioning; haircutting; hairstyling; braiding and extensions; and wigs and hair additions: 600 hours.

(4) Chemical hair services, including chemical texture services, and hair coloring: 410 hours

(5) Esthetics and skin sciences, including physiology and histology of the skin; skin analysis; skin care products: chemistry, ingredients, and selection; the treatment room; basic facial; facial massage; hair removal; advance topics and treatments; and makeup: 250 hours.

(6) Nail technology, including pre and post service procedures; performing basic manicures and pedicures; hand, lower arm, foot, and lower leg massage; wraps, tips, and paraffin wax treatments; polishing, light-cured gel polish, and design; electric nail filing (8 hours); monomer liquid and polymer powder nail enhancement; light-cured gel enhancements; and creative design: 220 hours.

A minimum of 350 hours of the curriculum set forth in this section shall be in theory classes.

In addition to the hours set forth in this section, each apprentice must receive an additional 170 hours of training. The additional hours shall be in the areas that the instructor deems necessary to supplement the basic course requirements for an individual apprentice.

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 9 SDR 96, effective January 30, 1983; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 14 SDR 64, effective November 2, 1987; 23 SDR 25, effective August 26, 1996; 24 SDR 2, effective July 23, 1997; 28 SDR 24, effective August 28, 2001; 29 SDR 176, effective July 1, 2003; 31 SDR 62, effective November 4, 2004; 39 SDR 129, effective January 28, 2013.

General Authority: SDCL 36-15-13(10).

Law Implemented: SDCL 36-15-45, 36-15-46.

20:42:07:09. Apprentice records and reports available for inspection by the commission. An ~~senior~~ instructor training an apprentice must have available for inspection by the commission the following records and reports relating to the apprentice:

- (1) A daily record showing hours of attendance and time devoted to each curriculum subject, and the senior instructor giving the instruction;
- (2) Worksheets and notebooks of the apprentice; and
- (3) Upon completion of training, a resume of the weekly reports giving total hours of each curriculum subject, showing the theoretical and practical time.

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 23 SDR 25, effective August 26, 1996; 29 SDR 176, effective July 1, 2003.

General Authority: SDCL 36-15-13(11).

Law Implemented: SDCL 36-15-47, 36-15-48

20:42:07:10. Apprentice records and reports mailed to the commission. Any ~~senior~~ instructor training an apprentice shall send to the commission the following records and reports relating to the apprentice:

(1) Weekly reports listing the total hours of instruction and number of hours devoted to each curriculum item by the apprentice, divided into theoretical and practical hours. The report shall be certified by a ~~senior~~ an instructor who shall attest that the listed hours as shown on the weekly report were in fact completed by the apprentice and that this was done under the constant supervision, control, and direction of a licensed ~~senior~~ instructor. The report shall name the ~~senior~~ instructor of the curriculum hours listed. The report shall be mailed to the supervising inspector not later than the fourth day following any calendar week of training;

(2) If an apprentice discontinues training, it shall be reported by the ~~senior~~ instructor to the executive director of the commission at the time of discontinuance. The ~~senior~~ instructor shall submit a record of the training completed by curriculum hours divided into theoretical and practical; and

(3) The ~~senior~~ instructor in charge of an apprentice shall provide any other information requested by the commission.

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 26 SDR 18, effective August 15, 1999; 28 SDR 24, effective August 28, 2001; 29 SDR 176, effective July 1, 2003.

General Authority: SDCL 36-15-13(11).

Law Implemented: SDCL 36-15-47, 36-15-48.

CHAPTER 20:42:08

**INSTRUCTOR EDUCATION AND LICENSE SPECIFIC EDUCATION
REQUIREMENTS**

Section

- 20:42:08:01 ~~Junior instructor education for initial licensure~~ Repealed.
- 20:42:08:01.01 ~~Junior instructor education program~~ Repealed.
- 20:42:08:02 ~~Junior instructor continuing education for renewal~~ Repealed.
- 20:42:08:03 ~~Senior instructor~~ Instructor education for initial licensure.
- 20:42:08:03.01 Repealed.
- 20:42:08:03.02 Substitute instructors.
- 20:42:08:04 ~~Senior instructor~~ Instructor continuing education for renewal.
- 20:42:08:04.01 Instructor education required to teach apprentices.
- 20:42:08:05 Verification fee for individual licensee.
- 20:42:08:05.01 Pre-verification fee for course provider.
- 20:42:08:06 Obtaining evidence of compliance.
- 20:42:08:07 Education requirement to use microdermabrasion machines.
- 20:42:08:08 Education requirement to use electric nail files.
- 20:42:08:09 Education requirement to perform eyelash extensions.

~~20:42:08:01. Junior instructor education for initial licensure. To receive a junior instructor license, the applicant shall satisfactorily complete at least twelve hours of commission-approved education courses for instructors.~~ Repealed.

Source: 29 SDR 176, effective July 1, 2003; 31 SDR 62, effective November 4, 2004; 33 SDR 226, effective July 1, 2007; 39 SDR 129, effective January 28, 2013.

~~**General Authority:** SDCL 36-15-26, 36-15-26.2.~~

~~**Law Implemented:** SDCL 36-15-26, 36-15-26.2.~~

~~**20:42:08:01.01. Junior instructor education program.** If licensed as a junior instructor, the licensee must be enrolled in a commission approved instructor education program that provides 1,000 clock hours of instruction.~~

~~The instructor education program shall include theory education and practice teaching in both the classroom and the clinic services in all areas of cosmetology, nail technology, or esthetics, as applicable. A textbook and workbook on instructor education shall be used as part of the education. Online educational courses may be part of the education program.~~

~~If the licensee discontinues the instructor education program, the instructor license immediately becomes invalid. If the instructor education program is discontinued, the applicable school shall contact the commission. The commission may grant a waiver of the junior instructor education program if the applicant has a teaching certificate from the South Dakota Department of Education. Repealed.~~

~~**Source:** 33 SDR 226, effective July 1, 2007; 39 SDR 129, effective January 28, 2013.~~

~~**General Authority:** SDCL 36-15-26, 36-15-26.2.~~

~~**Law Implemented:** SDCL 36-15-26, 36-15-26.2.~~

~~**20:42:08:02. Junior instructor continuing education for renewal.** In order to renew a junior instructor license, the licensee shall provide official documentation that the licensee is enrolled in a commission approved instructor education program. Repealed.~~

~~**Source:** 29 SDR 176, effective July 1, 2003; 31 SDR 62, effective November 4, 2004; 33 SDR 226, effective July 1, 2007; 39 SDR 129, effective January 28, 2013.~~

General Authority: ~~SDCL 36-15-26.1, 36-15-26.2.~~

Law Implemented: ~~SDCL 36-15-26.1, 36-15-26.2.~~

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

(1) twelve hours of new instructor training;

(2) successfully pass the South Dakota Instructor Cosmetology Laws and Administrative Rules examination;

(3) a written theory examination approved by the commission and administered by the commission or its representatives.

The ~~commission may~~ instructor applicant may be conditionally approve a senior instructor license to an applicant dependent upon the applicant completing issued a conditional instructor license upon completion of twelve hours of new instructor training and successfully passing the South Dakota Instructor Cosmetology Laws and Administrative Rules examination. The instructor must pass the written theory examination within 90 days of being issued a conditional instructor license or the conditional license becomes invalid. Failure to successfully pass the instructor theory examination immediately invalidates the conditional instructor license and the instructor cannot continue to instruct students until successfully passing the theory examination and being issued an instructor license. ~~the instructor written theory and completing the required hours of education within six months of receiving the license. If the education is not completed successfully before the end of the six months, the license immediately becomes invalid.~~

Source: 29 SDR 176, effective July 1, 2003; 31 SDR 62, effective November 4, 2004; 33 SDR 226, effective July 1, 2007; 39 SDR 129, effective January 28, 2013; 43 SDR 176, effective July 3, 2017.

General Authority: SDCL 36-15-25, 36-15-26.2.

Law Implemented: SDCL 36-15-25, 36-15-26.2.

20:42:08:03.02. Substitute Instructors. A cosmetology school licensed by the commission may hire a substitute instructor under the following conditions:

(1) Individual must be a licensed cosmetologist, esthetician or nail technician in the State of South Dakota. A cosmetologist may instruct in all of the education areas; an esthetician may only instruct in the area of esthetics; and a nail technician may only instructor in the area of nail technology;

(2) A substitute instructor can instruct 80 hours or less during a calendar year;

(3) The cosmetology school must notify the commission office as soon as the emergency need arises with the name of the substitute instructor and the hours the licensee will be instructing.

A substitute instructor cannot be otherwise employed by the school.

20:42:08:04. ~~Senior instructor~~ Instructor continuing education for renewal. A licensee renewing a ~~senior~~ an instructor license shall annually satisfactorily complete at least twelve hours of commission-approved education courses on teaching methods. The twelve hours shall be completed before the ~~senior~~ license is renewed.

~~A licensee who has obtained a license under § 20:42:08:03 may request a waiver of the twelve hour education requirement by submitting a statement attesting to the fact that the licensee~~

~~has not taught more than 80 hours in a calendar year. Such a statement shall be signed by the licensee and applicable licensed school.~~

Source: 29 SDR 176, effective July 1, 2003; 31 SDR 62, effective November 4, 2004; 39 SDR 129, effective January 28, 2013; 43 SDR 176, effective July 3, 2017.

General Authority: SDCL 36-15-25.1, 36-15-26.2.

Law Implemented: SDCL 36-15-25.1, 36-15-26.2.

20:42:08:04.01. Instructor education required to teach apprentices. ~~In addition to § 20:42:08:03 and before~~ Before a senior an instructor may train an apprentice, the senior instructor must complete the requirements of § 20:42:08:03, including successfully passing the instructor theory examination. ~~complete cosmetology teacher training as required pursuant to SDCL 36-15-25.2. The hours shall cover lesson plans, evaluation methods, and student management. The teacher training must be preapproved by the commission~~

Source: 31 SDR 62, effective November 4, 2004.

General Authority: SDCL 36-15-25.2.

Law Implemented: SDCL 36-15-25.2.

Report From Holly Ringo,
Leo Thomas Apprentice
Salon Instructor

March 2018

Dear Cosm. Commission

I'm writing to recap my
Continuing Commitment to what I've
spent much time + energy + finances
on in My Apprenticeship program.
I believe in on the job training
more than before.

As teachers we plant seeds
there are no guarantees with
anything having to do with what
these candidates do out of
my Salon or no can I control
their level of cooperation.

I've planted seeds my first
apprentice is still close
she is currently a stay at home
mom in Wyoming she says
she'd like to work someday
maybe when Danielle graduates
next spring.

with Tessa I had an issue
with her not doing the work
while she was here.

This is a 'cooking' program
+ the Certificate is earned.
She liked to not work. I hope
she finds the spark it takes
to make it. I couldn't reach
her unfortunately.

Danielle is doing well
another is eager to come in
April with your blessing.

My program is not
unlike schools only 27%
percent actually make it
to where they're working +
making enough to stick with it.
I believe in me + my heart +
my unwavering ability to
be here, to share my knowledge
I just need the students
who can meet me half
way.

Thank you for your
consideration. Henry

Letter From
Danielle Amburn, Apprentice
at Leo Thomas Salon, Rapid City
To the Cosmetology Commission.

(Letter from
Dani.)

Hello it is my understanding the cosmo commission will be meeting April 27th. I wanted to first say im so grateful for yall giving me the chance to be in this amazing program as well as Holly for providing such an amazing opportunity. I can say I am so blessed and thankful for Holly and the cosmo commission. My understanding is this meeting will be mainly based on our status on our probation extention. I'm moving right along very nicely in school. I am now on Chapter 13 Basic of Electricity school work and Testing is caught up and on point. Providing at least 4 clients in my chair a day to full fill my practicals. Im so excited to be building up my cliental here at the Leo Thomas Salon with one of the best teachers Holly. The energy both Holly and I provide works quite amazingly and I'm so deeply grateful for all her knowledge and experience. Holly can truly give me the necessary skills to progress and go forth in my.

cosmo schooling and later be a fully licenced confident hair stylist making it in the real the real world once Im able to stand on my own two with my liciance. Im 34 yr old. Iv always been passionate about hair and nails. I have always known deep down this is what i was put here for. I absolutely love the fact i can say I love what i do on a daily. I have about one year left of this apprentice program and I'm loving every day I get closer and closer

Holly famous word. "You get what you put into this program". Im so excited to complete this program and be successful in what i truly love.

Holly is the best mentor anyone could ever ask for I can truly learn and get what i need. This program fits me perfect I can get more one on one, the

Can be answered. Better yet I can get every aspect of owning my own Salon which of course would be one amazing goal further down the line of my beauty career.

Thank you so much for your time and patients.

Sincerely,

Danielle
C 7 8

CHRISTINA SKATES – Proposed Apprentice at Leo Thomas Salon

Christina Skates has applied for a cosmetology apprenticeship at Leo Thomas Salon in Rapid City. Leo Thomas Salon/Owner and Instructor Holly Ringo is currently in the middle of an apprenticeship. Ms. Ringo has mentored two other apprentices and understands that apprenticeships do not work for every individual interested in a career in cosmetology. She has carefully selected Christina Skates as her next apprentice.

I interviewed Christina over the phone and she understands the commitment of an apprenticeship for the instructor, the salon, and for herself as an apprentice. We thoroughly reviewed the Commission's leave policy and she understands that if her attendance is lax or if the instructor reports a lack of commitment, the Commission would likely take action to stop the apprenticeship.

Based on my interview with her, I recommend that the Commission approve this apprenticeship.

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

Please print or type

Name: Christina Skates

Address, City, State, Zip: _____, _____, SD

Date of Birth: 11/13/1984 Social Security Number: _____

Education: State of Montana GED
(Name and City of High School or GED)

Date: 7/22/09
(graduation or completion date)

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

Suggested Start Date of apprenticeship (tentative): ~~07/28/18~~ May 21, 2018

Name of Senior Instructor(s): Holly Holway Ringo

Name and address of Salon: Geo Thomas Salon + Spa
Rapid City City: SD 57701 telephone: 605 721-6970

I realize that any beauty school training will not be credited toward an apprenticeship. If I am granted an apprentice license, I agree to take continuous training over a period of at least 18 months or 6 months as applicable. I also agree to abide by all of the provisions of the Cosmetology Law.

My Commission Expires
August 29, 2018

C Skates
(Signature of Applicant)

Subscribed and sworn to before me this 15 day of March, 2018

(SEAL)



[Signature]
Notary Public Signature

NOTE: The following must accompany this application: \$25.00 money order for license
Proof of High School education or GED equivalent
Copy of birth certificate
Photograph (current) of apprentice

No apprentice license will be issued until these requirements are met. Mail to Cosmetology Commission, 500 E. Capital, Pierre, SD 57501.

Office use only:

Apprentice License Number: _____
Start date: _____

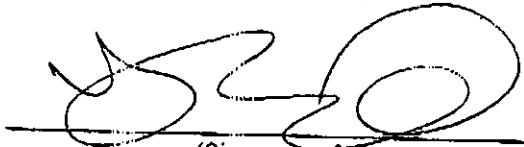
**SOUTH DAKOTA BOARD OF COSMETOLOGY
AFFIDAVIT FOR INSTRUCTOR OF APPRENTICE**

I, Jody Ringo (print), a licensed Cosmetologist and licensed Active Senior

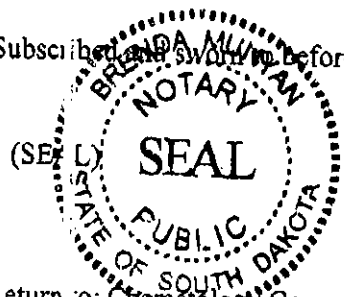
Instructor in the State of South Dakota, agree to instruct Christina Skato as an
(print apprentice name)

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

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


(Signature of Instructor)

Subscribed and sworn to before me this 23rd day of March, 2018



Brenda Munyan
Notary Public

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

** each instructor must sign this statement.

REBECCA WELLS – Proposed Apprentice at Revive Day Spa

Rebecca Wells has applied for a cosmetology apprenticeship at Revive Day Spa in Aberdeen. Revive Day Spa is currently in the middle of two apprenticeships, although one of the apprentices is on a leave of absence for maternity reasons.

Fallon Helm, owner of Revive Day Spa told me that they go through a three-step interview process to vet those interested in pursuing an apprenticeship to select candidates that they believe are good candidates for this alternative type of education.

I interviewed Rebecca over the phone and she understands the commitment of an apprenticeship for the instructor, the salon, and for herself as an apprentice. We thoroughly reviewed the Commission's leave policy and she understands that if her attendance is lax or if the instructor reports a lack of commitment, the Commission would likely take action to stop the apprenticeship.

I believe Ms. Wells is planning to attend the April 27 meeting to show her commitment.

Based on my interview with her, I recommend that the Commission approve this apprenticeship.

SOUTH DAKOTA STATE BOARD OF COSMETOLOGY
APPRENTICE APPLICATION

Please print or type

Name: Rebecca Emily Wells

Address, City, State, Zip: _____ Aberdeen, SD

Date of Birth: 12/20/99 Social Security Number: _____

Education: Aberdeen Christian School, Aberdeen SD Date: May 20, 2018
(Name and City of High School or GED) (graduation or completion date)

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

Suggested Start Date of apprenticeship (tentative): TBD

Name of Senior Instructor(s): Jayde Keller

Name and address of Salon: Revive Day Spa

301 S Main St. City: Aberdeen telephone: (605) 725-4242

I realize that any beauty school training will not be credited toward an apprenticeship. If I am granted an apprentice license, I agree to take continuous training over a period of at least 18 months or 6 months as applicable. I also agree to abide by all of the provisions of the Cosmetology Law.

[Signature]
(Signature of Applicant)

Subscribed and sworn to before me this 29 day of March 2018.



[Signature]
Notary Public Signature
my commission expires 10/26/22

- NOTE: The following must accompany this application:
- \ \$25.00 money order for license
 - Proof of High School education or GED equivalent
 - \ Copy of birth certificate
 - \ Photograph (current) of apprentice

No apprentice license will be issued until these requirements are met. Mail to Cosmetology Commission, 500 E. Capital, Pierre, SD 57501.

Office use only:	Apprentice License Number: _____
	Start date: _____

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

I, Jayde Kellee (print), a licensed Manager-Operator and licensed Active Senior

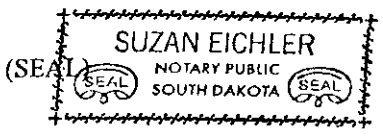
Instructor in the State of South Dakota, agree to instruct Rebecca Emily Wells as an (print apprentice name)

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

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

Jayde M. Kellee
(Signature of Instructor)

Subscribed and sworn to before me this 29 day of March 2018



Suzan Eichler
Notary Public

My Commission expires 10/26/2022

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

** each instructor must sign this statement.

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

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

CONTINUING EDUCATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider's Name: Jayde Keller
or Para Montland / Revive Day Spa

Provider's Address: 1020 S Jay St / 301 S Main St
STREET
Aberdeen CITY SD 57401 STATE ZIP

Contact Name: Fallon Helm (228-4437) Tel: (605) 228-9211

Fax () - Email: _____

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 Credit 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 Main
BUSINESS NAME STREET
Aberdeen CITY SD 57401 STATE ZIP

Initial Course Offering Date: TBD Time: Board Recommendation

ADDITIONAL OFFERINGS

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

TBD

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: Para Montland

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.

Currently Certified in electric files.
10 months license instructor Senior at Revve Day Spa
Master stylist; in industry 12 years have had many
continued educational courses to support

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. Attendees sign in
Complete course, Receive Certificate and all information
will be documented and submitted to State Board

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

SIGNATURE

Person completing this application (Please print): Tara Mostland

Signature: Tara Mostland Date: 4/5/2018

SUBMISSION

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

Attachments:

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

NOTE: When South Dakota licensees attend an approved provider course, the licensee does not have to pay the \$35 verification fee to the Commission.

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

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

After the Commission has granted its written approval of the application, the provider is entitled to state upon its publications: "This program is approved for ___ (number) South Dakota Continuing Education Hours."

Tara Mortland

Revive Day Spa 605-228-9211
301 s Main Street Aberdeen SD, 57401 1020 S Jay St

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

Tara Mortland (cont)

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

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 2010-2018 -present

Jcpenny styling salon -designer stylist 2007-2010

Redken symposium 2015

2017

Matrix Destination 2018

EDUCATION

Lake area tech grad 2006-2007

Senior Instructor licensee 2017-2018

•Current Revive Day Spa apprenticeship program

1 full time apprenticeship in training

JAYDE KELLER

Aberdeen, SD 57401 · 605.225.1111

EXPERIENCE

OCT 2006-JAN 2015

COSMETOLOGIST, JCPENNEY STYLING SALON

Master stylist, trainer, front desk

FEB 2016 – PRESENT

STYLIST, EDUCATOR, REVIVE DAY SPA

I am a master stylist and educator. I am an instructor in the Revive Day Spa apprentice program. I am part of the leadership team at Revive Day Spa. We set up education and bring education to the salon on a monthly basis.

EDUCATION

9-12 2001-2005

HIGH SCHOOL DIPLOMA, TIMBER LAKE HIGH SCHOOL

SEPT 2005-SEPT 2006

COSMETOLOGIST, THE HAIR ACADEMY

CONTINUING EDUCATION

- Inspiring Champions 2017
- Matrix Destination 2018
- Train the trainer
- Instructors license
- Revive Day Spa Apprenticeship
- Fargo Hair Show
- Surface advocate program
- Bare minerals training
- Over the top certification



Electric Nail File Continuing Education Course
Agenda
8am-4:30pm

- 8am-10pm Safety & Sanitation
- 10am-12pm Parts of the Machine
- 12pm-12:30pm lunch
- 12:30pm – 1:30 How the Nail File Works
- 1:30pm -2:30pm Demonstration on How to use
the Nail File
- 2:30pm-4:30pm Practice

Revive Day Spa Electric Nail File Certification

Certificate of Achievement

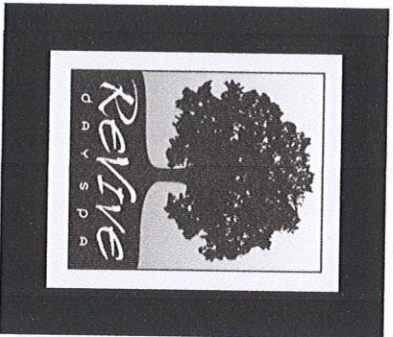
8 hours of continuing education in Electric Nail File

Is Awarded To

[Recipient Name]

Maccenas ac mauris

[Insert Date]



[Name, Title]

[Name, Title]

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

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

CONTINUING EDUCATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider's Name: Headlines Academy, Inc
Provider's Address: 333 Omaha Street Suite 647
STREET
Rapid City SD 57701
CITY STATE ZIP
Contact Name: Peggy Sprout Tel: (605) 718-8723
Fax: (605) 348-5462 Email: psprout@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 Class Credit 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
BUSINESS NAME
Rapid City SD 57701
CITY STATE ZIP

Initial Course Offering Date: Continuous / Renewal

ADDITIONAL OFFERINGS

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

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

Instructor Name: K. Desaree Dargatz

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 been approved for many years. We have only improved and added to this class. Desoree has also been a provider for many years with extensive experience.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. Attached is a attendance sheet used which is faxed to SDCC after the class.

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

ATTACH a sample copy of the certificate of attendance the provider issues to the licensee as proof of attendance of the course. The certificate must show name of course, name of attendee, dates of attendance, and number of hours earned.

SIGNATURE

Person completing this application (Please print): Peggy Sprout
Signature: Peggy Sprout Date: 3/21/2018

SUBMISSION

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

Attachments:

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

NOTE: When South Dakota licensees attend an approved provider course, the licensee does not have to pay the \$35 verification fee to the Commission.

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

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

After the Commission has granted its written approval of the application, the provider is entitled to state upon its publications: "This program is approved for ____ (number) South Dakota Continuing Education Hours."

Electric File Safety- Disinfection- Techniques

8 Hour:

Course Outline: Based on reference material from
AEFM (Association of Electric File Manufacturers)
Nail Anatomy -Doug Schoon
Milady Nail Technology
Medicool
Red Cross Blood Borne Pathogens

Introduction:

- A. IMPORTANCE OF ELECTRIC FILE EDUCATION**
- B. UNDERSTANDING NAIL ANATOMY**
- C. TYPE OF ELECTRIC FILES AND BITS**
- D. PROPER DISINFECTION AND HOW TO USE**
- E. HANDS ON FOR USE OF ELECTRIC FILE FOR**
 - 1. MANICURE & PEDICURES**
 - 2. BUFFING**
 - 3. TIP BLENDING**
 - 4. FILLS**
 - 5. BACKFILL**
 - 6. CLEANING UNDERNEATH ACRYLIC FREEEDGE**
 - 7. REMOVING LENGTH FROM ACRYLIC**

Materials to be used:

AEFM Video The Safe Method
Medicool Video
Anatomy Diagrams
Overview Projector
Electric File
Bits- Carbide- Diamond-Silicone- Chamois Buffer Sanding Band
Disinfectants & Containers
Practice Fingers
Nail Tips
Acrylic
Nail Tips with Acrylic Overlay

Types of Bits:

- a. carbide
- b. stone
- c. diamond
- d. silicone
- e. sanding bands
- f. buffers-chamois-cotton & felt

Reference: AEFM

Materials: Video AEFM
TV/VCR

Suggested time: 30 minutes

Show video portion pertaining to electric files and bits.

Have students feel different bits.

Questions and answers

IV. Disinfection:

Purpose: Understand proper disinfectants and procedures to prevent the spread of Infectious agents.

- I. a. EPA approved
- b. bactericide
- c. virucidal
- d. fungicide
- e. pseudomonocidal (hospital grade)
- II. Disinfecting procedure:
 - a. Cleansing (removing debris)
 - b. washing with hot soap & water
 - c. Immersion in disinfectant
 - d. proper storing
 - e. proper handling when blood involved

References: National Interstate Council of State Boards of Cosmetology
Red Cross Blood Borne Pathogens

Suggested time: 30 minutes

Lecture- demonstration of cleansing and disinfecting

Questions & answers.

V. Manicuring & Pedicuring

Purpose: Understanding safe use of electric file and bits for use on natural nails and keratoma removal.

1. Natural nail prep
2. Correct bits
3. Hand position
4. Safe RPM

Reference: AEFM course outline
Medicool

Materials; AEFM video
Electric file
Natural nail bits
Silicone
Carbide
Buffer
Buffing cream

Demo: Proper bits-hand position and safe RPM

Students: hands on -model or self
Suggested time 1 hour 15 minutes

VI. Tip Blending

Purpose: Safely blending PVC plastic tip on natural nail.

1. Proper bit
2. Hand position
3. RPM

Reference: AEFM course outline

Materials: AEFM video
Electric file
Sanding bands
PVC tips

Demo; tip blending

Students: Hands on with practice finger, model or self.

Suggested time: 1 hour 15 minutes

VII. Fills

Purpose: Understanding safe blending of acrylic to natural nail outgrowth.

1. Blending acrylic
2. Finishing techniques:
Smoothing & buffing

Reference: AEFM course outline

Materials: AEFM video
Electric file
Silicone bits
Carbide bits
Sanding bands
Buffing bits
Buffing cream

Demo: blending and finishing techniques

Students: hands on - practice finger then self or model

Suggested time: 1 hour 15 minute.

VIII. Backfills:

Purpose: Understanding procedure and technique to remove thickness from acrylic tip overlay for application of new smile line.

1. Proper bit
2. Hand position
3. RPM

Materials: AEFM video
Electric file
Carbide bits
Diamond bits

Demo: Removal from acrylic tip overlay

Students: Hands on practice finger, self or model.

Suggested time : 1hour 15 minutes

IX. Removing Length & Cleaning Under Free Edge:

Purpose : Understanding length removal and cleaning under free edge.

1. Proper bits
2. Hand position
3. RPM

Reference: AEFM course outline

Materials: AEFM video
Electric file
Carbide bits
Diamond bits

Demo: Length removal
Cleaning under free edge
Students; Hands on - practice finger, self or model.

Suggested time 1 hour 15 minutes

X. Test

Approximate time 45 minutes.



HEADLINES ACADEMY

COSMETOLOGY • ESTHETICS • NAIL TECHNOLOGY • MASSAGE THERAPY

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

Electric File 8 hours of continuing Education

Date 8 hours _____

(30 min)

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

Headlines Academy

Rapid City, South Dakota

This Certificate Presented to:

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

In testimony whereof we hereunto affix our signatures this 6th day of January, 2017

Instructor

Provider # NCE-0004-2017



President

Headlines Academy

Rapid City, South Dakota

This Certificate Presented to:

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

In testimony whereof we hereunto affix our signatures this 6th day of January, 2017

Instructor

Provider # NCE-0004-2017



President

Headlines Academy

Rapid City, South Dakota

This Certificate Presented to:

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

In testimony whereof we hereunto affix our signatures this 17th day of March, 2017

Instructor

Provider # NCE-0004-2017



President

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: 866.326.7175 cosmetology.sd.gov

CONTINUING EDUCATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider's Name: Headlines Academy
Provider's Address: 333 Omaha Street Suits 607
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 Certification Credit Hours: 16
All continuing education in South Dakota must emphasize safety and sanitation *Do not include breaks and meals*

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

Initial Course Offering Date: Been teaching Time: off for 15+ years

ADDITIONAL OFFERINGS

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

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

Instructor Name: Caroline Vettorazzi

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 about 15 years and have added and improved it over the years. Our instructors and students get much more than 16 hours of experience with the safety + procedures of microderm.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. *We use an attendance sign in sheet. Students are strictly regulated to attend a min of 16 hrs*

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

ATTACH a sample copy of the certificate of attendance the provider issues to the licensee as proof of attendance of the course. The certificate must show name of course, name of attendee, dates of attendance, and number of hours earned.

SIGNATURE

Person completing this application (Please print): Peggy Sproat
Signature: *Peggy Sproat* Date: 3/20/2018

SUBMISSION

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

Attachments:

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

NOTE: When South Dakota licensees attend an approved provider course, the licensee does not have to pay the \$35 verification fee to the Commission.

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

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

After the Commission has granted its written approval of the application, the provider is entitled to state upon its publications: "This program is approved for ___ (number) South Dakota Continuing Education Hours."

LESSON PLAN

SUBJECT

UNIT Microdermabrasion

SESSION NUMBER 1 & 2 OF 2 SESSIONS

LENGTH OF SESSION 16

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

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

THEORY 3

DEMO 1

PARTICIPATION 12

EXPERIENCES 4

CLASSROOM Esthetics Clinic

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

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

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

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

SUMMARY: skin reaction working with the derma pod

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH: review over all

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

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

Microdermabrasion

I. History of the Skin

A. Skin Physiology

1. does much more than hold in the organs
2. protects
 - a. Acts as barrier against intruders such as water, ultraviolet light, bacteria, fungi and against minor trauma.

B. Senses

1. Receptors touch, cold, heat, and pain.
2. Send these sensory signals to the brain.
3. Aids in temperature regulation
 - a. Internal temperature is maintained by the actions of the blood vessels in the lower layer of the skin.
 - b. Blood vessels insulate the body's core temperature from both internal and external by constricting and relaxing the blood flow.
(Cold – constrict heat- dilate)

C. Excretion

1. Skin releases fluid and toxins through the sweat glands.
2. regulator body temperature.

D. Immunologic response

1. Mast cells and langerhans cells defend the skin against microorganisms.
2. mast deals with mosquito bites. Langerhans inflammatory.

E. Metabolism

1. blood flow carries vitamins, minerals, and oxygen that are critical the skins health.

II. Skin Anatomy

A. The skins main function is to act as a barrier against intruding substances.

B. Appendages allow lotions to enter the skin hair follicle, sebaceous glands, arrector pili muscle, sweat glands, and nails.

1. Sweat glands regulate body temperature.
2. healthy adults secrete about one pint of sweat per day (drink water)

C. Hair follicles

1. Hair is a type of modified skin
 - a. There are no follicles on the palms and feet
2. Phases of hair growth
 - a. Anagen phase hair growth phase in which is actually growing.
 - b. Catagen phase intermediate stage of hair growth
 - c. Telogen phase stage of hair growth during which the hair is at rest.

III. Layers of the skin.

A. Two layers of the skin epidermis dermis.

1. Epidermis top layer is tough and exposed and is constantly
Being worn down, with out blood vessels

- a. Stratum corneum is the top or superficial layer of the epidermis the thickness can be affected by dry skin and psoriasis. Stratum corneum contains a compound natural moisturizing factor (NMF) helps keep the skin soft and moisturized even in dry climates. NMF in the stratum corneum is critical for the soft and flexible skin
- b. Stratum lucidum clear band of closely packed cells maybe absent in areas of the skin.
- c. stratum granulosum is the layer that the keratin loses nuclei and organelles (microorganisms responsible for functions within the cells)

d. stratum spinosum means spiny layers vital function is to provide components of natural moisturizing factor. Contained in this layer are lamellar granules – controls lipids that produce NMF. Lipids – fat or fatlike substances insoluble in water keratinization - progressive maturation of the cell in the movement through the stratum corneum - ceramides necessary to produce natural moisturizing. (Once these granules reach the stratum corneum they release their contents and cause the NMF to occur.

e. stratum basale basement of the epidermis this layer contains germinal cells , cells regeneration for all the sublayers of the epidermis a few different basal cell type are housed stem cells – amplifying cells postmitotic cells that have completed mitotic division .

f. specialized epidermal cells. Keratinocytes generated in the strata basale. The function basic skin cells that collectively make up the skin. Melanocytes between epidermis and dermis. Secrete pigments that give skin , hair, and eyes their color. Langerhans cells strata spinosum and stratum basale. Patrol the epidermis for foreign invaders ingest them and remove them form the lymphatic system. Merkel cells by nerve endings throughout epidermis. Exact function unclear likely involved in sensation.

B. Dermis

is crisscrossed with three types of fibers that lend strength and elasticity. Reticulum, collagen, and elastic forms a network that creates stability for the skin. Superficial side of the dermis, connected to the epidermis by the subcutaneous tissue. Collagen runs throughout the dermis and gives the skin its youthful appearance of tightness , firmness , and fullness. Papillary dermis the most superficial layer of the dermis is the first skin layer to contain capillary blood vessels. Reticular dermis beneath the papillary and rest on the thick pad of fat known as the subcutaneous tissue the anchor of the skin. There are specialized dermal cells fibroblasts – direct the production of collagen, reticulin, and ground substance. Mast cells protect skin against invasion and infection. Ground substance provides nutrients and removes waste.

III. Derma Pod microdermabrasion

A. Control panel

1. main power switch
2. start / stop
3. pod satellite key
4. intensity control
5. treatment timer
6. hand piece cradle
7. clean crystal outlet
8. container for used micro-crystals
9. security filter
10. narrow hose
11. large hose

B. Hand piece

1. Plastic tips
2. Small tip for general facial area
3. Large tip for body treatments
4. Rectangular tip for body treatments on scars and stretch marks

(Note rectangular tip produces an aggressive abrasion and should not be used on the face)

It is very important to clean the hand piece with a dry tissue to remove loose crystals before inserting a new disposable tip.

C. Corundum Crystals

1. corundum crystals have been thoroughly tested by an independent

2. laboratory for safety and sterility

Do not use crystals that are not medical or pharmaceutical –grade. They may be harmful to your clients and damage you equipment.

Store your crystals in a warm dry place. To avoid clogging problem, the crystals must be kept dry.

D. microdermabrasion contraindications

1.do not use microdermabrasion

2. lesions

3.dermatitis inflammatory acne or pustules infection

4.during herpes outbreaks (note becomes contagious 48 hours before appearance of scabs)

5.on pigmented solar keratoses, thick and evolutionistic erythematic with ill-defined borders

6.people with AIDS

7.people with active diabetes

8.users of prescription

E. client preparation

1.client should discontinue use of irritating products such as retinol-A or AHA one week prior to micro maysume 3 weeks following treatment

2. avoid micro before intense sun exposure

3.client should avoid swimming in a chlorinated pool the day of the mirco

4. people using prescription anti-acne medication such as acutance or noraccutane must wait 6 months before receiving a microdermabrasion

5. never use glycolic, retinol or other low ph products with microdermabrasion treatments.

F. Preparing your treatment room

1.The aesthetic bed or chair should be at the right height. You must stand or sit so that the handpiece can rest on the clients face easily and effortlessly

2. The use of a 5-diopter magnifying lamp will allow you to accurately control the level of abrasion of the epidermal cells and will prevent you from over treating the skin.

G. the following products should be within easy reach

1. based cleansing gel

2. hydrating and/or soothing ampoules

3. hydrating and/or soothing cream

4. hydrating and/or soothing mask

5. sunscreen with spf 15 to 30

6. vinyl gloves (some clients are allergic to latex gloves)

7. surgical mask (optional)

8 .large gauze to remove crystal residue

H. General recommendations

1. to avoid damage to the eyes, you need to protect the clients eyes with dry gauze pads and cover with protective goggles, secured with an elastic around the head. Self adhesive eye projectors, can also

be

used.

3. always work on dry (moisture-free) skin

4. we recommend the use of a hair dryer set to a low temperature and dry the skin prior to the treatment.

5. we recommend the use of vinyl surgical gloves while working (some clients are allergic to latex)

6. the crystal projection is activated only when an occlusion is created by applying the handpiece on the skin.

7. for comfortable and efficient treatments, always pull the skin taut between thumb and fore-finger.

- I. While using the handpiece
 1. Never apply pressure with the handpiece. The apparatus does the work, not the handpiece.
- IV Client Record Card
 - A. Quality of skin
 1. firm soft distended fine thick ect..
 - B. Other problems
 1. acne, rosacea, sebaceous cysts, wrinkles, enlarge pores, loss of elasticity, ect.
 - C. Scars or stretch marks
 1. cause, date of occurrence, size, depth, (very large stretch marks are hard to remove- the treatment has no effect on very deep scars.
 - D. Preparing the Client
 1. contact lenses must be removed prior to treatment
 2. the client is asked to lie comfortably in the reclining aesthetic chair, which is tilted back.
 3. Make-up is removed from the treatment site (face), which is then completely dried with paper tissue, and a hair dryer.
 4. protect clients eyes with eye pads and ears with bonnet or headband.
- V. Derma-Pod intensity Settings
 - A. 40 intensity: from 20% to 100% in 2% increments
 1. 20% to 30% eye contour, neck treatment, face treatment for fine or dehydrated skin Phase 1 of the first treatments (new client)
 2. 30% to %40% treatment for forehead , nose chin and cheek areas.
 3. 40% to 50% face treatment for every coarse and non sensitive areas
 4. 30% to 60% breast treatment and sensitive body parts
 5. 50% to100% scar and stretch mark treatments
 6. upon contact with skin (occlusion) a small amount of micro-crystals is propelled, providing a slight abrasion. For more powerful abrasion, increase the intensity, taking the clients level of sensitivity and skin type into consideration.(note to ensure safe treatments, always test the intensity level on the inner portion of the client's forearm before proceeding to the face
- VI Anti-aging effects
 - A. Microdermabrasion is one of the best preventive and corrective treatments for aging skin. With age, the dermis thins out the corneous layer thickens. Microdermabrasion triggers the skins repair mechanism. The dermis forms new collagen and elastic fibers and becomes thicker and more functional. The corneum is thinned to reveal beautiful glowing skin. Clients will see a general improvement in skin texture with the first treatment, however a series of 6 to 12 treatments provides optimal skin rejuvenation benefits.
 1. Treatment frequency
 - a. Treatments will be done at intervals of 8 to 15 days, depending on the clients skin type.
 - b. Oily and thick skin : 8 days
 - c. Normal skin : 10 days
 - d. Dry, dehydrated, 'couperosed' or red sensitive skin : 15 days
 2. A series of 6 to 12 consecutive treatments
 - a. Result will then be evaluated and a second series of treatments may be suggested for severe problems such as hyperpigmentation, superficial scars, stretch marks, ect..
 - b. The number of treatments will be based on how long the clients as hand the problems and on the severity of the problem. (hyperpigmentation, superficial scars, stretch marks)

- c. One treatment per month is recommended to maintain results.
- 3. Prior to treatment
 - a. 1 week prior to microdermabrasion, discontinue use of Retinal-A, AHA or glycolic acid products.
 - b. 3 months prior to microdermabrasion, discontinue any laser treatments as well as chemical peels including glycolic peels.
 - c. those taking oral prescription medication for acne treatments such as Acutane, should wait 6 months after the end of their acne treatment before undergoing a microdermabrasion.
 - d. postpone microdermabrasion if a client has planned intense sun exposure: sailing, skiing, ect..
 - e. postpone treatments in case of dermatitis: infectious acne, eczema, psoriasis or if skin is irritated or sun burned.
- 4. Preparing the skin for microdermabrasion treatment
 - a. even if the client is wearing foundation, there is always an accumulation of dead surface cells, and sebum
 - b. always use water based cleansing gel
 - c. dry skin thoroughly
 - d. remove head band since it will be wet following skin cleansing
 - e. first dry skin using tissue paper, then with a hair dryer at a low setting, to insure facial hair and peach fuzz is completely dry.
 - f. Avoid clogging problems it is very important to work on skin that is completely dry.

VII Techniques

- A. 3 basic treatments linear sweep, circular sweeping, square pattern sweep.
 - 1. linear sweep is used at the beginning of every treatment to remove the top layer of the epidermis. It is also used in a back-and-forth movement to work on wrinkles, skin folds, superficial scars, and stretch marks as well as at the end of a treatment to even out the abrasion on the entire face.
 - 2. the circular sweep is used to cover hyper pigmented areas
 - 3. the square-pattern sweep is used on large areas where is evidence of uneven pigmentation, coarse skin, superficial acne scars, enlarged pores, blackheads, comedones, and other problems.
- B. Recommendations
 - 1. between phases we recommend frequently reassessing the depth of the abrasion with the use of a magnifying lamp.
 - 2. between phases we recommend to remove crystal residue from the skin. Use a soft gauze

VIII Microdermabrasion Procedure.

- A. Unlike medical dermabrasion, which involves the complete removal of the epidermis and the partial removal of the dermis (causing bleeding), aesthetic microdermabrasion is a gradual and gentle way of correcting skin flaws and strengthening the dermis and epidermis to achieve an anti-aging effects.
- B. the microdermabrasion procedure is divided into three basic phases.
 - 1. always test strength of abrasion on client's forearm
 - 2. always start the treatment on the forehead, working your way down to the chin and neck

3. remove powder from the face between phases and reassess the depth of the abrasion. Skin should not be red but may have a pinkish tone.
- C. Phase1
 1. involves the entire face, as per the directions on the face chart, using single linear sweeping motions. Remove excess crystals. With a magnifying lamp, reassess the skin before proceeding with phase2.
 - D. Phase 2
 1. if necessary when working on wrinkles or scars, use a linear sweeping motion (like using an earser) on pigmented areas use a circular sweeping motion. TO cover larger areas, enlarged pores or superficial acne scars, use a square pattern sweep.
 - E. Phase3
 1. is optional and should be avoided or sensitive skin. Use magnifying lamp to assess skin condition
 - a. in phase 3 rapidly treat the entire face once again using the same technique as in phase1. the skin must be pink never RED
 - b. remove excess powder from the face
 - c. apply a soothing cream and massage the skin . the remaining crystals will allow the cream to remove left over dead cells and smooth skin tone.
 - d. remove cream with wet gauze and rinse thoroughly with soothing lotion
 - e. apply a soothing moisturizing mask
 1. Emergency Soothing Powder Mask
 2. to sooth and calm irritated skin quickly reduces redness, stinging or itching sensation
 - a. apply a mixture of 1 blue scoop (1 teaspoon) GEL THERAPY.
 - b. With 2 white scoops (2/3 teaspoons) EMERGENCY SOOTHING POWDER.
 - c. 2 white scoops 2/3 teaspoons water mix until smooth.
 - d. Add in 2 pumps of IMMEDIATE COMFORT if skin is very red
 - e. Leave mask on for 10 min
 - f. Remove with cool water
 - g. Toner
 - h. Sunscreen

IX Home Care

- A. Drink 8 to 12 glass of water a day
- B. Use hydrating products adapted to skin type
- C. Use a protective cream with sunscreen (SPF 15 to 30)
- D. Stay out of the sun for one week following a micro treatment
- E. Wait 3 weeks following treatment before resuming use of Retino;-A, AHA, glycolic acid or essential oil products
- F. To avoid irritation, products applied after micro must have a balanced ph level between 4, 5 and 7, 0.
 1. 48 hours after treatment.
 - a. apply hydrating products regularly and as often as necessary
 - b. a slight redness of the skin is to be expected
 - c. Client may experience a desquamation during the 3rd and 4th days following the aggressive treatments
 - d. saunas, swimming pools and whirlpools avoid
 - e. avoid all sun exposure and tanning salons
 - f. use sunscreen when out side
 2. 1st week

Microdermabrasion

Derma*Pod by Silhouette Tone

3 sizes of tips Small-face, Large-body areas, Rectangular Tip-body treatments on scars, tattoo's, and stretch marks

Uses Aluminum-oxide medical grade Crystals-only property is to be abrasive.

Crystals move from sterilized container to skin and back into the used crystal container.

Crystal flow produces a vortex rotational projection resulting in a perfectly safe and even abrasion, while maintaining a well-defined work area, allowing treatments on sensitive areas such as dark circles under the eye and on couperose areas.

Crystals on other conventional machines project a direct flow onto the skins surface at a 90-or 45-degree angle that leads to unpredictable abrasion that results in redness, discomfort as well as streaking and bruising.

Intensity settings are as follows:

20%-30%-Eye and neck treatment for sensitive, fine or dehydrated skin, 30-40% treatment for forehead, nose, chin and cheeks, specific treatment of wrinkles and fine lines and neckline

40-50% for very coarse and non-sensitive areas

30-60% for breasts and sensitive body areas

50-100% for scars, tattoos and stretch marks

Removes the Stratum Cornium layer of the epidermis

Contraindications:

Lesions

Dermatitis (eczema, psoriasis, ect)

Inflammatory acne or pustular infection

During herpes outbreaks (becomes contagious 48 hours before appearance of scab)

On pigmented solar keratoses, thick and evolutionistic erythematic and ill-defined borders

People with AIDS

People with active diabetes (insulin dependant)

Users of prescription anticoagulants.

Do not abrade beauty spots or moles, bypass them without touching them

- a. Avoid all sun exposure and tanning salons
 - b. Continue using moisturizing preparations
 - c. Use sunscreen when out side
3. 3rd week
- a. Client may resume use of her regular cosmetic products
Containing retinol-A, AHA, glycolic acid or essential oils

Headlines Academy

Rapid City, South Dakota

This Certificate Presented to:

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

In testimony whereof we hereunto affix our signatures this 8th day of June, 2017

Instructor



Provider # MCE-0003-2017

President

Headlines Academy

Rapid City, South Dakota

This Certificate Presented to:

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

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Rapid City, South Dakota

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In testimony whereof we hereunto affix our signatures this 8th day of June, 2017

Instructor



Provider # MCE-0003-2017

President

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

Amy Moir – Request for Acceptance of Out-of-State Esthetics Education Hours.

Amy Moir would like to be able to take her initial State Board Exams in South Dakota for an Esthetics license. She is requesting that the Cosmetology Commission accept her education hours directly from LuRoss Academy, Ventura California.

Attached are the following documents to accompany this request:

- Amy Moir's Application for Examination
- Amy Moir's request to the Commission to accept her out-of-state esthetics education
- LuRoss Esthetics curriculum that was received via email directly from a LuRoss school representative
- School completed Proof of Training Document

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: Amy Moir Date of Birth: 1. 1. 1988

Address: _____ City: _____ State: SD Zip: _____

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: Lu Ross Academy City: Ventura State: CA *

Date completed: 6/19/17 Total clock hours of education: 600

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:  Date: 4/8/18

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.

To whom it may concern,

I am requesting that the Cosmetology Commission accept my completed hours of esthetician training. I attended Lu Ross Academy in Ventura, California during the spring and summer of 2017. I became proficient in facial treatments such as basic facials, chemical peels, and microdermabrasion; I also received training in other areas such as makeup application and eye lash extensions. I completed my program in the top of my class but due to unforeseen events, my family and I had to quickly relocate to South Dakota before I was able to take my board exam and become licensed. It is my hope that the Cosmetology Commission will accept my request so I am able to take my board exam and to pursue my passion in skin care.

Sincerely,
Amy Moir

AESTHETICS CURRICULUM OUTLINE

SOC Code 39-5094

Course outline objective is to show prospective students what education, demonstrations and practical procedures are taught on a weekly basis..

Our educational objective is to educate and train students not only in state board procedures but prepares them to move on to clinic services. This is done through lectures, testing and evaluations. Technical instruction consists of lecture and / or demonstrations and testing of the related material. Demonstrations are followed by hands on practice and evaluation of student procedures. Our goal is to provide students with a solid foundation and a confidence to be successful when entering the Aesthetics profession.

The curriculum for students enrolled in an Aesthetics course will be 600 hours of practical training and technical instruction covering all practices of skin care. The average day student completes the schedule in 21 weeks and the average evening student completes the schedule in 32 weeks. Students are graded on technical written tests, practical procedures and attendance. Instruction in State Board procedures is also included. Aestheticians can find employment in salons, spas or dermatologists office as skin care specialists or as makeup artists at spas. The technical hours and practical operations are accomplished in 600 clock hours. The curriculum includes chemical peels, microdermabrasion and other advanced modalities.

The grading system is as follows:

100%-90%=A, 89%- 80%=B, 79%-70%=C

A minimum of 70% is considered satisfactory. Below C is unsatisfactory.

The Aesthetics course consists of a minimum of 205 Hours of Technical (Theory) training and approximately 395 Hours devoted to complete the required practicals

Subject	Theory Hours	Minimum Practical Operations
Facials, Hair Removal, Makeup – 400 Hours (90 theory hours and 310 practical hours)		
Manual, Electrical and Chemical Facials	90	230
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes, including microdermabrasion; Chemical facials including chemical skin peels, packs, masks and scrubs. Eyebrow Beautification - Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories. Makeup- Skin analysis, basic and corrective application.		
Preparation	15	
Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and postoperative care, CPR/AED, salon and spa skills.		
Health and Safety – 200 Hours (200 theory hours)		
Laws and Regulations	10	
Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.		
Health and Safety Considerations	40	
Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.		
Disinfection and Sanitation	10	
Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		

establishments, protection from hazardous chemicals and preventing chemical injuries,, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.

Disinfection and Sanitation:

20

Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)

Anatomy and Physiology:

15

Includes, but is not limited to: Human anatomy, human physiology.

Included in the above subjects is: salon business principles, professional ethics, record keeping, basic tax information relating to booth rental, and independent contractors, skills, including professional ethics, salesmanship, record keeping, ; Review, practice and testing for State Board Exam.



BOARD OF BARBERING AND COSMETOLOGY
P.O. Box 944226, Sacramento, CA 94244-2260
P (800) 952-5210 F (916) 575-7281 www.barbercosmo.ca.gov



PROOF OF TRAINING DOCUMENT

The California Board of Barbering and Cosmetology requires verification of a student's completion of hours in a California Board approved School of Barbering, Cosmetology, or Electrology.

COURSE OF STUDY (Choose One)

BARBER COSMETOLOGIST ESTHETICIAN MANICURIST ELECTROLOGIST

SECTION A: STUDENT INFORMATION

Social Security Number or Individual Taxpayer Identification Number Date of Birth (must be at least 17 years old)

_____-_____-_____- ____/____/____
Month Day Year

Last Name (print clearly) First Name Middle Name
Moir Amy

Address City State Zip Code
CA

Telephone Number Email Address (not required)

SECTION B: SCHOOL INFORMATION

School Name School Code
Lu Ross Academy 0 4 0 3 2

Address City Zip Code
470 East Thompson Blvd. Ventura 93001

School Contact Name Telephone Number Email Address
Tyler Boschee 805-643-5690 Ext: 122 tyler@lurossacademy.com

Date Training Started at This School Hours Completed at This School
01-31-2017 0600
Month Day Year

Date Training Completed at This School Total of all Hours Completed
06-15-2017 0600
Month Day Year

Did all education for the above named applicant occur at the school listed above? Yes No If no, please complete Section D (hours obtained for the same course), Section E (transfer of credits from one course of instruction to another), and/or Section F (hours obtained out-of-state/out-of country).

SECTION C: CERTIFICATION

We, the undersigned, certify under penalty of perjury under the laws of the State of California that all information contained herein is true and correct.

Signature of Student Date
[Signature] 6/15/17

Printed Name of Authorized School Representative
Tyler Boschee

Signature of Authorized School Representative Date
[Signature] 6/15/17

School Seal Here

Thi Dan Tuyen Tran – Request for Acceptance of Out-of-State Nail Technician Education Hours.

Thi Dan Tuyen Tran would like to be able to take her initial State Board Exams in South Dakota for a nail technician license. She is requesting that the Cosmetology Commission accept her education hours directly from Georgia Beauty School in Norcross, Georgia.

In an on-line search for Georgia Beauty School, Inc., it was learned that this is a full-service cosmetology, nail technician and esthetician school. The information in the box on this page is directly from the school's website: gabeautyschool.com

Georgia Beauty School, Inc.

4771 Britt Road NW Suite E-15
Norcross, GA 30093
TEL: 770-938-8871

Nail Technician Program

525 hours 4 months

Manicure

Pedicure

Nail Repairs

Electric Drill Usage

Gel Nails

Acrylic Nails

Fill-Ins

Nail Tips

Basic Nail Art Techniques

Thi Dan Tuyen Tran's application for examination and Official Nail Technician Transcript from Georgia Beauty School are attached for your consideration.

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: THE DAN TUYEN TRAN Date of Birth: _____

Address: _____ City: _____ State: SD Zip: _____

Telephone Number: _____ SD Student License 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: Georgia Beauty School, INC City: Norcross State: GA

Date completed: 12-11-2017 Total clock hours of education: 606

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: _____ Date: 01-06-18

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

Boyd, Kate

From: Dan Tuyen Tran
Sent: Tuesday, April 10, 2018 7:09 PM
To: Boyd, Kate
Subject: [EXT] Request to accept my nail technician education hours...

Dear South Dakota Cosmetology Commission,

My name is Thi Dan Tuyen Tran, I would like to request South Dakota Cosmetology Commission to accept my nail technician education hours that I attend Georgia Beauty School, Inc.. The total hours completed was 606. I was move out of state due to my husband had a job offer. Georgia does not verify hours until my Georgia Beauty School, Inc. is no longer open or operate. I was complete my high school translate or verify by AEQUO International and they were send a copy to South Dakota State Cosmetology Commission...I would like to take a test to have my nail technician license at South Dakota. Thank you very much....

Sign,

Thi Dan Tuyen Tran

GEORGIA BEAUTY SCHOOL, INC.

4771 Britt Rd. Suite E-15 * Norcross, GA 30093

Tel: (770) 938-8871 * Fax: (678) 205-4209

E-mail: gabeautyschool@yahoo.com * www.gabeautyschool.com

Official Nail Technician Transcript

It is hereby certified that: Thi Dan Tuyen Tran

(Name of Student)

4750 Bouldercrest Road

(Street Address)

Ellenwood

(City)

GA

(State)

30294

(Zip)

attended Georgia Beauty School and successfully completed in Nail Technician program

From: 05/30/2017 until 12/11/2017

(start date)

(end date)

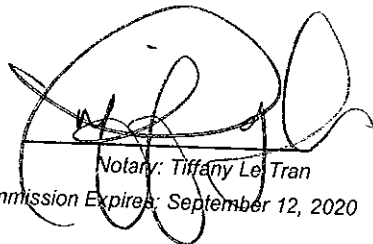
and completed the following number of hours of training in the areas listed below.

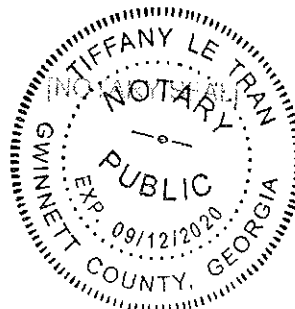
<u>Course</u>	<u>HOURS REQUIRED</u>	<u>CREDIT HOURS RECEIVED</u>
Theory	140	150
Manicure with hand and forearm massage	70	80
Pedicure with foot and leg massage	60	75
Nail Sculpting	90	100
Artificial Tip application with overlay	60	70
Nail wrapping	20	26
Filling-in application	30	36
Artificial nail removal/Nail repair	10	11
Professional nail drill usage	5	7
Nail art Techniques	10	14
Marble nail art	5	6
Paraffin treatments on hands and feet	5	6
Advanced techniques and related subjects	20	25
	525	
	TOTAL HOURS COMPLETED	606


Instructor Signature: Keith Le

3/6/18
Date

Sworn to and Subscribed before me, this 6th Day of March, 2018


Notary: Tiffany Le Tran
Commission Expires: September 12, 2020



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: Kayla Dickerson Date of Birth: 01/04/97
Address: 2533 S. Cornelia City: Sioux Falls State: IA Zip: 51106
Telephone Number: (605) 760-1874 SD Student License Number: SSN
Email Address (if you have one): 15Kayladickerson@gmail.com
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: Lemars Beauty College City: Lemars State: IA *
Date completed: end of June Total clock hours of education: 2100
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: Kayla Dickerson Date: 4/12/18

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.

OVER

Dear South Dakota Cosmetology Commission,

This is Kayla Dickerson requesting for you to accept my 2100 education hours here at LeMars Beauty College. I am anticipating graduation date around the end of June 2018.

Thank you.