

MEETING AGENDA
SOUTH DAKOTA COSMETOLOGY COMMISSION
May 4 & 5, 2017
Watertown and Sioux Falls, SD

Thursday, May 4, 2017 - Watertown, SD

LATI-Cosmetology Program
1201 Arrow Ave, Watertown, SD

- A. 2:00 pm - Call Meeting to Order..... Tammy Ugofsky
- B. Roll Call..... Crystal Carlson
- C. 1. Tour LATI Cosmetology Program Classrooms & Observe Students
2. Meet with LATI Cosmetology Program School Representatives
- D. 3:00 pm - Recess for the day and drive to Sioux Falls

Friday, May 5, 2017 - Sioux Falls, SD

Black Hills Beauty College-Sioux Falls
3501 S Kelley Avenue, Sioux Falls, SD

- E. 8:30 am - Reconvene..... Tammy Ugofsky
- F. Roll Call..... Crystal Carlson
- G. 1. Tour Black Hills Beauty College-Sioux Falls Classrooms & Observe Students
2. Meet with Black Hills Beauty College-Sioux Falls School Representatives
- H. 9:30 am - Recess

Stewart School
604 N West Avenue, Sioux Falls, SD

- I. 10:00 am - Reconvene..... Tammy Ugofsky
- J. Roll Call..... Crystal Carlson
- K. 1. Tour Stewart School Classrooms & Observe Students
2. Meet with Stewart School Representatives
- L. 11:00 am - Recess for Lunch

Department of Labor and Regulation Office
811 East 10th Street, Sioux Falls, SD

- M. 1:30 pm - Reconvene (following Administrative Rules Hearing) Tammy Ugofsky
- N. Roll Call..... Crystal Carlson
- O. March 20, 2017 Meeting Minutes Kate Boyd
- P. Treasurer's Report Kate Boyd
- Q. Executive Director's Report..... Kate Boyd
- R. Disciplinary Actions Violations Committee
 - 1. Violations Hearing - Case Y-2015
 - 2. Proposed Consent Agreement - Case X-2016
- S. Proposed Legislation - Cosmetology Education Hours
- T. Practical Examinations
- U. Commission Review of Reciprocity Application
- V. Black Hills Beauty College-Sioux Falls - Request for Approval of Conditional Senior Instructor License
- W. Other Business
- X. Upcoming Meeting Dates for the Remainder of 2017
 - July 14, 2017 - Commission Meeting am & NIC School Overview pm - Pierre
 - July 15-16, 2017 - NIC Examiner Training/Certification (MANDATORY) - Pierre
 - August 3-4, 2017 - NIC Executive Directors Meeting - Charleston, WV
 - August 5-7, 2017 - NIC Conference - Charleston, WV
 - Sept. 21-22, 2017 - Commission Meeting & School Visits - Rapid City & Sturgis
 - October 23, 2017 - State Board Exams - Rapid City
 - November 17, 2017 - Commission Meeting - Pierre
 - December 2, 2017 - State Board Exams - Watertown

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 Tuesday, May 2, 2017 to make any necessary arrangements.

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
123 W Missouri Ave, Pierre SD
March 20, 2017 8:30 am CST

A. Call to Order

President Tammy Ugofsky called the meeting to order at 8:30 am.

B. Roll Call

Secretary-Treasurer Crystal Carlson read the roll.

Members Present: President Tammy Ugofsky, Lori Berreth, Laurie Brandner, Crystal Carlson, Lori Little.

Members Absent: N/A

Staff Present: Attorney Graham Oey, Executive Director Kate Boyd, Program Assistant Kelsey Skoglund.

Others Present: Joy Poloncic and Tom Poloncic-Black Hills Beauty College; Peggy Sproat and Cricket Rick-Headlines Academy; Angela Taylor, Katie VanBallegooyen and Matt Fiegen-Stewart School.

C. February 24, 2017 Meeting Minutes

It was noted that the Minutes of the February 24, 2017 meeting need to be amended to show the time that the Executive Session began at 10:20 am, ended at 11:13 am and the meeting adjourned at 11:17 am. Lori Berreth moved, seconded by Lori Little, to approve the February 24, 2017 meeting minutes as amended. **MOTION PREVAILED ON A VOICE VOTE.**

D. Treasurer's Report

Executive Director Kate Boyd reported that as of February 28, 2017 the available budget was \$73,713.46 and the cash center balance was \$221,702.76.

Crystal Carlson moved, seconded by Laurie Brandner, to approve the Treasurer's report. **MOTION PREVAILED ON A VOICE VOTE.**

E. Executive Director's Report

Executive Director Kate Boyd's written report included:

1. **Practical Examiner Position** - One of our practical examiners from the Rapid City Area has indicated that she will be unable to continue as an examiner. I would like to replace any of the examiners who choose to not move forward with individuals from the Pierre area, for two reasons:
 - Examiners from Pierre would be able to travel with staff to both sides of the state for exam administration. This would reduce mileage travel expense.

- If the Commission decides to move the exams all back to Pierre in the future, our travel expenses would be reduced if we were using examiners who live in the Pierre area.
2. **Headlines Academy, Inc.** - One of the owners, Sandy Birmeier is selling her stock in Headlines to the other owner, Peggy Sproat. Sandy will continue on at the school on a part-time basis for the next few months as new personnel are trained.
 3. **NIC Instructor Theory Examination** - NIC has released an updated Instructor Theory Examination. Our Commission needs to select a date of when you want to start using the updated Instructor Theory examination. I suggest that you vote to implement the new theory examination on April 1, 2017.

During the meeting, Tammy Ugofsky moved, seconded by Crystal Carlson, to implement use of the new NIC Instructor Theory examination effective April 1, 2017. **MOTION PREVAILED ON A VOICE VOTE.**

4. **Microblading** - The South Dakota Board of Medical and Osteopathic Examiners met on March 9, 2017 and one of their agenda items was the request for a declaratory ruling on the regulation of microblading. Graham Oey and I were present at the Pierre DDN site to observe the meeting. No formal decision was made at this meeting.
5. **Apprenticeship at Leo Thomas Salon, Rapid City** - Our office was contacted by Senior Instructor Holly Ringo from Leo Thomas Salon letting us know that her apprentice has decided to discontinue the apprenticeship program for personal reasons.

F. Disciplinary Actions - N/A

G. Administrative Rules

The Commission reviewed the proposed administrative rules changes.

One subject that was revisited during the meeting was adopting a rule requiring licensee continuing education. Laurie Little moved, seconded by Tammy Ugofsky, to not move forward with the implementation of licensee continuing education for renewal of a personal license.

MOTION PREVAILED ON A VOICE VOTE.

The staff will move forward with formatting the administrative rules in the proper format to begin the formal adoption process.

H. Legislation Discussion - Cosmetology Education Hours, Request for Hair Design License and Request for Early Testing

The Commission discussed seeking legislation in the 2018 Legislative Session to reduce the current 2100 hours of cosmetology education to a lower number. The draft proposal from the staff was for a 1500 program. Cosmetology schools present at the meeting gave their input, with some of the schools being of the opinion that the cosmetology education hours should be more than 1500, anywhere from 1600-1800 hours. The subject of a hair design license and

request for early testing will be dealt with when the Commission develops a draft legislative bill. No action was taken at this meeting. The Commission will need to provide direction to the staff at the May 5, 2017 meeting so that a draft bill can be developed for the Commission's consideration and vote at the July 14, 2017 meeting.

There was further discussion about cosmetology education hours and practical examination testing.

Cosmetology reciprocity applicants are not required to take the practical hands-on examination in South Dakota if they took a State-administered practical examination in one of the states where they are or were previously licensed. The Commission has a standing policy that if a cosmetologist seeks reciprocity from a state that does not require a Board-administered practical hands-on examination, the practical exam is waived if the cosmetologist reciprocity applicant has three or more years of experience and the license certification(s) do not show any disciplinary action from the other state(s).

Lori Little moved, seconded by Laurie Brandner, to reduce the number of years of licensing from three years to one year for waiving the practical examination for those reciprocity cosmetology applicants who come from a state that did not require a State Board-administered practical hands-on examination, provided the certification(s) do not show any disciplinary action. **MOTION PREVAILED ON A VOICE VOTE.**

Laurie Brandner moved, seconded by Lori Little, to eliminate the practical examination for cosmetology effective July 1, 2017, with the cosmetology schools administering a hands-on practical examination, with a Commission or staff member monitoring the examination.

Crystal Carlson moved to amend the motion, seconded by Lori Little to include the nail technician and esthetician practical examinations as well. **MOTION TO AMEND THE MAIN MOTION PREVAILED ON A VOICE VOTE.**

A substitute motion was offered by Crystal Carlson, seconded by Lori Little to have the staff consider the feasibility of eliminating the practical examination, with the schools administering a practical examination. The staff will make a report at the May 5, 2017 Commission meeting on whether or not it is feasible to eliminate the Commission-administered practical examinations, and if so, a recommended motion for the Commission's consideration. **MOTION PREVAILED ON A VOICE VOTE.**

I. Referral of Applications to the Commission

I. 1. Nancy Nguyen - Reciprocity Applicant - The details related to Nancy Nguyen's reciprocity application are:

Ms. Nguyen submitted a reciprocity application dated 7/18/16. The application was incomplete in the Education section. Ms. Nguyen also stated that she has only been licensed in Florida and Texas. She also answered no, that she had never had her license(s) suspended or revoked.

Commission staff mailed Ms. Nguen a second application and reminded her that, "you need to truthfully and honestly answer all questions."

Commission office received a second application dated 9/30/16. While the education section was completed, but once again the application stated Florida and Texas were the only states in which Ms. Nguyen have been licensed. She also stated, no, that she had never had a license(s) suspended or revoked.

The Commission staff became aware that Ms. Nguyen had previously been licensed in North Carolina and Oklahoma and that her license in Oklahoma was revoked due to submission of fraudulent documents from Puerto Rico. Due to the untruthful statements contained on both applications, her application for reciprocity was referred to the Commission for their review and action.

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

Tammy Ugofsky moved, seconded by Lori Berreth, to deny Nancy Nguyen's reciprocity application and inform her that she cannot reapply for a South Dakota license for five years.

MOTION PREVAILED ON A VOICE VOTE.

I. 2. Brooke Brugger - Out-of-State Education Applicant - Brooke Brugger requested that the Commission accept her 600 hours of esthetics education directly from Minnesota State Southeast Technical College in Winona, Minnesota. The Minnesota Board of Cosmetology will not certify education hours, only licensure. Ms. Brugger would like to take her Esthetics State Board examinations in South Dakota instead of Minnesota. She would like to take the South Dakota State Board examinations.

Crystal Carlson moved, seconded by Laurie Brandner, to accept Brooke Brugger's 600 esthetics education hours directly from her Minnesota State Southeast Technical College in Winona, Minnesota. **MOTION PREVAILED ON A VOICE VOTE.**

L. Adjourn

Lori Little moved, seconded by Crystal Carlson to adjourn. **MOTION PREVAILED ON A VOICE VOTE.**

The meeting was adjourned at 1:30 pm.

Respectfully submitted,

Kate Boyd, Recording Secretary

Lori Berreth, Vice President

March 2017

BA20JB60

MONTHLY

PAGE 1,501

DATE 04/01/2017

AVAILABLE FUNDS
AS OF: 03/31/2017
FY YEAR REMAINING: 25.2%
PAY DAYS REMAINING: 5

BUDGET UNIT 1033

BUDGET UNIT NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	MONTHLY EXPENDITURES	YEAR-TO-DATE APPROPRIATIONS	AVAILABLE CASH BALANCE
6503-I	313,991.00	0.00	0.00	16,907.25	257,760.95	39,322.80	216,622.94
BUDGETED TOT	313,991.00	0.00	0.00	16,907.25	257,760.95	39,322.80	
ALL COMP TOT	313,991.00	0.00	0.00	16,907.25	257,760.95	39,322.80	
TOTAL BUDGETED:							
5101	EMPLOYEE SALARIES	142,104.00	0.00	0.00	19,952.54	126,049.62	16,054.38
5102	EMPLOYEE BENEFITS	49,558.00	0.00	0.00	5,649.08	34,294.85	15,263.15
5203	TRAVEL	40,074.00	0.00	0.00	3,088.04	31,188.03	8,885.97
5204	CONTRACTUAL SVCS	71,774.00	0.00	16,907.25	7,639.78	51,527.65	3,339.10
5205	SUPPLIES & MATRLS	10,481.00	0.00	0.00	708.57	10,740.80	259.80-
5207	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	3,960.00	3,960.00-
TOTALS		313,991.00	0.00	16,907.25	37,038.01	257,760.95	39,322.80

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

COMPANY 6503-I	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE APPROPRIATIONS	BUDGET AVAILABLE	PCT AVL
5101000	EMPLOYEE SALARIES	142,104.00	0.00	0.00	126,049.62	16,054.38	11.3
5102000	EMPLOYEE BENEFITS	49,558.00	0.00	0.00	34,294.85	15,263.15	30.8
5203000	TRAVEL	40,074.00	0.00	0.00	31,188.03	8,885.97	22.2
5204000	CONTRACTUAL SVCS	71,774.00	0.00	16,907.25	7,639.78	3,339.10	4.7
5205000	SUPPLIES & MATRLS	10,481.00	0.00	708.57	10,740.80	259.80-	0.0
5207000	CAPITAL OUTLAY	0.00	0.00	0.00	3,960.00	3,960.00-	0.0
PS SUBTOTALS		191,662.00	0.00	25,601.62	160,344.47	31,317.53	16.3
OE SUBTOTALS		122,329.00	0.00	11,436.39	97,416.48	8,005.27	6.5
COMPANY 6503-I TOT		313,991.00	0.00	37,038.01	257,760.95	39,322.80	12.5

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	216,622.94	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			216,622.94	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			216,622.94	DR **	
BUDGET UNIT TOTAL 1033			216,622.94	DR ***	

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 03/31/2017

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1033 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	4293901	COS-OPERATOR/MANAGER	16,465.00 *	103,801.00
103300061806	6503	4293969	COS-SALONS LICENSE	8,225.00 *	48,665.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	150.00 *	945.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	72.00 *	1,296.00
103300061806	6503	4293972	COS-PERMITS	2,388.00 *	20,040.00
103300061806	6503	4293973	COS-SCHOOL LICENSE	.00	2,100.00
103300061806	6503	4293984	COS-RECIPROCITY/CERTIF	1,420.00 *	10,400.00
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	28,720.00	187,247.00 *
ACCT: 42			LICENSES, PERMITS & FEES	28,720.00	187,247.00 **
103300061806	6503	4393903	COS-PENALTY'S	2,170.00	23,230.00
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	2,170.00 *	23,230.00 *
ACCT: 43			FINES, FORFEITS & PENALTIES	2,170.00	23,230.00 **
103300061806	6503	4896004	COS-EDUCATION COURSE COST	50.00 *	1,135.00
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	1,850.00 *	13,305.00
103300061806	6503	4896020	MISCELLANEOUS INCOME	52.00 *	481.00
ACCT: 4896				1,952.00	14,921.00 *
ACCT: 48			OTHER REVENUE	1,952.00	14,921.00 **
103300061806	6503	4920045	NONOPERATING REVENUES	.00	3,767.86
ACCT: 4920			NONOPERATING REVENUE	.00	3,767.86 *
ACCT: 49			OTHER REVENUE	.00	3,767.86 **
CNTR: 103300061806				32,842.00	229,165.86 ***
COMP: 6503				32,842.00	229,165.86 ****
B UNIT: 1033				32,842.00	229,165.86 *****

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 03/31/2017

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	4293901	C107CC040	03/15/2017	289301	03/15/2017	8,020.00	DR
6503	103300061806	4293901	C107CC040	03/15/2017	289301	03/15/2017	8,020.00	CR
6503	103300061806	4293901	C107CC040	03/15/2017	289301	03/15/2017	8,020.00	CR
6503	103300061806	4293969	C107CC040	03/15/2017	289301	03/15/2017	2,865.00	CR
6503	103300061806	4293970	C107CC040	03/15/2017	289301	03/15/2017	75.00	CR
6503	103300061806	4293972	C107CC040	03/15/2017	289301	03/15/2017	1,380.00	CR
6503	103300061806	4293901	C107CC041	03/10/2017	289124	03/10/2017	3,330.00	DR
6503	103300061806	4293901	C107CC041	03/10/2017	289124	03/10/2017	3,330.00	CR
6503	103300061806	4293969	C107CC041	03/10/2017	289124	03/10/2017	3,330.00	CR
6503	103300061806	4293970	C107CC041	03/10/2017	289124	03/10/2017	1,645.00	CR
6503	103300061806	4293970	C107CC041	03/10/2017	289124	03/10/2017	25.00	DR
6503	103300061806	4293970	C107CC041	03/10/2017	289124	03/10/2017	25.00	CR
6503	103300061806	4293970	C107CC041	03/10/2017	289124	03/10/2017	25.00	CR
6503	103300061806	4293972	C107CC041	03/10/2017	289124	03/10/2017	216.00	CR
6503	103300061806	4293984	C107CC041	03/10/2017	289124	03/10/2017	540.00	CR
6503	103300061806	4293901	C107CC042	03/31/2017	290381	03/24/2017	3,420.00	DR
6503	103300061806	4293901	C107CC042	03/31/2017	290381	03/24/2017	3,420.00	CR
6503	103300061806	4293969	C107CC042	03/31/2017	290381	03/24/2017	2,735.00	CR
6503	103300061806	4293970	C107CC042	03/31/2017	290381	03/24/2017	25.00	CR
6503	103300061806	4293971	C107CC042	03/31/2017	290381	03/24/2017	72.00	CR
6503	103300061806	4293972	C107CC042	03/31/2017	290381	03/24/2017	528.00	CR
6503	103300061806	4293984	C107CC042	03/31/2017	290381	03/24/2017	520.00	CR
6503	103300061806	4293901	C107CC043	03/31/2017	290969	03/31/2017	1,740.00	DR
6503	103300061806	4293901	C107CC043	03/31/2017	290969	03/31/2017	1,740.00	CR
6503	103300061806	4293969	C107CC043	03/31/2017	290969	03/31/2017	1,740.00	CR
6503	103300061806	4293969	C107CC043	03/31/2017	290969	03/31/2017	980.00	CR
6503	103300061806	4293970	C107CC043	03/31/2017	290969	03/31/2017	25.00	CR
6503	103300061806	4293972	C107CC043	03/31/2017	290969	03/31/2017	264.00	CR
6503	103300061806	4293984	C107CC043	03/31/2017	290969	03/31/2017	360.00	CR
6503	103300061806	4293901	R626RC0680	03/15/2017	R6RC0680	03/06/2017	20.00	DR
6503	103300061806	4293901	R626RC0680	03/15/2017	R6RC0680	03/06/2017	20.00	DR
6503	103300061806	4293901	R626RC0680	03/15/2017	R6RC0680	03/06/2017	20.00	CR
6503	103300061806	4293901	R626RC0686	03/22/2017	R6RC0686	03/08/2017	25.00	DR
6503	103300061806	4293901	R626RC0686	03/22/2017	R6RC0686	03/08/2017	25.00	DR
6503	103300061806	4293901	R626RC0686	03/22/2017	R6RC0686	03/08/2017	25.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								28,720.00 CR *
6503	103300061806	4393903	C107CC041	03/10/2017	289124	03/10/2017	760.00	CR
6503	103300061806	4393903	C107CC042	03/31/2017	290381	03/24/2017	1,090.00	CR
6503	103300061806	4393903	C107CC043	03/31/2017	290969	03/31/2017	340.00	CR
6503	103300061806	4393903	R626RC0686	03/22/2017	R6RC0686	03/08/2017	20.00	DR
TOTAL ACCOUNT GROUP NET CHANGE								2,170.00 CR *
6503	103300061806	4896004	C107CC041	03/10/2017	289124	03/10/2017	50.00	CR

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 03/31/2017

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
TOTAL ACCOUNT GROUP NET CHANGE								
5503	103300061806	4896007	C107CC041	03/10/2017	289124	03/10/2017	280.00	CR
5503	103300061806	4896007	C107CC042	03/31/2017	290381	03/24/2017	1,360.00	CR
5503	103300061806	4896020	C107CC042	03/31/2017	290381	03/24/2017	52.00	CR
5503	103300061806	4896007	C107CC043	03/31/2017	290969	03/31/2017	210.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
5503	103300061806	52053100	CD702041	03/15/2017		03/01/2017	174.95	DR
5503	103300061806	52041800	DP702103	03/24/2017		03/16/2017	380.25	DR
5503	103300061806	52049600	D107CC008	03/15/2017	MC2969	03/15/2017	222.16	DR
5503	103300061806	52049600	D107CC008	03/15/2017	MC2969	03/15/2017	222.16	DR
5503	103300061806	52049600	D107CC009	03/15/2017	MC2968	03/02/2017	187.08	DR
5503	103300061806	52049600	D107CC009	03/15/2017	MC2968	03/02/2017	187.08	DR
5503	103300061806	52053200	E107-146	03/24/2017		03/24/2017	6.90	CR
5503	103300061806	52042000	FM712070	03/24/2017		03/06/2017	1,450.45	DR
5503	103300061806	52042000	FM712082	03/08/2017		03/07/2017	10.98	DR
5503	103300061806	52030100	MP701057	03/15/2017		03/15/2017	53.36	DR
5503	103300061806	52030100	MP701057	03/15/2017		03/15/2017	53.36	DR
5503	103300061806	52053500	MS702050	03/24/2017		03/14/2017	487.89	DR
5503	103300061806	52042000	PL702060	03/24/2017		03/08/2017	335.75	DR
5503	103300061806	52045300	TL702053	03/31/2017		03/31/2017	152.01	DR
5503	103300061806	52280000	TI07-080	03/10/2017		03/09/2017	883.81	DR
TOTAL ACCOUNT GROUP NET CHANGE								
5503	103300061806	82044900	REALES/COSRNTL7	03/28/2017	022527	03/28/2017	1,041.75	CR
5503	103300061806	82041900	17SCI00011 207	03/15/2017	17SCI00011	03/15/2017	336.60	CR
5503	103300061806	82041900	17SCI00011 212	03/03/2017	17SCI00011	03/03/2017	556.20	CR
5503	103300061806	82041900	17SCI00011 227	03/03/2017	17SCI00011	03/03/2017	667.80	CR
5503	103300061806	82049600	17SCI00013 885	03/15/2017	17SCI00013	03/14/2017	45.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
TOTAL COMPANY--NET CHANGE								
							2,647.35	CR *
							31,210.92	CR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 03/31/2017

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	52041900	17SC100011 212	03/15/2017	02197574	SMARTSOFTW	12221150		556.20	DR
6503	103300061806	52041900	17SC100011 227	03/15/2017	02197574	SMARTSOFTW	12221150		667.80	DR
6503	103300061806	52042000	COMPUTER SERVICES-PRIVATE							
6503	103300061806	52042000	FM712070	03/24/2017					1,560.60	DR *
6503	103300061806	52042000	FM712082	03/08/2017					1,450.45	DR
6503	103300061806	52042000	PL702060	03/24/2017					10.98	DR
6503	103300061806	52042000							335.75	DR
6503	103300061806	52042300	CENTRAL SERVICES							
6503	103300061806	52042300	1052934	03/15/2017	00395583	ENVIROTECH	12189816		1,797.18	DR *
6503	103300061806	52042300	2561525	03/22/2017	02198335	SERVALLUNI	12049672		8.33	DR
6503	103300061806	52044900	JANITORIAL & MAINT SERV							
6503	103300061806	52044900	REALS/COSRNT17	03/28/2017	02198925	HYDEHOLDIN	12028880		14.22	DR *
6503	103300061806	52045300	RENDS-PRIVATE OWNED PROP.							
6503	103300061806	52045300	TL702053	03/31/2017					1,041.75	DR *
6503	103300061806	52045300	1743672909	03/15/2017	00395550	WESTUNIFIE	12142271	02	152.01	DR
6503	103300061806	52045300	8381416X02242017	03/08/2017	00393909	ATTMOBILIT	12279233		38.69	DR
6503	103300061806	52045400	TELECOMMUNICATIONS SRVCS							
6503	103300061806	52045400	415031401 0217	03/15/2017	02197419	MUNICIPALU	12054968	01	254.88	DR *
6503	103300061806	52049600	ELECTRICITY							
6503	103300061806	52049600	D107CC008	03/15/2017	MC2969				82.66	DR *
6503	103300061806	52049600	D107CC008	03/15/2017	MC2969				222.16	DR
6503	103300061806	52049600	D107CC008	03/15/2017	MC2969				222.16	DR
6503	103300061806	52049600	D107CC009	03/15/2017	MC2968				222.16	CR
6503	103300061806	52049600	D107CC009	03/15/2017	MC2968				187.08	DR
6503	103300061806	52049600	D107CC009	03/15/2017	MC2968				187.08	DR
6503	103300061806	52049600	D107CC009	03/15/2017	MC2968				187.08	DR
6503	103300061806	52049600	17SC100013 885	03/17/2017	00396765	ISOQUALITY	12358629		45.00	DR
6503	103300061806	52049600	5639	03/15/2017	00395475	NATLINTERS	12114840	02	187.08	CR
6503	103300061806	52050280	OTHER CONTRACTUAL SERVICE							
6503	103300061806	52050280	CONTRACTUAL SERVICES							
6503	103300061806	52050280	18382 MAR17	03/15/2017	00395174	INMANSWATE	12037639		2,508.24	DR *
6503	103300061806	52053100	OFFICE SUPPLIES							
6503	103300061806	52053100	CD702041	03/15/2017					7,639.78	DR **
6503	103300061806	52053200	PRINTING-STATE							
6503	103300061806	52053200	E107-146	03/24/2017					9.70	DR *
6503	103300061806	52053300	PRINTING-COMMERCIAL							
6503	103300061806	52053300	CGEXI70306	03/08/2017	188986				174.95	DR
6503	103300061806	52053300	CGEXI70306	03/08/2017	188989				174.95	DR
6503	103300061806	52053300	CGEXI70314	03/15/2017	196407				174.95	DR *
6503	103300061806	52053300	CGEXI70320	03/22/2017	199837				6.90	CR
6503	103300061806	52053300	MS702050	03/24/2017					6.90	CR *
6503	103300061806	52053300							7.45	DR
6503	103300061806	52053300							1.83	DR
6503	103300061806	52053300							5.39	DR
6503	103300061806	52053300							2.45	DR
6503	103300061806	52053300							487.89	DR

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 03/31/2017

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	52055180 POSTAGE	68870010003FEB17	03/24/2017	00398190	MONTANADAK	12020954	12	505.01	DR *
									25.81	DR
6503	103300061806	5228000 HEATING & COOKING FUELS SUPPLIES & MATERIALS T107-080		03/10/2017					25.81	DR *
									708.57	DR **
									883.81	DR
OBJSUB:	5228000	OPER TRANS OUT -NON BUDGT							883.81	DR *
OBJECT:	5228	NONOP EXP/NONBGTD OP TR							883.81	DR **
GROUP:	52	OPERATING EXPENSES							12,320.20	DR ***
COMP:	6503								37,921.82	DR ****
CNTR:	103300061806								37,921.82	DR *****
B. UNIT:	1033								37,921.82	DR *****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 03/31/2017

AGENCY	BUDGET UNIT	CENTER-5	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	LABOR & REGULATION							
1033	COSMETOLOGY COMMISSION							
10330	COSMETOLOGY COMMISSION							
5101	EMPLOYEE SALARIES							
51010100	F-T EMP SAL & WAGES						11,091.09	66,715.57
51010200	P-T/TEMP EMP SAL & WAGES						8,141.45	54,534.05
51010300	BOARD & COMM MERS FEES						720.00	4,800.00
51020100	EMPLOYER'S SHARE						19,952.54	126,049.62
51020200	RETIREMENT-ER SHARE						1,519.87	9,637.30
51020600	HEALTH/LIFE INS -ER SHARE						773.26	4,883.48
51020800	WORKER'S COMPENSATION						3,325.40	19,581.37
51020900	UNEMPLOYMENT COMPENSATION						23.06	145.51
51020900	UNEMPLOYMENT COMPENSATION						7.49	47.19
5102	EMPLOYEE BENEFITS							
51	PERSONAL SERVICES							
52030100	AUTO-STATE OWNED-IN STATE							363.76
52030200	AUTO PRIV (IN-ST.) L/R/TE						103.04	364.32
52030300	AUTO-PRIV (IN-ST.) H/R/TE						2,163.00	18,592.56
52031000	LODGING/IN-STATE						238.00	3,235.97
52031400	TAXABLE MEALS/IN-STATE						319.00	2,365.00
52031500	NON-TAXABLE MEALS/IN-ST						275.00	2,006.00
52032200	AUTO-PRIV. (OUT-STATE) L/R							103.96
52032300	AUTO-PRIV. (OUT-STATE) H/R							68.04
52032600	AIR-COMM-OUT-OF-STATE							1,121.10
52033000	LODGING/OUT-OF-STATE							2,336.32
52033200	INCIDENTALS -OUT-OF-STATE							202.00
52033500	NON-TAXABLE MEALS/OUT-ST							429.00
5203	TRAVEL							
52040200	DUES & MEMBERSHIP FEES						3,088.04	31,188.03
52040600	ED & TRAINING CONSULTANT							310.00
52041600	WORKSHOP REGISTRATION FEE							2,500.00
52041800	COMPUTER SERVICES-STATE						380.25	1,445.00
52041900	COMPUTER SERVICES-PRIVATE						1,560.60	3,629.25
52042000	CENTRAL SERVICES						1,797.18	7,648.80
52042300	JANITORIAL & MAINT SERV						14.22	8,412.47
52044900	RENTS-PRIVATE OWNED PROP.						1,041.75	130.32
52045100	RENTS-OTHER							9,375.75
52045300	TELECOMMUNICATIONS SRVCS						254.88	1,050.00
52045400	ELECTRICITY						82.66	2,188.53
52049600	OTHER CONTRACTUAL SERVICE						2,508.24	959.12
5205	CONTRACTUAL SERVICES							
52050200	OFFICE SUPPLIES						7,639.78	51,527.65
52050280	OFFICE SUPPLIES							840.32
52053100	PRINTING-STATE						9.70	291.50
52053200	PRINTING-COMMERCIAL						174.95	4,180.52
52053500	POSTAGE						6.90	0.00
52053500	POSTAGE						505.01	5,040.41

10 LABOR & REGULATION
 1033 COSMETOLOGY COMMISSION
 10330 CENTER-5
 10330061806

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
103300061806	6503	52055180	HEATING & COOKING FUELS	25.81	127.94
103300061806	6503	52055400	FINISHED SIGNS & DECALS	.00	208.00
103300061806	6503	52059800	PROC CARD PURCH-APPROVED	.00	52.11
ACCT: 5205		SUPPLIES & MATERIALS		708.57	10,740.80
103300061806	6503	52079010	COMPUTER HARDWARE	.00	3,960.00
ACCT: 5207		CAPITAL OUTLAY		.00	3,960.00
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	883.81	7,673.54
ACCT: 5228		NONOP EXP/NONEGTD OP TR		883.81	7,673.54
ACCT: 52		OPERATING EXPENSES		12,320.20	105,090.02
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		37,921.82	265,434.49
CENTER: 103300061806				37,921.82	265,434.49
B UNIT: 1033				37,921.82	265,434.49

SOUTH DAKOTA COSMETOLOGY COMMISSION

EXECUTIVE DIRECTOR'S REPORT

May 5, 2017

NIC Executive Directors Meeting - April 18 & 19, 2017 - St. Paul, Minnesota

I recently attended the NIC Executive Directors Meeting April 18 & 19, 2017 in St. Paul, Minnesota. This was a busy 1.5 days with a great deal of material to review. Major topics of discussion included:

Future of the Beauty Industry Coalition (FBIC) Report

Myra Irizarry of the Professional Beauty Association (PBA) reported on the current status of the FBIC. This coalition was formed a couple of years ago to try to unify the cosmetology industry in an effort to: (1) Prevent deregulation, (2) develop uniform standards, (3) improve reciprocity and mobility of licensure from state to state, (4) focus on health and safety standards, and (5) develop a unified voice to work with State Legislators to ensure consistent regulatory laws. FBIC previously implemented two studies about cosmetology education and curriculum. Some of the highlights include: (1) graduation rates are not improved or affected by more curriculum hours, (2) licensing hour requirements do not lead to increased exam passing rates; (3) more curriculum hours do not lead to high wages, (4) longer programs create a greater risk for students by increasing student loan debt.

Legislative and Administrative Rules Updates

There was a sharing of recent or upcoming legislative and administrative rules changes in the various states. Arkansas and Nevada stated that they are turning their practical exam over to the cosmetology schools to administer. Deregulation of natural hair braiding continues to grow across the country. Several states have or are in the process of passing laws to lower their cosmetology education hours. Texas and Ohio have bills introduced to lower their full cosmetology education hours to 1000 hours. Minnesota has passed a law to allow for mobile salons. The mobile salons must keep the State Board office notified of what cities they will be in and where their mobile salon will be parked in a city so that surprise inspections can still occur.

Uniform Model Cosmetology Practice Act

The Executive Directors have been working on the development of a Uniform Model Cosmetology Practice Act. At previous meetings we had volunteered for task forces to develop language for Infection Control Best Practices, Reciprocity, Curriculum, Examinations. The group understands that states will continue to have their own laws and rules. The intent of the Uniform Practice Act is to have a resource that states can use if they are considering law or rules changes. Attached is the proposed Curriculum for Cosmetology, Hair Styling, Nail Technology, and Esthetics. You will note a change from Anatomy and Biology to Physiology. This change is being made because in the future cosmetology students will be taught more about what observations should cause them to suggest a potential client seek medical care. In the past there was an emphasis on memorizing anatomy and biology. Future textbooks and exams will reflect the new philosophy.

Infection Control Best Practices

We reviewed the Infection Control Best Practices that was developed by that task force with the assistance of Leslie Rose of King Research. These are available on the NIC website.

Growing a Strong Economy

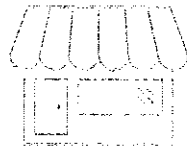
THE U.S. SALON INDUSTRY IS **VIBRANT AND GROWING.**

WITH THE RIGHT LICENSING MODEL IN PLACE, THE BEAUTY SALON INDUSTRY WILL CONTINUE TO **CREATE JOBS.**



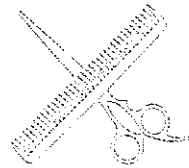
\$50.5B

generated in annual sales.



1.2M

salon industry establishments.
A majority of beauty and cosmetology salons are considered local small businesses.



101M

employment opportunities for women and minority entrepreneurs.

FOR AN INDUSTRY THAT IS ALREADY LEADING THE U.S. IN JOB GROWTH, THE BUREAU OF LABOR STATISTICS PROJECTS A **10% JUMP** IN CAREER OPPORTUNITIES FOR **BARBERS, HAIR STYLISTS, AND COSMETOLOGISTS** OVER THE NEXT 10 YEARS – WELL ABOVE THE NATIONAL AVERAGE.

DIVERSITY IN THE **SALON INDUSTRY**

47%



of the salon industry workforce are minorities.

34%



of the overall U.S. workforce are minorities.

60%




of salon businesses are owned by women.

20%




of all private sector businesses are owned by women.


COSMETOLOGY LICENSING **MATTERS TO PUBLIC SAFETY**

 82%

of Americans say they support the licensing of beauty professionals.

 88%

of Americans say that requiring a license protects the public either "a lot" or "some."

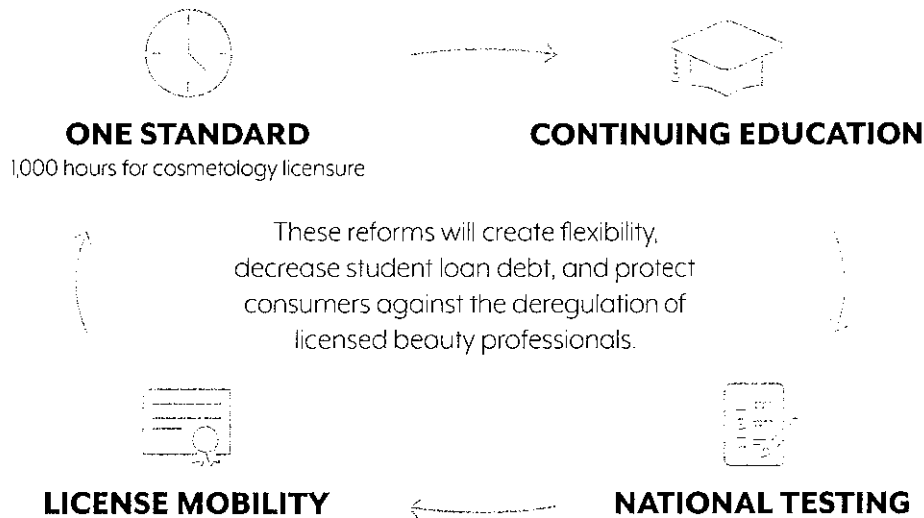
 54%

believe that state licensing helps "protect the public a lot."

COMMON SENSE REFORM

COMMON SENSE LICENSING STANDARDS ARE CRUCIAL TO GROWING OPPORTUNITIES IN THE INDUSTRY AND **PROTECTING PUBLIC SAFETY**.

The future of the Beauty Industry Coalition is proactively advocating for reforms and standards that protect the consumer and maintain the accountability of the licensed beauty professional. The first step is to strengthen and streamline the entry process for a progressive career in the professional beauty industry.



LONGER CURRICULUM HOURS IMPACT STUDENT PERFORMANCE, FINANCIAL STABILITY, AND THE INDUSTRY'S TALENT PIPELINE.

Extensive industry research shows longer programs pose a **greater risk for students by increasing student loan debt**. An analysis of national data has found that **graduation rates are not improved or affected by more curriculum hours**.

Industry research shows greater **licensing hour requirements do not lead to increased exam passing rates**. Data reveals that more **curriculum hours do not lead to higher wages**.

While there is an **alarming rate of school closings**, school systems that operate in **multiple states confirm that the most rapid expansion occurs in low-hour states**.

Cosmetology graduates and beauty professionals overwhelmingly **desire license mobility**.

For more information read the full report at futurebeautyindustrycoalition.com

FUTURE
BEAUTY
INDUSTRY
COALITION

UNITE THE INDUSTRY
PROTECT THE INDUSTRY
ELEVATE THE INDUSTRY

Executive Directors

AND

Future of the Beauty Industry Coalition

COALITION STAKEHOLDERS

The **Future of the Beauty Industry** (FBIC), once known as the Beauty Industry Working Group (BIWG), has partnered with licensed professionals, salon owners, manufacturers, distributors, and cosmetology schools to defend against the threat of deregulation of the beauty industry.

Empire Education Group

Empire's mission is to create opportunities for people to improve their lives through core values of integrity, accountability, customer dedication, team focus, continuous improvement, and passionate commitment.

Professional Beauty Association

The PBA's mission is to advance the professional beauty industry by providing members with education, charitable outreach, government advocacy, events, and more.

FBIC

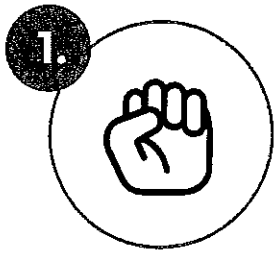
International Salon Business Network

ISBN helps its members grow businesses, effect positive change politically, provide a forum for members to share their view and ideas with the industry on behalf of chain salons and spas.

BlueCo Brands (King Research)

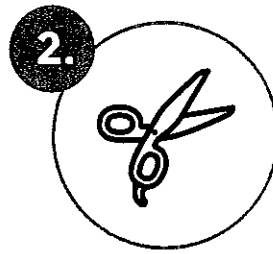
BlueCo Brands continually promotes education, build relationships through innovative products, and is involved in the beauty industry.

SHARED GOALS



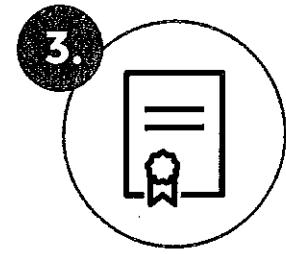
Prevent Deregulation

Threats of deregulation are increasing across the nation. "Right-to-Work" agendas are gaining popularity at a state and federal level and taking aim at the beauty industry.



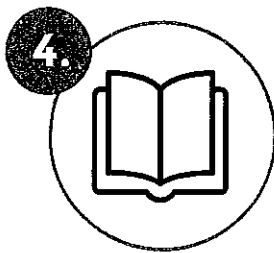
Uniform Standards

The beauty industry is an easy target for deregulation due to its lack of uniform standards. The ED's and FBIC are making measures to study and correct this.



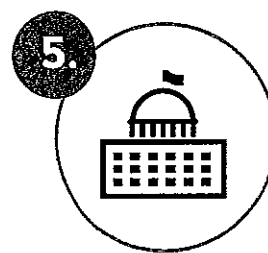
Reciprocity & Mobility

Licensees demand the opportunity for license mobility. Inconsistent standards across states hinder opportunity and increase threats of deregulation.



State Focus on Health & Safety

Required curricula must focus on states' legislative mandates to protect health & safety. It's not the state's job to ensure service proficiency and quality.



Work with Legislators

Legislators hold the key to helping implement regulatory reform. This industry must work with elected officials to create practical solutions to protect against anti-regulation measures.

FINAL- April 2017

NATIONAL-INTERSTATE COUNCIL OF
STATE BOARDS OF COSMETOLOGY

UNIFORM PRACTICE ACT

Article _____

Consumer Protection Focused Curricula in Cosmetology Field

This Article outlines the curricula broken down by profession:

Cosmetology Curriculum

I. Safety, Infection Control, and Cleanliness 1. Infection Control Process; 2. Cleanliness, Disinfection, and Sterilization in a Salon Environment; 3. Blood Exposure Procedures; 4. Safe Use, Handling, and Storage of Tools, Products, and Materials; 5. Safe Use, Handling, Storage, Ventilation, and Disposal of Chemicals; and 6. Consumer Protection and Universal Precautions.	V. Hair Care and Safe Services 1. Consultation; 2. Hair Coloring; 3. Hair Cutting and Shaping; 4. Hair Shampooing, Rinsing, and Treatments; 5. Chemical Hair Styling; 6. Non-Chemical Hair Styling; and 7. Electricity and Light Therapy for the Scalp.
II. Business and Professional Development 1. Communication Skills; 2. Ethics; 3. Professionalism; 4. Reception Desk/Dispensary; 5. Sales; and 6. Salon Operation and Management.	VI. Nail Care and Safe Services 1. Consultation; 2. Manicure; and 3. Pedicure.
III. Laws and Regulations 1. State and Federal Laws.	VII. Skin Care and Safe Services 1. Consultation; 2. Body Hair Removal; 3. Facial Hair Care; 4. Facials; 5. Makeup Application; and 6. Electricity and Light for the Skin.
IV. Applied Scientific Concepts 1. Anatomy and Physiology; 2. Biology; 3. Chemistry; 4. Electricity; and 5. Trichology.	

Hair Styling Curriculum

I. Safety, Infection Control, and Cleanliness	V. Hair Care and Safe Services
<ol style="list-style-type: none"> 1. Infection Control Process; 2. Cleanliness, Disinfection, and Sterilization in a Salon Environment; 3. Blood Exposure Procedures; 4. Safe Use, Handling, and Storage of Tools, Products, and Materials; 5. Safe Use, Handling, Storage, Ventilation, and Disposal of Chemicals; and 6. Consumer Protection and Universal Precautions. 	<ol style="list-style-type: none"> 1. Consultation; 2. Hair Coloring; 3. Hair Cutting and Shaping; 4. Hair Shampooing, Rinsing, and Treatments; 5. Chemical Hair Styling; 6. Non-Chemical Hair Styling; and 7. Electricity and Light Therapy for the Scalp.
II. Business and Professional Development	
<ol style="list-style-type: none"> 1. Communication Skills; 2. Ethics; 3. Professionalism; 4. Reception Desk/Dispensary; 5. Sales; and 6. Salon Operation and Management. 	
III. Laws and Regulations	
<ol style="list-style-type: none"> 1. State and Federal Laws. 	
IV. Applied Scientific Concepts	
<ol style="list-style-type: none"> 1. Anatomy and Physiology; 2. Biology; 3. Chemistry; 4. Electricity; and 5. Trichology. 	

Nail Technology Curriculum

<p>I. Safety, Infection Control, and Cleanliness</p> <ol style="list-style-type: none"> 1. Infection Control Process; 2. Cleanliness, Disinfection, and Sterilization in a Salon Environment; 3. Blood Exposure Procedures; 4. Safe Use, Handling, and Storage of Tools, Products, and Materials; 5. Safe Use, Handling, Storage, Ventilation, and Disposal of Chemicals; and 6. Consumer Protection and Universal Precautions. 	<p>V. Nail Care and Safe Services</p> <ol style="list-style-type: none"> 1. Consultation; 2. Manicure; and 3. Pedicure.
<p>II. Business and Professional Development</p> <ol style="list-style-type: none"> 1. Communication Skills; 2. Ethics; 3. Professionalism; 4. Reception Desk/Dispensary; 5. Sales; and 6. Salon Operation and Management. 	
<p>III. Laws and Regulations</p> <ol style="list-style-type: none"> 1. State and Federal Laws. 	
<p>IV. Applied Scientific Concepts</p> <ol style="list-style-type: none"> 1. Anatomy and Physiology; 2. Biology; 3. Chemistry; 4. Electricity; and 5. Trichology. 	

Esthetics Curriculum

<p>I. Safety, Infection Control, and Cleanliness</p> <ol style="list-style-type: none"> 1. Infection Control Process; 2. Cleanliness, Disinfection, and Sterilization in a Salon Environment; 3. Blood Exposure Procedures; 4. Safe Use, Handling, and Storage of Tools, Products, and Materials; 5. Safe Use, Handling, Storage, Ventilation, and Disposal of Chemicals; and 6. Consumer Protection and Universal Precautions. 	<p>V. Skin Care and Safe Services</p> <ol style="list-style-type: none"> 1. Consultation; 2. Body Hair Removal; 3. Facial Hair Care; 4. Facials; 5. Makeup Application; and 6. Electricity and Light for the Skin.
<p>II. Business and Professional Development</p> <ol style="list-style-type: none"> 1. Communication Skills; 2. Ethics; 3. Professionalism; 4. Reception Desk/Dispensary; 5. Sales; and 6. Salon Operation and Management. 	
<p>III. Laws and Regulations</p> <ol style="list-style-type: none"> 1. State and Federal Laws. 	
<p>IV. Applied Scientific Concepts</p> <ol style="list-style-type: none"> 1. Anatomy and Physiology; 2. Biology; 3. Chemistry; 4. Electricity; and 5. Trichology. 	

South Dakota Cosmetology Commission
Draft 1500 Hour Program for Cosmetology

20:42:06:09. Required minimum curriculum for cosmetology course. Each licensed cosmetology school offering a complete cosmetology program, totaling a minimum of 1500 hours, shall meet the following minimum curriculum requirements:

- (1) General infection control and professional standards: 150 hours**
 - (a) Infection control in a licensed facility;
 - (b) Infection control standards and guidelines;
 - (c) Infection control for implements and equipment;
 - (d) First aid;
 - (e) Blood exposure standards;
 - (f) Professional development;
 - (g) Effective communication;
 - (h) Human relations;
 - (i) Business management/ownership; and
 - (j) State law.

- (2) The science of cosmetology, hair, skin and nails: 200 hours**
 - (a) Health, safety and infection control;
 - (b) General anatomy and physiology;
 - (c) Skin diseases, disorders and structure;
 - (d) Properties of the hair and scalp;
 - (e) Nail structure, growth, diseases, and disorder;
 - (f) Basics of chemistry;
 - (g) Product chemistry;
 - (h) Understanding the basics of electricity; and
 - (i) Basic nutrition.

- (3) General cosmetology: 300 hours**
 - (a) Principles of hair design;
 - (b) Scalp care, shampooing, and conditioning;
 - (c) Haircutting;
 - (d) Hairstyling;
 - (e) Braiding and extensions; and
 - (f) Wigs and hair additions.

- (4) Chemical hair services: 280 hours**
 - (a) Chemical texture services; and
 - (b) Hair coloring.

- (5) Esthetics and skin sciences: 200 hours**
 - (a) Physiology and histology of the skin;
 - (b) Skin analysis; and
 - (c) Skin care products: chemistry, ingredients, and selection.

- (d) The treatment room;
- (e) Basic facial;
- (f) Facial massage;
- (g) Hair removal;
- (h) Advance topics and treatments; and
- (i) Makeup.

(6) Nail technology: 120 hours

- (a) Pre and post service procedures;
- (b) Performing basic manicures and pedicures;
- (c) Hand, lower arm, foot, and lower leg massage;
- (d) Wraps, tips, and paraffin wax treatments;
- (e) Polishing, light-cured gel polish, and design;
- (f) Electric nail filing (8 hours);
- (g) Monomer liquid and polymer powder nail enhancement;
- (h) Light-cured gel enhancements; and
- (i) Creative design.

Recap of Hours:

(1)	150	General Infection Control and Professional Standards
(2)	200	The science of cosmetology, hair, skin and nails
(3)	300	General cosmetology
(4)	280	Chemical hair services
(5)	200	Esthetics and skin sciences
(6)	<u>120</u>	Nail technology
	1,250	Minimum required hours
	<u>+ 250</u>	Flexible Hours
	1,500	TOTAL 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 of which 32 hours may be in commission-approved field trips and 16 hours may be in mentorships at salons chosen by the school. The remaining flexible hours are to be in areas that the school feels are necessary to supplement the basic course requirements for each individual student.

EDUCATION HOURS BY STATE - MARCH 24, 2017

State	Cosmetology	Hair Stylist	Esthetician	Nails	Barber
Alabama	1500		100	750	1000
Alaska	1650		350	250	1650
Arizona	1600	1000	600	600	1500
Arkansas	1500		600	600	1500
California	1600		600	400	1500
Colorado	1800(1500)		600	600	1500
Connecticut	1500		N/A	N/A	1000
Delaware	1500		600	300	1500
DC	1500		600	350	1500
Florida	1200		260	240 (150)	1200 (800)
Georgia	1500	1350	1000	525	1500
Hawaii	1800	1250	600	350	1500
Idaho	2000(1600)		600	400	1800
Illinois	1500		750	350	1500
Indiana	1500		700	450	1500
Iowa	2100		600	325	1500
Kansas	1500		1000	350	1500
Kentucky	1800 (1500)		1000	600	1500
Louisiana	1500		750	500	1500
Maine	1500		600	200	1500
Maryland	1500	1200	600	250	1200
Massachusetts	1000		300	100	1000/1500
Michigan	1500		400	400	1800
Minnesota	1550	1200	600	350	1500
Mississippi	1500		600	350	1500
Missouri	1500		750	400	1000
Montana	2000 (1500)		650	350	1500 (1100)
Nebraska	2100 (1500)		600	300 (200)	2100 (1500)
Nevada	1600	1200	900	600	1500
New Hampshire	1500		600	300	1500
New Jersey	1200		600	300	900
New Mexico	1600	1200	600	350	1200
New York	1000		600	250	2yr apprenticeship
North Carolina	1500		600	300	1528
North Dakota	1800		600	350	1500
Ohio	1500	1200	750	200	1800
Oklahoma	1500	600	600	600	1500
Oregon	N/A	1450	250	350	1100
Pennsylvania	1250		300	200	1250
Rhode Island	1500		600	300	1500
South Carolina	1500		450	300	1500
South Dakota	2100		600	400	1500
Tennessee	1500		750	600	1500
Texas	1500(1000)		750	600	1500
Utah	1600(1200)	1200	600	300	1000
Vermont	1500		600	400	1000
Virginia	1500		600	150	1500
Washington	1600	1400	750	600	1000
West Virginia	1800		600	400	1200
Wisconsin	1550		450	300	1000
Wyoming	1600	1000	600	400	1250

Cosmetology Education Hours

1500 Hours or Less	1501-1800 Hours	1801-2100 Hours
31 States	14 States	6 States

Information contained in this report was provided by the Professional Beauty Association, who received the report from King Research, manufacturer of Barbicide

Numbers in parenthesis are hours introduced in 2017 State Legislative Sessions

PRACTICAL EXAMINATIONS FOR STATE BOARD LICENSING

May 5, 2017

This document is intended to provide information for the South Dakota Cosmetology Commission to use in determining how you would like to proceed with exam administration in the future. The main question is whether or not you want to turn over the practical hands-on examinations to the cosmetology schools sometime in the near future.

States Without a Board-Administered Practical Exam

Shown below is the list of states that do not have a State Board administered Practical Examination for licensing as a cosmetologist, esthetician or nail technician. These states rely on the schools to administer a final practical exam to their graduating students.

- | | |
|-------------------|-----------------------|
| 1. Arkansas (New) | 8. Minnesota |
| 2. Connecticut | 9. Nebraska |
| 3. Florida | 10. Nevada (New) |
| 4. Hawaii | 11. Oregon |
| 5. Illinois | 12. Pennsylvania |
| 6. Indiana | 13. Texas --- Pending |
| 7. Iowa | |

- In most of the above states, the State Board does not dictate the content of the school-administered exam.
- Schools cannot administer the NIC practical exam due to the proprietary content of the NIC exam.
- A couple of years ago, the state of Minnesota, formed a committee comprised of cosmetology school representatives, state board members and staff to develop the criteria for the practical exam content. All schools are required to use the same exam criteria for the exam. They also developed a brochure (somewhat like the NIC Candidate Information Bulletin) for the students who are getting ready to take the practical (graduation) exam.
- The cosmetology schools in South Dakota have all indicated that they are willing to work with the Commission to develop practical exam/graduation criteria.
- Our Commission has previously discussed having a Commission representative observe if the practical exam is being administered by the school. The schools would need to keep us apprised of their exam dates so that we could schedule someone from the Commission to attend and observe.

Pregraduation Testing & Elimination of Temporary Licenses

Testing prior to graduation helps facilitate quicker method of becoming licensed.

- If the schools begin to administer the practical/graduation exam, the testing would be done prior to completion of education.
- With a slight law change, we could also allow students who are close to completing their education to take the NIC theory and State Laws exams prior to graduation.

- We could eliminate temporary licenses because as soon as we received exam results and the completed Student Education Record from the school, we would issue the regular cosmetology, esthetician or nail technician license to the individual.
- Under our current process, many school graduates apply for and are issued a temporary license that allows them to work until they have taken their State Board exams. If they fail any of the exams -- practical, theory or state laws -- their temporary license is invalid and they cannot work until they have passed the exam. This causes loss of income for them after they have joined the work force. In many instances they have begun booth rental or opened a salon and also have rent to pay.

FY 2017 State Board Exam Income & Expense

- Attached to this packet is a breakdown of FY 2017 State Board Exam Income and Expense. The first sheet page shows the income by exam date, the overall exam cost and the net loss. The following pages show a breakdown for each exam date. In summary:

\$ 16,480.00	FY 2017 Exam Fee Income
<u>\$ 40,866.00</u>	FY 2017 Exam Cost (travel, wages, exam fees, rent of exam facilities)
\$-24,386.00	Net Loss
\$30,804.00	Practical Exam Cost (travel, wages, exam fees, rent of exam facilities)
\$10,062.00	Written Theory & State Laws Exam Cost

- Note: We are paying significant room rental charges to Southeast Technical Institute in Sioux Falls and Western-Dakota Technical Institute in Rapid City (approximately \$925 per day) for use of practical exam room and computer lab. Lake Area Technical Institute in Watertown does not charge us rent due to the fact that we are coming in to their school and testing their cosmetology program graduates. In the past we did not pay any rent to SE Technical Institute in Sioux Falls, but with a change in administration at that school within the past year, we are now charged rent for use of that facility.

Pass/Fail Rates for 2015 and 2016

- Attached as part of this packet are the pass/fail rates and percentage of passed exams for South Dakota State Board Exam candidates and the national pass percentage. This report includes all exam types.

- Summary of 2016 Practical Exams

213	Total Number Practical Exams
<u>208</u>	Total Number Passed Practical Exams
5	Total Number of Failed Practical Exams

- Summary of 2015 Practical Exams

269	Total Number Practical Exams
<u>265</u>	Total Number Passed Practical Exams
4	Total Number of Failed Practical Exams

Exam Test Centers

- We can contract with computer exam centers in Sioux Falls, Rapid City and Watertown to administer the NIC Theory and State Laws exams. Initial contact has been made with computer-based test centers, but we do not have yet have any definitive proposals.

Options Moving Forward

(1) Turn over the practical exam to the schools. If you choose to do this, I would recommend the following:

- Select a specific date to make the change. After thinking about this for a while, I would not recommend combining this with any change in cosmetology hours. My reasoning is that there are so many students who do not finish their education in a timely manner, so we would need to continue administering practical exams for a couple of years.
- Name a committee of two Commission members, Commission staff, and invite a representative from each of the six cosmetology schools to participate. Have this group develop the exam criteria and a basic guide for candidates (similar to the NIC Candidate Information Bulletin).
- All schools would be required to notify the Commission in advance of practical exam administration so that the Commission could have a representative present to observe.

(2) Contract with exam test centers in Rapid City, Sioux Falls and Watertown to proctor the written exams.

- Allow students to take the exams when they have completed 90% of their education
- A candidate could also elect to come to the Cosmetology office in Pierre for their written exams.

(3) Elect to not make any changes in exam administration for the foreseeable future.

- If we do not make any changes, I recommend that we move all the exams back to Pierre.
- If the exams are moved back to Pierre, I believe we should hire cosmetologists from Pierre to assist with practical exam administration. These new individuals could come to the NIC Examiner training in Pierre in mid-July.
- I would want to continue to use a few of our more experienced practical examiners for the next year to ensure that we are not having new examiners get training on July 15 & 16 and then be asked to administer exams July 17 & 18.
- I would encourage cosmetology members of the Commission to take turns participating in practical exam administration so that we have a Commission participation.
- Commission staff would continue to proctor the written exams.
- We would try to schedule all exams for the Becker-Hansen Building Training Center across from the Capitol Building. There is a computer lab as well as a meeting room available. We do not pay any fees for use of state office facilities.
- Exams would be scheduled on week days. This would greatly reduce the two days of staff work adjust that is required following Saturday exam administration/travel. We likely would still have a few hours to work adjust later in the week.

South Dakota State Board Examinations Pass/Fail Rate & National Pass Percentage

Year	Exam Type	Total Students	Pass	Fail	Pass %	National Pass %
2016	Practical Cosmetology	151	148	3	98.01%	93.57%
2016	Practical Esthetics	24	23	1	95.83%	97.14%
2016	Practical Instructor	3	3	0	100.00%	82.41%
2016	Practical Nails	35	34	1	97.14%	83.44%
2016	SD State Laws	162	160	2	98.77%	98.77%
2016	SD State Laws VIET	18	15	3	83.33%	83.33%
2016	Theory Cosmetology	128	126	2	98.44%	80.92%
2016	Theory Esthetics	25	22	3	88.00%	76.12%
2016	Theory Esthetics VIET	1	1	0	100.00%	74.93%
2016	Theory Instructor	4	3	1	75.00%	77.26%
2016	Theory Nails	21	19	2	90.48%	65.51%
2016	Theory Nails VIET	29	14	15	48.28%	72.62%

Year	Exam Type	Total Students	Pass	Fail	Pass %	National Pass %
2015	Practical Cosmetology	185	182	3	98.38%	94.36%
2015	Practical Esthetics	41	41	0	100.00%	98.01%
2015	Practical Instructor	1	1	0	100.00%	80.73%
2015	Practical Nails	42	41	1	97.62%	88.80%
2015	SD State Laws	232	229	3	98.71%	98.71%
2015	SD State Laws VIET	28	21	7	75.00%	75.00%
2015	Theory Cosmetology	181	174	10	94.48%	85.12%
2015	Theory Esthetics	47	41	6	87.23%	83.17%
2015	Theory Instructor	1	1	0	100.00%	78.96%
2015	Theory Nails	23	17	6	73.91%	67.63%
2015	Theory Nails VIET	39	19	20	48.72%	74.23%

FY 2017 State Board Exam Income & Expense

Exam Date(s)	Exam Fee Income	Exam Cost	Loss
July 11-12, 2016	\$ 1,840.00	\$ 4,566.00	\$ (2,726.00)
Examiner Training	\$ -	\$ 8,295.00	\$ (8,295.00)
October 21-22, 2016	\$ 3,360.00	\$ 4,940.00	\$ (1,580.00)
November 14, 2016	\$ 480.00	\$ 971.00	\$ (491.00)
January 7, 2017	\$ 2,720.00	\$ 4,898.00	\$ (2,178.00)
January 30, 2017	\$ 1,600.00	\$ 3,860.00	\$ (2,260.00)
February 10-11, 2017	\$ 3,680.00	\$ 6,909.00	\$ (3,229.00)
March 8, 2017	\$ 240.00	\$ 595.00	\$ (355.00)
April 29, 2017	\$ 2,560.00	\$ 5,832.00	\$ (3,272.00)
TOTAL	\$ 16,480.00	\$ 40,866.00	\$ (24,386.00)

Exam Date(s)	Practical Exam Cost	Written (Theory & State Laws) Exam Cost
July 11-12, 2016	\$ 3,393.00	\$ 1,173.00
Examiner Training	\$ 8,295.00	\$ -
October 21-22, 2016	\$ 3,164.00	\$ 1,776.00
November 14, 2016	\$ 773.00	\$ 198.00
January 7, 2017	\$ 3,266.00	\$ 1,632.00
January 30, 2017	\$ 2,225.00	\$ 1,635.00
February 10-11, 2017	\$ 4,797.00	\$ 2,112.00
March 8, 2017	\$ 595.00	\$ -
April 29, 2017	\$ 4,296.00	\$ 1,536.00
TOTAL	\$ 30,804.00	\$ 10,062.00

April 29, 2017 Watertown Exams

Travel Costs:	Pay Roll:	Combined Total:
\$47.00	\$120.00	\$167.00
\$47.00	\$437.00	\$484.00
\$47.00	\$285.00	\$332.00
\$196.00	\$120.00	\$316.00
\$65.00	\$224.00	\$289.00
\$80.00	\$224.00	\$304.00
\$0.00	\$176.00	\$176.00
\$146.00	\$120.00	\$266.00
\$119.00	\$224.00	\$343.00
\$132.00	\$224.00	\$356.00
	Travel/Pay Roll Total:	\$3,033.00

Vehicle Rental: \$128.00
Hotel Rooms: \$495.00
NIC Practical Cost: \$640.00 (32 STUDENTS @ \$20 EACH)

NIC Theory: \$576.00 (32 STUDENTS @ \$18 EACH)

IQT State Laws/Theory: \$960.00 (32 LAW & 32 THEORY @\$15 EACH)

Cost for full Exams: \$5,832.00

Cost for Theory & Laws \$1,536.00

Cost for Practical Exam \$4,296.00

Total exam costs paid: \$2,560.00 (32 STUDENTS @ \$80 EACH)

Money Lost: Negative \$3,272.00

March 8,2017 Rapid City Exams

Travel Costs:	Pay Roll:	Combined Total:
\$126.00	\$345.00	\$471.00
	\$64.00	\$64.00
	Travel/Pay Roll Cost:	\$535.00

NIC Practical Cost: \$60.00 (3 STUDENTS @ \$20 EACH)

Cost for Practical Exam \$595.00

Total exam costs paid: \$240.00 (3 STUDENTS @ \$80 EACH)

Money Lost: Negative \$355.00

February 10-11, 2017 Sioux Falls Exams

Travel Costs:	Pay Roll:	Combined Total:
\$247.00	\$120.00	\$367.00
\$155.00	\$288.00	\$443.00
\$90.00	\$272.00	\$362.00
\$49.00	\$60.00	\$109.00
\$130.00	\$272.00	\$402.00
\$162.00	\$460.00	\$622.00
\$0.00	\$224.00	\$224.00
Travel/Pay Roll Total:		\$2,529.00

Vehicle Rental: \$148.00

Hotel Rooms: \$275.00

Room Rental: \$925.00

NIC Practical Cost: \$920.00 (46 STUDENTS @ \$20 EACH)

NIC Theory: \$792.00 (44 STUDENTS @ \$18 EACH)

IQT State Laws/Theory: \$1,320.00 (44LAW & 44 THEORY @\$15 EACH)

Cost for full Exams: \$6,909.00

Cost for Theory & Laws \$2,112.00

Cost for Practical Exam \$4,797.00

Total exam costs paid: \$3,680.00 (46 STUDENTS @ \$80 EACH)

Money Lost: Negative \$3,229.00

January 30, 2017 Rapid City Exams

Travel Costs:	Pay Roll:	Combined Total:
\$48.00	\$176.00	\$234.00
\$109.00	\$255.00	\$364.00
\$188.00	\$391.00	\$577.00
\$0.00	\$160.00	\$160.00
\$0.00	\$160.00	\$160.00
	Travel/Pay Roll Total:	\$1,495.00

Room Rental: \$310.00
NIC Practical Cost: \$420.00 (21 STUDENTS @ \$20 EACH)

NIC Theory: \$360.00 (20 STUDENTS @ \$18 EACH)

IQT State Laws/Theory: \$600.00 (20 LAW & 20 THEORY @\$15 EACH)
Computer Lab: \$675.00

Cost for full Exams: \$3,860.00

Cost for Theory & Laws \$1,635.00

Cost for Practical Exam \$2,225.00

Total exam costs paid: \$1,600.00 (20 STUDENTS @ \$80 EACH)

Money Lost: Negative \$2,260.00

January 7, 2017 Watertown Exams

Travel Costs:	Pay Roll:	Combined Total:
\$47.00	\$120.00	\$167.00
\$47.00	\$437.00	\$484.00
\$47.00	\$285.00	\$332.00
\$65.00	\$224.00	\$289.00
\$80.00	\$224.00	\$304.00
\$196.00	\$120.00	\$316.00
\$0.00	\$224.00	\$224.00
Travel/Pay Roll Total:		\$2,116.00

Vehicle: \$128.00
Hotel Rooms: \$342.00
NIC Practical Cost: \$680.00 (34 STUDENTS @ \$20 EACH)

NIC Theory: \$612.00 (34 STUDENTS @ \$18 EACH)

IQT State Laws/Theory: \$1,020.00 (34 LAW & 34 THEORY @\$15 EACH)

Cost for full Exams: \$4,898.00

Cost for Theory & Laws \$1,632.00

Cost for Practical Exam \$3,266.00

Total exam costs paid: \$2,720.00 (34 STUDENTS @ \$80 EACH)

Money Lost: Negative \$2,178.00

November 14, 2016 Raptic City Exams

Travel Costs:	Pay Roll:	Combined Total:
\$51.00	\$64.00	\$115.00
\$0.00	\$64.00	\$64.00
\$0.00	\$64.00	\$64.00
\$111.00	\$299.00	\$410.00
	Travel/Pay Roll Cost:	\$653.00

NIC Practical Cost: \$120.00 (6 STUDENTS @ \$20 EACH)

NIC Theory: \$108.00 (6 STUDENTS @ \$18 EACH)

IQT State Laws/Theory \$90 (6 STUDENTS @ \$15 EACH)

Cost for full exam: \$971.00

Cost for Practical Exam \$773.00

Cost for Laws/Theory: \$198.00

Total exam costs paid: \$480.00 (6 STUDENTS @ \$80 EACH)

Money Lost: Negative \$491.00

October 21-22 Sioux Falls Exams

Travel Costs:	Pay Roll:	Combined Total:
\$101.00	\$120.00	\$221.00
\$58.00	\$437.00	\$495.00
\$155.00	\$224.00	\$379.00
\$58.00	\$285.00	\$343.00
\$49.00	\$60.00	\$109.00
\$233.00	\$120.00	\$353.00
	Travel/Pay Roll Total:	\$1,900.00

Vehicle: \$149.00
Hotel Rooms: \$275.00
NIC Practical Cost: \$840.00 (42 STUDENTS @ \$20 EACH)

NIC Theory: \$666.00 (42 STUDENTS @ \$18 EACH)

IQT State Laws/Theory: \$1,110.00 (37 LAW & 37 THEORY @\$15 EACH)

Cost for full Exams: \$4,940.00

Cost for Theory & Laws \$1,776.00

Cost for Practical Exam \$3,164.00

Total exam costs paid: \$3,360.00 (42 STUDENTS @ \$80 EACH)

Money Lost: Negative \$1,580.00

September 2016 Exam Training

Travel Costs:	Pay Roll:	Combined Total:
\$314.00	\$120.00	\$434.00
\$212.00	\$120.00	\$332.00
\$0.00	\$120.00	\$120.00
\$219.00	\$256.00	\$475.00
\$228.00	\$256.00	\$484.00
\$190.00	\$256.00	\$446.00
\$210.00	\$256.00	\$466.00
\$232.00	\$256.00	\$488.00
\$194.00	\$256.00	\$450.00
\$197.00	\$256.00	\$453.00
\$177.00	\$256.00	\$433.00
	\$230.00	\$230.00
	Travel/Pay Roll Total:	\$4,811.00

Hotel/Room Rental: \$984.00

NIC Exam Training: \$2,500.00

Total Training Cost: \$8,295.00

July 11-12, 2016 Pierre Exams

Travel Costs:	Pay Roll:	Combined Total:
\$281.00	\$180.00	\$461.00
\$281.00	\$180.00	\$461.00
\$234.00	\$180.00	\$414.00
\$153.00	\$180.00	\$333.00
\$0.00	\$460.00	\$460.00
	Travel/Pay Roll Cost:	\$2,129.00

Hotel/Meeting Room: \$804.00

NIC Practical Cost: \$460.00 (23 STUDENTS @ \$20 EACH)

NIC Theory: \$468.00 (23 STUDENTS @ \$18 EACH)

IQT State Laws/Theory \$705 (23 STUDENTS @ \$15 EACH)

Cost for full exam: \$4,566.00

Cost for Practical Exam \$3,393.00

Cost for Laws/Theory: \$1,173.00

Total exam costs paid: \$1,840.00 (23 STUDENTS @ \$80 EACH)

Money Lost: Negative \$2,726.00

April 25, 2017

Dear South Dakota Board of Cosmetology,

My Name is Morgan Witzel and I am a licensed cosmetologist in the state of Minnesota.

I started school on September 14, 2015. From the beginning I knew that I wanted to go for the full 2100 hours. I hit my 1550 hours on June 14, 2016 and was the first in my class to graduate. I officially graduated with my 2100 hours on September 3, 2016.

From day one of school I was under the impression that if I stayed for 2100 hours that I could get reciprocity. I had very strict guidelines to follow to allow me to stay for 2100 hours. It was only in the last couple of weeks I learned my extra hours would not transfer.

As of April 27, 2017 I have a total of 567 hours in the salon. By the time I move August 1 I will be close to 1022 hours of work experience in a salon. I will be short about 178 hours to complete my 1200 work hours. I need to get my license for South Dakota but not all my hours are going to transfer. I plan on taking my State Boards on July 17.

I started working at Smart Style on December 29, 2016 in Montevideo, Minnesota. I worked 35 to 40 hours a week and will continue to work there until I move. The only time I wont be working is the last week of June when I will be on my family vacation.

Thank you for your time and considering me for reciprocity

Sincerely,

Morgan Witzel

RECIPROCITY APPLICATION FOR LICENSE TO PRACTICE IN SOUTH DAKOTA

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

1. Personal Information - Print clearly

Name: Morgan Witzel Social Security Number: _____
Address: 1103 N. 15th St City: Montevideo State: MN Zip: 56265
Telephone: (home) N/A (Cell) (507) 226-6700 Date of Birth: 08/07/97

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

Current Valid License Number: 16371810 in the State of: Minnesota Expiration Date: 08/31/2019

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

List any other states/country that you hold license(s) OR have held a license: N/A

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

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

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

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

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

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

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

Cosmetology School Attended: Model College of Hair ^{Design} City: St. Cloud State: MN

Date Started at School: 9-14-15 Completion Date: 9-3-16 Total Hours Completed: 2100

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

High School or GED or ACT: Montevideo High School City: Montevideo State: MN

Graduation Date or GED Date: 2015 Your Name in high school or when tested: Morgan Witzel

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

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

Signature of Applicant: Morgan Witzel Dated: 4-25-17
(OVER FOR ADDITIONAL INFORMATION) Updated 4/16

Student Transcript

Model College of Hair Design

201 8th Ave S
St Cloud, MN 56301

106.93 % Attendance **Progress Report For: 09/03/2016 12:00 AM SSN#: xxx-xx-9389**

adge #: 2166 Witzel, Morgan Cosmo- June 15, 2015 new book -06/15/2015 - Full Time 39.51

Start Date: 09/14/2015	Total Hours To Date: 2,101.67	Scheduled Hours Per Week: 39.5
Last Day Attended: 09/03/2016	Transfer/Re-Enroll Hours: 0.00	Enrollment Status: Graduated
Contracted Grad Date: 07/11/2016	Total Scheduled Hours: 1,965.50	
Projected Grad Date: 09/03/2016	Total Hours Absent: 0.00	Weeks Attended: 51
	Total Makeup Hours: 254.13	

Grade Average Written: 91.35 Exam: 89.00 Written-Exam Avg: 90.18

Requirement

<u>Done</u>	<u>Rem</u>	<u>Clinic and Theory Hours</u>
1	0	1350 hour review
1	0	240 hour review
1	0	775 hour review
23	0	Artificial Nails
0	20	Body Waxing 10hard/10 soft
1	0	Certification
6	0	Chemical Relaxers
1	0	Computer Sheet
1	0	Exit Form
0	20	Facial Waxing hard10/soft 10
126	0	Facials
1	0	Grade Sheet #1
1	0	Grade Sheet #2
1	0	Grade Sheet #3
164	0	Hair Coloring
415	0	Hair Cuts
472	0	Hairstyling
1	0	Housing Obligation Fulfilled
1	0	Loan Exit
0	40	Make up
140	0	Manicures & Pedicures
1	0	Outline
76	0	Perming
1	0	Portfolio
1	0	Pre Certification Sheet
1	0	Procedure Cards
1	0	Resume
641	0	Scalp and Hair Conditioning
3	0	Sculptured Nails
640	0	Shampooing
420	0	Theory Hours
1	0	Theory Workbook
1	0	Tuition Obligation Fulfilled

Written

<u>Grade</u>	<u>Written Name</u>
89	Chapter 01-04 History & Professional Image
89	Chapter 05 Infection Control
89	Chapter 06 Anatomy
94	Chapter 07 & 8 Skin Structure & Disorders
89	Chapter 11 Properties of Hair & Scalp
94	Chapter 12 Chemistry
94	Chapter 13 Electricity
94	Chapter 14 & 17, 18 Hair Design & Hairstyling
89	Chapter 15 Shampooing
94	Chapter 16 Haircutting
89	Chapter 19 Wigs
94	Chapter 20 Perming
94	Chapter 21 Hair Color
94	Chapter 22 Hair Removal
89	Chapter 23 Facials
100	Chapter 24 Make Up
89	Chapter 30-32 Salon Business
94	Chapter 9&10 25-29 Nails
89	Laws Class 01
89	Laws Class 02

91.35 Grade Average

Exam

Grade Exam Name

85 Basic Final

Student Transcript

Exam

Grade	Exam Name
89	Laws Final
88	Midterm
94	School Final
89.00	Grade Average

Certified: _____

Signature: _____

Date: _____

Grade Quality Points

- A Equivalent To: 95 - 100
- B Equivalent To: 90 - 94
- C Equivalent To: 80 - 89
- D Equivalent To: 76 - 79
- F Equivalent To: 74 and below

St. Cloud

4-20-17

To Whom It May Concern,

Morgan Witzel attended Model College of Hair Design last summer. She had the honor of receiving one of the model college grants. Also had exceeded the requirements for doing extra 550 hours for working in the state of South Dakota. I feel like she will be a good asset to the cosmetology field, she was always on time, presentable and has a very inviting and positive personality.

Stephanie Smith

Stephanie Smith

Model College of Hair Design

201 - Eighth Avenue South (7th and Division) St. Cloud, Minnesota 56301

(320) 253-4222
1-800-450-3300 Toll Free- Admissions
Email: admissions@mcagd.com
Website: www.mcagd.com

Model College
of HAIR
DESIGN

Black Hills Beauty College

STATEMENT OF EMERGENCY NEED FOR CONDITIONAL INSTRUCTOR LICENSE

(to be completed by the school officials)

Please type.

1. **SUBMITTER NAME:** (person completing this document) Monica Engeltyes

Title: Educational Director

2. **NAME OF APPLICANT** for conditional license: Mallory Donovan

Current license number: CO-11401

Graduation date from cosmetology school: 4/27/13

Work experience hours: 6,495.28

Other experience (previous instructor license, etc.) _____

(Applicant application needs to be attached.)

3. **DETAILED INFORMATION.** Why the applicant does and does not meet the requirements for an instructor license. (the list of requirements can be found on the application)

Has completed Instructor Application and cost \$25
Completed 6,495.28 work experience hours
Completed 12 hours Approved Instructor Courses
Proof of Employment at a Cosmetology School

4. **TYPE OF LICENSE REQUESTED** (circle one only): Senior instructor Junior instructor

5. **DATE LICENSE NEEDED:** As soon as we can. As soon after

Why this date?

- Short staffed
- Nail Program beginning in June, need prep time.

Commission Meeting
May 5, 2017

6. **CURRENT SCHOOL SITUATION:** (Information to include: name of school where emergency is; number of current instructors and their licenses (senior/junior); number of students in the school)

Black Hills Beauty College

Monica Engeltyes

Director IC-06835-2017

Lindsey Kerker

Admissions IC-10553-2017

Aliza Goebel

Basics Instructor IC-12815-2017

Calli Crawford

Theory / TLC / FLOOR INSTRUCTOR

25 students

IC-12955-2018

7. **EMERGENCY SITUATION.** Explain in detail why this is an emergency situation(s) – (what is the emergency situation; how this emergency affects your services or facility; which instructor(s) is leaving or has left; when the instructor is leaving; length of time instructor(s) is absent; why the license needs to be granted to solve the emergency; why this particular individual will solve the situation;.)

Need emergency Senior Instructor, Abby Kustak has left.
Senior Instructor license granted for Mallory Donovan would allow time for other Instructors time off, prep time for classes, for emergency illness, vacation time for staff,
Will need to be able to work on the floor with clients and students, while other Senior Instructors in class

8. **PROPOSED SITUATION:** (what do you propose to solve your situation, what conditions will you and applicant agree to in order to be granted the conditional license; estimated date of completion of the requirement(s)).

A Senior Instructor License granted to Mallory Donovan.
Will ~~the~~ report a monthly report of hours until the 1,000.00 hours are met.
Send a final report of hours upon completion of 1,000.00 hours
Continue all training requirements of the educational system

9. **PAST SOLUTIONS.** Explain in detail previous (your) attempts to solve the emergency without requesting an conditional license.

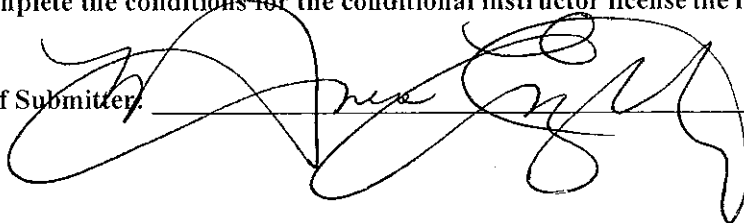
While training a Junior Instructor, while short staffed,
I have had difficulty, leaving to the bank, supply house, lunches, or taking time off.
I have to come to work ill, due to supervisor for a Junior Instructor

10. **IMPACT.** Impact if the conditional license is not granted. (Things to consider when completing this area are – will the school need to close; will some courses not be taught, will this affect any accreditation requirements)

- unable to grant Saturdays off to Instructors, or days off
- unable to prep for classroom
- need to maintain a structured teaching,
- for emergency situations, such as illness
- unable to fulfill vacation time
- may need Instructor to teach students without complete, direct supervision while other instructor is in the classroom teaching.

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. I understand that if the Applicant does not complete the conditions for the conditional instructor license the license will be null and void.

Signature of Submitter: _____



Dated: _____

3/29/17