

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
via Microsoft Teams or Call: +1 605.679.7263, ID: 783 612 988#
Thursday, April 13, 2023, 10:00 a.m. CDT

By general consent, Commissioner Annette Petersen was chosen to preside over the April 13, 2023, meeting of the Cosmetology Commission, in the absence of the Vice President and no current President.

Petersen called the meeting to order at 10:02 a.m. CDT and called the roll. A quorum was present.

Members Present: Annette Petersen
Debbie Pageier
Zoe Hiller

Members Absent: Renee Graf

Others Present: Tyler Evins, Executive Director
Jerry McCabe, Senior Staff Attorney, DLR
Angela Larson, Member of Public
Ivan Romero, Member of Public
Danielle Bouwman, Member of Public
Angela Taylor, Member of Public
Peggy Sproat, Member of Public
Kara Goodrich, Member of Public

Pageier made a motion to approve the agenda. Hiller seconded the motion. **MOTION PASSED.**

Pageier made a motion to approve the January 26, 2023, meeting minutes. Hiller seconded the motion. **MOTION PASSED.**

Hiller reported that, as of February 28, 2023, the available cash balance was \$213,689.79.

Executive Director Evins presented his report.

There was no public comment during the comment period.

Executive Director Evins requested authorization to impose administrative fines for violations of South Dakota Codified Law (SDCL) and Administrative Rule of South Dakota (ARSD). Executive Director Evins informed the Commission that any fines imposed would be reported to the Commission within 30 days, pursuant to SDCL 36-1C-5. Attorney McCabe added that one common use for this authority would be routine lapsed license cases and minor violations.

Pageier made a motion to grant the Executive Director the authority to impose fines pursuant to SDCL 36-1C-5. Hiller seconded the motion. **MOTION PASSED.**

Attorney McCabe asked the Commission for its preference on how disciplinary hearings should be scheduled and whether the Commission wanted to hear those hearings themselves or refer them to the Office of Hearing Examiners, if and when they are necessary. Attorney McCabe presented three options for

scheduling and the Commission did not indicate a preference for any one option and left it up to Attorney McCabe's discretion for which approach should be used on a case-by-case basis.

Executive Director Evins requested authorization to discontinue the distribution of the State Laws & Rules Book in paper form. Instead, a digital copy would be maintained on the Cosmetology Commission website and paper copies would be available by request, for a fee of \$5.

Pageler made a motion to authorize the Executive Director to discontinue the printing and distribution of State Laws & Rules books, except by request. Hiller seconded the motion. **MOTION PASSED.**

Executive Director Evins requested authorization to withdraw the South Dakota Cosmetology Commission from participation in the NIC National License Verification Database. This includes both the pilot program and the final version of the database. Evins cited a substantial administrative burden for Commission staff, as well as additional monetary costs associated with participation, as the basis for the withdrawal.

Petersen made a motion to authorize the Executive Director to withdraw the Commission from participation in the NIC National License Verification Database. Pageler seconded the motion. **MOTION PASSED.**

The 2023 meeting and exam dates were reviewed by the Commission. Several commissioners indicated scheduling conflicts for the May 26, 2023, Commission meeting. Executive Director Evins will work to determine an alternate date to hold the next Commission meeting.

Pageler made a motion to enter executive session at 10:36 am CDT. Petersen seconded the motion. **MOTION PASSED.**

The Commission exited executive session at 10:49am CDT.

Petersen made a motion to approve the consent agreement for Applicant A. Pageler seconded the motion. **MOTION PASSED.**

Hiller made a motion to approve the consent agreement for Applicant B. Pageler seconded the motion. **MOTION PASSED.**

Petersen made a motion to approve the student license application for Applicant A. Hiller seconded the motion. **MOTION PASSED.**

Peterson made a motion to adjourn the meeting. Hiller seconded the motion. **MOTION PASSED.**

The Commission adjourned at 10:51 a.m. CDT.

CENTER NAME COSMETOLOGY COMMISSION - INFO

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	403,790.00	621.00	0.00	10,556.20	295,226.04	98,628.76	228,245.90
BUDGETED TOT	403,790.00	621.00	0.00	10,556.20	295,226.04	98,628.76	
ALL COMP TOT	403,790.00	621.00	0.00	10,556.20	295,226.04	98,628.76	

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	205,272.00	0.00	0.00	10,779.37	148,732.06	56,539.94	27.5
5102 EMPLOYEE BENEFITS	69,315.00	0.00	0.00	2,697.89	36,952.11	32,362.89	46.7
5203 TRAVEL	42,268.00	0.00	0.00	419.25	21,933.47	20,334.53	48.1
5204 CONTRACTUAL SVCS	74,375.00	0.00	10,556.20	16,455.16	66,166.89	2,348.09	0.0
5205 SUPPLIES & MATERIALS	13,181.00	0.00	0.00	385.54	19,815.85	6,634.85	0.0
5207 CAPITAL OUTLAY	0.00	0.00	0.00	58.99	1,625.66	1,625.66	0.0
TOTALS	404,411.00	0.00	10,556.20	2,114.12	295,226.04	98,628.76	24.4

BREAKOUT BY COMPANY:

COMPANY	PROFESSIONAL & LICENSING BOARDS	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000	EMPLOYEE SALARIES	205,272.00	0.00	0.00	10,779.37	148,732.06	56,539.94	27.5
5102000	EMPLOYEE BENEFITS	69,315.00	0.00	0.00	2,697.89	36,952.11	32,362.89	46.7
5203000	TRAVEL	42,268.00	0.00	0.00	419.25	21,933.47	20,334.53	48.1
5204000	CONTRACTUAL SVCS	74,375.00	0.00	10,556.20	16,455.16	66,166.89	2,348.09	0.0
5205000	SUPPLIES & MATERIALS	13,181.00	0.00	0.00	385.54	19,815.85	6,634.85	0.0
5207000	CAPITAL OUTLAY	0.00	0.00	0.00	58.99	1,625.66	1,625.66	0.0
PS SUBTOTALS		274,587.00	0.00	0.00	13,477.26	185,684.17	88,902.83	32.4
OE SUBTOTALS		129,824.00	0.00	10,556.20	15,591.38	109,541.87	9,725.93	7.5
COMPANY 6503-I	TOT	404,411.00	0.00	10,556.20	2,114.12	295,226.04	98,628.76	24.4

SOUTH DAKOTA COSMETOLOGY COMMISSION

EXECUTIVE DIRECTOR'S REPORT

May 25, 2023

South Dakota State Board Examinations:

The State Board Examinations, previously scheduled for March 16, 2023, have been rescheduled for May 25th & 26th. Applicants for examination are being informed of their testing date and time via email and are additionally being sent an examination admission letter.

Instructor Examinations:

The Commission office will be reaching out to instructor applicants within the new few business days to schedule instructor theory examinations.

Personnel Updates:

The Commission office has an open requisition to fill the position of Senior Secretary. We also have an open requisition to hire a part-time temporary secretary.

Evins, Tyler

From: /
Sent: Wednesday, May 10, 2023 12:17 PM
To: Evins, Tyler
Subject: [EXT] Proctor
Attachments: RE_ Proctor non additional fee LATC.pdf; 230331 Stewart School Boards.pdf

Dear Cosmetology Commission,

We have received approval from Lake Area Technical College (LATC) for our students to take the State Board Exam with their proctor, April Geffre. Attached is the letter of approval from Tiffany Sanderson, President of LATC. Also attached is an email from April acknowledging that our students would not have to pay an extra fee to test at LATC.

We are formally requesting the approval of the South Dakota Cosmetology Commission to allow this. It will save our students the expense of hotel, travel, and time. Testing in Pierre requires the student to drive up the day prior, as testing is in the morning. The distance from Sioux Falls to Pierre is almost 450 miles round trip and adding the cost of a hotel stay in Pierre, the cost to our students is close to \$400, before considering the cost of the test and their two-day commitment. Watertown is 100 miles from Sioux Falls, and this drive can be made round trip in one day.

Thank you for your time and consideration of this request.

Angela Taylor
Stewart School

Sincerely,

Angela

Angela Taylor
School Director
Stewart School



LAKE AREA
TECHNICAL COLLEGE

March 31, 2023

Angela Taylor, Director
Stewart School
604 West Avenue
Sioux Falls, SD 57104

Dear Ms. Taylor,

Lake Area Technical College (LATC) operates an industry testing center. It is the location where Lake Area Technical College Cosmetology students are approved to take their South Dakota Cosmetology Boards. We welcome the opportunity to host the students of Stewart School on campus as they sit for their boards.

April Geffre is our certified proctor for Cosmetology Boards. Please work with her on scheduling and details for testing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tiffany Sanderson'. The signature is fluid and cursive, written over a faint, dotted grid background.

Tiffany Sanderson, President



From:
To: [Angela Taylor](#)
Subject: RE: Proctor
Date: Monday, April 3, 2023 12:09:08 PM
Attachments: [image001.png](#)

I needed to double check regarding this, and at this time we will not charge an additional fee for your students to test at LATC.

April Geffre

Corporate Education Administrative Assistant
Lake Area Technical College



From: Angela Taylor
Sent: Monday, April 3, 2023 9:40 AM
To: April.Geffre
Subject: RE: Proctor

Hello April,

Can you tell me if there will be an additional fee for our student test at Lake Area?

Sincerely,

Angela

Angela Taylor
School Director
Stewart School

Appoise Esthetics School Guest Speakers 2023-2024

Listed in no specific order

Rachel Dix: Financial Advisor. She will talk about saving money, finances and all things overhead in a business. March 2024
2 hours

Janis Heier: Administrative Director Bethlehem Lutheran Church. She asked me if she could come in and talk about leadership, leading with confidence, addressing ways to stand out, concepts to believe in yourself and more. She helps manage a very large church in our area and she helps facilitate a program called "Spark Joy." This allows anyone to attend free education seminars in our community. March 2024
1.5 hours

Rifectocil Training:

Online training for the brand of lash coloring/tinting/lifting that we use.
10 Hours

Thank you
Nicole Johnson



LESSON PLAN

SUBJECT UNIT: Pride in the Park - July 8th

SESSION NUMBER: 1 OF 1 LESSONS

LENGTH OF SESSION: 8 hours

BEHAVIORAL OBJECTIVE: Inclusion - Community Event

THEORY: 1 hour

DEMO: 1 hour

PARTICIPATION: 6 hours

EXPERIENCES: Inclusion / community event

CLASSROOM: Monument Park, Rapid City SD

TOOLS AND EQUIPMENT: styling tools, tinsel, glitter, face paint, jewels

RESOURCE MATERIAL: Milady Styling + Milady Makeup

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5 minute classroom attention getter:
What are you going to do to get there interest to want to learn what you have to share?)

Promoting inclusion, and our video with our Paul Mitchell one size fits all culture.

PRESENTATION OUTLINE:

Theory, Demo, Participation, and then clean up with sanititation guidelines.

SUMMARY:

We will be creating inclusive looks for the community and for those in the Pride Event.

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

Event takeaways

ASSIGNMENT: (should be a completion of outcome and criteria)

Event takeaways.

METHOD OF MEASURING:

LESSON PLAN

SUBJECT UNIT: Midwest Pridefest - June 10

SESSION NUMBER: 1 OF 1 LESSONS

LENGTH OF SESSION: 1 pm - 5 pm

BEHAVIORAL OBJECTIVE: Inclusion - Pride Fashion Show

THEORY: 30 min

DEMO: 30 min

PARTICIPATION: 3 hours

EXPERIENCES: 1 Fashion Show

CLASSROOM: Abys, Rapid City SD

TOOLS AND EQUIPMENT: Hot tools, combs, styling tools, makeup + tools.

RESOURCE MATERIAL: Mladly Styling Chapter + Makeup Chapter.

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5 minute classroom attention getter:
What are you going to do to get there interest to want to learn what you have to share?)

Promoting Inclusion and our video with our Paul Mitchell
one size fits all culture.

PRESENTATION OUTLINE:

Theory, Demo, Participation and then clean up
with sanitation guidelines.

SUMMARY:

we will be creating styling looks + makeup looks
for the Pride Fashion show.

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

Event takeaways.

ASSIGNMENT:(should be a completion of outcome and criteria)

Event takeaways.

METHOD OF MEASURING:



NAIL PROGRAM COURSE SYLLABUS

COURSE PREPARATION

Congratulations on taking the first steps to learning the fundamental lessons that will shape you as a well-rounded Nail Technician. A strong foundation in nail technology will add value to your career, and for your clients.

The course is designed for in-school or distance learning, or both. Hours for this course are dependent upon your school schedule, guidelines, State Board rules, and your school's accrediting body.

***Always** follow your State Board guidelines, requirements, rules, and regulations.

LEARNING OBJECTIVES

Successful participation in this course will introduce you to the world of nail technology and help to prepare you for licensure.

- Learn skills to prepare you for a well-rounded career in the professional beauty industry.
- Grow your confidence and artistry in nail technology.

Get Ready!

Your Name: _____

Your Start Date: _____

Your Completion Date: _____

Course Communication: Log on to your email regularly for updates from your instructor.

In-School and Blended Learning Schedule: See your instructor for your Nail Class Schedule.

***Hours of this course are based on approximate hours to complete course work. Schools may adjust and assign fewer or additional hours based on the school schedule, policies, and State Board guidelines.**

UNIT 1: Get Started / Course Orientation

Read

Read through this syllabus to preview the information in your nail course. You may choose to download your syllabus and create a binder for your coursework.

Read

- The History of Nail Technology Theory

Resource

- Syllabus Nail Program
- The Glossary of Terms

Preview

- Logging in and Resetting Your Password Handout
- How To- Download and Upload in Assignments Handout
- Standard Table Set Ups Handout
- Mannequin Hand Universal Procedure Handout
- History of Nail Technology Word Recall Handout

Turn to the last page of this syllabus and read your **Final Project** information. You will want to work on it throughout your course.

View

- Welcome video from Tammy Taylor!
- Prepping the Mannequin Hand video.
- Setting Up Your Nail Station video.

Complete

- Download and/or print the course materials located in your modules including the Course Syllabus.

Note: You may also download the Canvas App and Notability App onto a phone or tablet to download, document, and upload assignments.

- Meet with your Instructor to receive a schedule of your LIVE Meetings and Classes.
- Create your *Dream Big!* Vision Board. Take a photo of your *Dream Big!* Vision Board and upload it to the site.
- History of Nail Technology Word Recall and upload to the site.
- History of Nail Technology quiz with an 85% or higher.

Claim your "*Dream Big*" badge!

UNIT 2: Infection Control and Your Tools

Read

- Pathogenic Microorganisms Theory
- Infection Control Theory
- Implements, Equipment, and Supplies Theory
- Salon Safety Theory
- Electric Nail Filing Theory

Preview

- Hand Washing Universal Evaluation Handout
- Infection Control – Implements Universal Evaluation Handout
- Pathogenic Microorganisms – Infection Prevention Handout
- Pathogenic Microorganisms Word Recall Handout
- Infection control Word Recall Handout
- Implements, Equipment, and Supplies Word Recall Handout
- Salon Safety Word Recall Handout
- Electronic Filing Word Recall Handout

View

- Infection Control and Your Tools video review
- Self-Exposure Incident video.
- Client Exposure Incident video.

Complete

- Hand Washing Evaluation with an 85% or higher and upload to the site including your Instructor's signature.
- Infection Control Evaluation with an 85% or higher. Upload the completed evaluation to the site including your Instructor's signature.
- Infection Control Word Recall and upload to the site.
- Complete Word Search- Infection Control.
- Pathogenic Microorganisms Word Recall and upload to the site.
- Implements, Equipment, and Supplies Word Recall and upload to the site.
- Salon Safety Word Recall and upload to the site.
- Electronic Filing Word Recall and upload to the site.
- Complete Word Search-Electric Filing.
- Participate in the Unit 2 Discussion.
- Infection Control quiz with an 85% or higher.
- Implements, Equipment, and Supplies quiz with an 85% or higher.
- Electric Nail Files quiz with an 85% or higher.
- Salon Safety quiz with an 85% or higher.

Claim your **"Be Clean and Safe"** badge!

UNIT 3: Acrylic Nails

Read

- Acrylic Nails – A Full Set – Theory and Universal Procedure
- Odorless Acrylic Product – Theory and Universal Procedure
- Sculptured Acrylic Nails Pink and White Full Set Theory and Advanced Procedure
- Acrylic Nail Fill-In Theory and Universal Procedure
- Pink and White Backfill Theory and Advanced Procedure
- Color Acrylic Prisma Nails Full Set – Advanced Procedure
- Acrylic Extensions Over Bitten Nails Theory and Advanced Procedure
- Repairing Cracks and Breaks Theory and Advanced Procedure
- Removing Acrylic Nail Enhancements Theory, Universal and Advanced Procedure
- Applying Nail Forms Theory
- Removing Shine and Dusting Theory and Universal Procedure
- Applying Primer Theory and Universal Procedure
- How to Make and Apply Product Balls (Beads) Theory, Universal and Advanced Procedure
- Shaping, Filing, and Buffing Artificial Nails Theory and Universal Procedure
- Common Problems and Cautions with Acrylic Nails Theory

Preview

- Tammy Taylor 12 Step System Activity Sheet
- Acrylic Nails- A Full Set - Universal Evaluation Handout
- Sculptured Acrylic Nails Pink and White Full Set Advanced Evaluation Handout
- Practice Sheet Handout
- Odorless Acrylic Product Application Universal Evaluation Handout
- Acrylic Fill-In Universal Evaluation Handout
- Pink and White Backfill Advanced Evaluation Handout
- Acrylic Extensions Over Bitten Nails Universal Evaluation Handout
- Acrylic Nails – Repairing a Break Advanced Evaluation Handout
- Removing Acrylic Nails Universal Evaluation Handout
- Removing Acrylic Nail Enhancements #1 Bowl Method Advanced Evaluation Handout
- Removing Acrylic Nail Enhancements #2 Foil Method Advanced Evaluation Handout
- Acrylic Nails Word Recall Handout
- Odorless Acrylic Product Handout
- Odorless Acrylic Universal Procedure Handout
- Acrylic Nails – Nail Forms Handout
- Acrylic Nails – Filing Handout
- Acrylic Nails – 18 Main Causes of Lifting Handout
- Acrylic Nails – Bubbles in the Pink
- Acrylic Nails - Contamination and Yellowing Handout
- Acrylic Nails – Temperature Handout

View

- Pink and White Sculptured Acrylic Nail with the 12 Step System video.
- Odorless Acrylic Nail Demo video.
- Acrylic Nails review video.
- Square Acrylic Nail Video.
- Color Acrylic Nail Fill-In with Repairs video.
- Pink and White Backfill video.
- How to Clean Your Brushes video.

Complete

- Acrylic Nail Universal Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Sculptured Acrylic Nail with the 12 Steps Advanced Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Odorless Acrylic Product Application Universal Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Acrylic Nail Fill-In Universal Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Pink and White Backfill Advanced Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Acrylic Extensions Over Bitten Nails Advanced Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Acrylic Nail Repairing a Break Advanced Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Acrylic Nail Repairing a Crack Universal Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Removing Acrylic Nails Universal Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Removing Acrylic Nail Enhancements #1 Bowl Method Advanced Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Removing Acrylic Nail Enhancements #2 Foil Method Advanced Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Acrylic Nails Word Recall and upload to the site.
- Complete Word Search- Acrylic Nails.
- 12 Step Activity Sheet and upload to the e-learning site.
- Participate in the Unit 3 Discussion.
- Acrylic Nails quiz with an 85% or higher.

Claim your "Be a Nail Star" badge!

UNIT 4 Natural Nail Shapes and Structure

Read

- Natural Nail Shapes and Structure Theory.

Preview

- Natural Nail Facts – Handout
- Natural Nail Shapes and Structure Word Recall Handout
- Parts of the Natural Nail Handout
- Natural Nail Structure Activity Handout

View

- Natural Nail Shapes and Structure review video.

Complete

- Natural Nail Structure-Activity Sheet and upload it to the site.
- Natural Nail Shapes and Structure Word Recall and upload to the site.
- Participate in the Unit 4 Discussion.
- Natural Nail Shapes and Structure quiz with an 85% or higher.

Claim your "*Be Knowledgeable*" Badge!

UNIT 5: Gel, Soak Off Gel, and Acrylic Gel Hybrid Enhancements

- Gel and Acrylic Gel Hybrid Nail Enhancements Theory, Universal and Advanced Procedures

Preview

- Hard Gel Universal Procedures Handout
- Troubleshooting with Gel Handout
- Sculpt™ Acrylic Gel Hybrid Step-by-Step Universal Handout
- Next Generation of Nails – Sculpt How To Universal Handout
- Acrylic Gel Hybrid Sculpt Troubleshooting Handout
- Gel and Acrylic Gel Hybrid Word Recall
- Hard Gel Nail Enhancement Universal Procedures Evaluation Handout
- Hard Gel Nail Fill In Evaluation Handout
- Soak Off Gel Universal Evaluation Handout
- Soak Off Gel Fill In Universal Evaluation Handout
- Removing Soak Off Gel #1 Advanced Evaluation Handout
- Removing Soak Off Gel #2 Advanced Evaluation Handout
- Sculpt™ Acrylic Gel Hybrid Universal Evaluation Handout

- Sculpt™ Acrylic Gel Hybrid Fill In Universal Evaluation Handout
- Removing Sculpt™ Acrylic Gel Hybrid Nails Advanced Evaluation Handout

View

- Gel Nail Extensions – 3 Most Popular Procedures video.
- Gel Fill-In video.
- How to Sculpt™ – Acrylic Gel Hybrid video.
- Pink and White with Sculpt Acrylic Gel Hybrid video.
- Sculpt Acrylic Gel Hybrid Long Almond Nails video.
- Sculpt Acrylic Gel Hybrid Teardrop Stiletto Matte Beige video.
- Sculpt Acrylic Gel Hybrid Long White French Tapered Nails video.
- Extra Long Sculpt Acrylic Gel Hybrid Nail With Eye of the Tiger Gel Polish video.
- Extra Long Pink and White Sculpt Acrylic Gel Hybrid with White Gel Art Paint video.
- How to Soak Off Sculpt™ video.

Complete

- Hard Gel Nail Enhancement Universal Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Hard Gel Nail Fill In Universal Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Soak Off Gel Universal Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Soak Off Gel Fill In Universal Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Removing Soak Off Gel #1 Glass Bowl Advanced Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Removing Soak Off Gel #2 Foil Method Advanced Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Sculpt™ Acrylic Gel Hybrid Universal Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Sculpt™ Acrylic Gel Hybrid Fill In Universal Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Removing Sculpt™ Acrylic Gel Hybrid Nail Enhancements Advanced Evaluation.
- Gel and Acrylic Gel Hybrid Word Recall and upload it to the site.
- Complete Word Search- Gel & Acrylic Gel Hybrid.
- Participate in the Unit 5 Discussion.
- Complete the Hard Gel, Soak Off Gel, and Acrylic Gel Hybrid quiz with an 85% or higher.

Claim Your **"Be Invincible"** badge!

UNIT 6: Nail Disorders and Diseases

Read

- Nail Disorders and Diseases Theory

Preview

- Difference Between Fungus and Pseudomonas Aeruginosa Handout
- Nail Diseases Handout
- Nail Disorders Handout
- Nail Disorders and Diseases Word Recall Handout
- Nail Disorders and Diseases Word Search Handout

View

- Nail Disorders and Diseases Theory Review

Complete

- Nail Disorders and Diseases Word Recall and upload to the site.
- Nail Disorders and Diseases Word Search
- Participate in the Unit 6 Discussion.
- Nail Disorders and Diseases quiz with an 85% or higher.

Claim your "*Be Healthy*" Badge!

UNIT 7: Chemistry

Read

- Chemistry Theory
- Hazardous Chemicals Theory
- Products, Toxicity, and Allergic Reactions Theory
- Ventilation and Odor Control Theory

Preview

- Chemistry Word Recall Handout
- Hazardous Chemicals Word Recall Handout
- Product, Toxicity, and Allergic Reactions Word Recall
- Ventilation and Odor Control Word Recall
- Allergic Reactions Handout

Complete

- Chemistry Word Recall and upload it to the site.
- Hazardous Chemicals Word Recall and upload it to the site.
- Product, Toxicity, and Allergic Reactions Word Recall and upload it to the site.
- Ventilation and Odor Control Word Recall and upload it to the site.
- Complete Word Search- Chemistry.
- Participate in the Unit 7 Discussion.
- Chemistry quiz with an 85% or higher.
- Hazardous Chemicals quiz with an 85% or higher.
- Products, Toxicity, and Allergic Reactions quiz with an 85% or higher.

Claim your "**Be Complex**" Badge!

UNIT 8: Manicuring

Read

- Manicuring Theory, Universal and Advanced Procedure
- French Manicure – Traditional Polish Theory and Universal Procedure

Preview

- Basic Manicure Universal Procedures Handout
- French Manicure Traditional Polish Procedures Handout
- Hot Oil Manicure Universal Procedures Handout
- Spa Manicure Advanced Procedures Handout
- Waterless – Dry Manicure Advanced Procedures Handout
- Manicuring Word Recall Handout
- Basic Manicuring Universal Evaluation Handout
- Hot Oil Manicure Universal Evaluation Handout
- French Manicure Advanced Evaluation #1 Natural Handout
- French Manicure Advanced Evaluation #2 Dramatic Handout
- Spa Manicure Advanced Evaluation Handout
- Waterless – Dry Manicure Advanced Evaluation Handout

View

- The Basic Manicure Video.
- The Manicuring Theory Review video.

Complete

- Perform a Basic Manicure Universal Evaluation. Upload the completed evaluation to the site including your Instructor's signature.

- Perform a French Manicure Evaluation #1 Natural. Upload the completed evaluation to the site including your Instructor's signature.
- Perform a French Manicure Evaluation #2 Dramatic. Upload the completed evaluation to the site including your Instructor's signature.
- Perform a Spa Manicure Advanced Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Perform a Hot Oil Manicure Universal Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Perform a Waterless Manicure Advanced Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Perform a Removing Polish Universal Evaluation. Upload the completed evaluation to the site including your Instructor's signature.
- Complete the Manicuring Word Recall and upload it to the site.
- Participate in the Unit 8 Discussion.
- Complete the Manicuring quiz with an 85% or higher.

Claim your "*Be Caring*" Badge!

UNIT 9: Anatomy and Physiology

Read

- Anatomy, Physiology, and Cells Theory

Preview

- Bones of the Hands and Feet Handout
- Cells – Classroom Challenge Handout
- Anatomy and Cells Word Recall Activity Handout
- Circulatory System Word Recall Handout
- Muscular System Word Recall Handout
- Nervous System Word Recall Handout
- Skeletal System Word Recall Handout
- Skin Word Recall Handout

View

- Anatomy and Physiology Theory Review video.

Complete

- Complete the Anatomy and the Cells Word Recall and upload it to the site.
- Complete the Skin Word Recall and upload it to the site.
- Complete the Skeletal System Word Recall and upload it to the site.
- Complete the Muscular System Word Recall and upload it to the site.

- Complete the Circulatory System Word Recall and upload it to the site.
- Complete the Nervous System Word Recall and upload it to the site.
- Complete Word Search- Anatomy & Cells
- Complete Word Search- Circulatory System
- Complete Word Search- Muscular System
- Complete Word Search- Nervous System
- Complete Word Search- Skeletal System
- Complete Word Search- The Skin
- Participate in the Unit 9 Discussion.
- Complete the Anatomy and Physiology quizzes with an 85% or higher.

Claim your "**Be Strong**" Badge!

UNIT 10: Pedicuring

Read

- Basic Pedicure and Foot Massage Theory and Universal Procedure.
- Spa Pedicure Basic - Advanced Procedure.
- Spa Pedicure Express - Advanced Procedure.
- Spa Pedicure Deluxe with Callus Softener, Scrub, and Mask – Advanced Procedure.
- Waterless Pedicure – Advanced Procedure.
- Waterless Spa Pedicure – Advanced Procedure.

Preview

- Basic Pedicure and Foot Massage Universal Procedure Handout
- Spa Pedicure Basic - Advanced Procedure Handout
- Spa Pedicure Express – Advanced Procedure Handout
- Spa Pedicure Deluxe with Callus Softener, Scrub, and Mask – Advanced Procedure Handout
- Waterless Pedicure – Advanced Procedure Handout
- Waterless Spa Pedicure - Advanced Procedure Handout
- Basic Pedicure with Foot Massage Universal Evaluation Handout
- Spa Pedicure Basic - Advanced Evaluation Handout
- Spa Pedicure Express - Advanced Evaluation Handout
- Spa Pedicure Deluxe - Advanced Evaluation Handout
- Waterless Pedicure - Advanced Evaluation Handout
- Waterless Spa Pedicure - Advanced Evaluation Handout
- Pedicuring Word Recall Handout

View

- Basic Pedicure Demo Video.
- Basic Dry Pedicure and Waterless Spa Pedicure video.
- The Pedicuring Theory Review video.

Complete

- Perform Basic Pedicure with Foot Massage Universal Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a Spa Pedicure Basic - Advanced Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a Spa Pedicure Express - Advanced Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a Spa Pedicure Deluxe - Advanced Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a Waterless Pedicure - Advanced Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a Waterless Spa Pedicure Advanced Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Complete the Pedicuring Word Recall and upload it to the site.
- Complete Word Search- Pedicuring
- Participate in the Unit 10 Discussion.
- Complete the Pedicuring quiz with an 85% or higher.

Claim your "**Be Giving**" Badge!

UNIT 11: Electricity

Read

- Electricity Theory

Preview

- Electricity Word Recall Handout
- Electricity Safety Precautions Handout

Complete

- Participate in the Unit 11 Discussion.
- Complete the Electricity Word Recall and upload it to the site.
- Complete Word Search- Electricity
- Complete the Electricity quiz with an 85% or higher.

Claim your "**Be Electric**" Badge!

UNIT 12: Nail Tips, Nail Wraps, and Nail Dip Systems

Read

- Nail Tips Theory and Universal Procedures
- Nail Wraps Theory and Universal Procedures
- Nail Dip Systems Theory and Universal Procedure
- Removing Nail Tips, Nail Wraps and Nail Dip Systems

Preview

- Nail Tips Universal Procedure Handout
- Nail Dip Systems Procedure Handout
- Removing Nail Wraps Universal Procedure Handout
- Removing Nail Dip Product Advanced Procedures Handout
- Nail Tip Universal Evaluation Handout
- Nail Wrap Overlay Universal Evaluation Handout
- Nail Wrap Maintenance Fill In Re-Balance Advanced Evaluation Handout
- Fabric Wrap Advanced Evaluation Handout
- Paper Wrap Advanced Evaluation Handout
- Nail Dip System Advanced Evaluation Handout
- Removing Nail Wraps #1 Universal Evaluation Handout
- Removing Nail Wraps #2 Universal Evaluation Handout
- Removing Nail Dip Product #1 Advanced Evaluation Handout
- Removing Nail Dip Product #2 Advanced Evaluation Handout
- Nail Tips Word Recall Handout
- Nail Wraps Word Recall Handout
- Nail Dip System Word Recall Handout

View

- Nail Tip Demo
- Nail Wrap Demo
- Blended Tip Demo
- Nail Tips and Wraps Theory Review

Complete

- Perform a Nail Tip Universal Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a Silk Wrap Overlay Universal Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a Silk Wrap Maintenance Fill In Re-Balance Advanced Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a Fabric Wrap Advanced Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a Paper Wrap Advanced Evaluation. Upload completed Evaluation Form to the site

- including your Instructor's signature.
- Perform a Removing Nail Wraps #1 Universal-Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a Removing Nail Wraps #2 Universal Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a Nail Dip Application Advanced Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a Removing Nail Dip Product #1 Advanced Evaluation, Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a Removing Nail Dip Product #2 Advanced Evaluation, Upload completed Evaluation Form to the site including your Instructor's signature.
- Complete the Nail Tips Word Recall and upload it to the site.
- Complete the Nail Wraps Word Recall and upload it to the site.
- Complete the Nail Dip System Word Recall and upload it to the site.
- Participate in the Unit 12 Discussion.
- Complete the Tip Application and Wraps quiz with an 85% or higher.

Claim your "**Be Renewed**" Badgel

UNIT 13: Gel Polish Manicure

Read

- Gel Polish Manicure Theory, Universal and Advanced Procedure

Preview

- Gel Polish Universal Procedures Handout
- French Manicure Gel Polish Advanced Procedures Handout
- Removing Gel Polish Advanced Procedures Handout
- Gel Polish Manicure Word Recall Handout
- Gel Polish g11 Handout
- Gel Polish Manicure Universal Evaluation Handout
- French Manicure Gel Polish Application Advanced Evaluation Handout
- Removing Gel Polish #1 Advanced Evaluation Handout
- Removing Gel Polish #2 Advanced Evaluation Handout

View

- Gel Polish Manicure video.
- Gelegance French Manicure video.
- Gel Polish Manicure Theory Review video.

Complete

- Perform a Gel Polish Manicure Advanced Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a French Manicure Gel Polish Application Advanced Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a Removing Gel Polish #1 Advanced Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Perform a Removing Gel Polish #2 Advanced Evaluation. Upload completed Evaluation Form to the site including your Instructor's signature.
- Complete the Gel Polish Manicure Word Recall and upload it to the site.
- Complete Word Search- Gel Polish Manicure
- Participate in the Unit 13 Discussion.
- Complete the Gel Polish Manicure quiz with an 85% or higher.
- Complete the Unit 13 Quiz: Overview Units 2-13 Written Exam with an 85% or higher.

Claim your "*Be Resilient*" Badge!

UNIT 14: Healthful Living and Professional Ethics

Read

- Healthful Living Theory and Practice
- Professional Ethics Theory and Practice

Preview

- Rules for Healthful Living Handout
- Healthy Living Self-Inventory Handout
- Healthy Living Word Recall Handout
- Professional Ethics Word Recall Handout
- Professional Ethics Table Discussion Handout

View

- The Healthful Living and Professional Ethics Theory Review video.

Complete

- Create a collage with photos of professional attitude, appearance, and behavior and upload it to the site.
- Complete the Healthful Living Self Inventory and upload it to the site.
- Complete the Healthful Living Word Recall and upload it to the site.
- Complete the Professional Ethics Word Recall and upload it to the site.
- Complete Word Search- Healthful Living and Professional Ethics
- Participate in the Unit 14 Discussion.
- Complete the Healthful Living and Professional Ethics quiz with an 85% or higher.

Claim your "**Be Professional**" Badge!

UNIT 15: Career Path and Building a Client Base

Read

- Career Path and Building Your Client Base Theory and Practice

Preview

- Career Path Activity Sheet Handout
- Career Path Word Recall Handout
- Written Agreements and Laws Handout

View

- The Career Path and Building a Client Base Theory Review video.

Complete

- Career Path Activity Sheet Assignment and upload to the site.
- Complete the Career Path Word Recall and upload it to the site.
- Complete Word Search- Career Path.
- Participate in the Unit 15 Discussion.
- Complete the Career Paths quiz with an 85% or higher.

Claim your "**Be a Boss**" Badge!

UNIT 16: Nail Art

Read

- Nail Art Theory, Universal and Advanced Procedures

Preview

- Nail Art Word Recall Handout
- Nail Art Step-by-Steps

- Boujee Blaze
- Cow Print
- Happy Flowers
- Hot Line Bling
- Mint French
- Peach Butterfly
- Peachy Drip
- Periwinkle Skies
- Purple Bandana
- Spicy Hot!

View

- Dusting Technique Nail Art Design video.
- Feeling Groovy Nail Art video.
- Fish Nail Art video.
- Give Me Spring Chevron French Long Acrylic and Nail Art video.
- Hibiscus Flower Nail Art video.
- I'm On Vacation Colorwave Long Acrylic and Nail Art video.
- Sage Green Double Chevron French Almond Shape and Nail Art video.

Complete

- Upload a photo of your Nail Art to the site.
- Complete Nail Art Word Recall and upload to the site.
- Participate in the Unit 16 Discussion.
- Complete the Nail Art quiz with an 85% or higher.

Claim your "*Be an Artist*" Badge!

Complete!

Final Project, Mock Practical Exam, and Final Quizzes:

Complete

- Create a Portfolio Video, Slide Show, Keynote, or PowerPoint of your nail course work throughout the course and upload it to the e-learning site.
- Perform a Mock Practical Exam for Nails following your school's State Board guidelines and complete with a grade of 85% or higher. Upload your grade sheet to the e-learning site.
- Pass two of the three Final Quizzes with 85% or higher.

***Hours of this course are based on approximate hours to complete course work. Schools may adjust and assign fewer or additional hours based on the school schedule, policies, and State Board guidelines. Required passing grades may vary based on your state and school requirements.**

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

217 W. Missouri,, Pierre, SD 57501
Tel: 605.773.6193 Fax: 605.773.7175 cosmetology.sd.gov

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider's Name: Hollywood Style
Provider's Address: 2100 Highland Way Ste. C
STREET
Mitchell SD 57301
CITY STATE ZIP

Contact Name: Anne Barnhart
Fax (____) ____ - ____ Email: ahoo.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: Classic Lash Certification Clock Hours: 16
All continuing education in South Dakota must emphasize safety and sanitation Do not include breaks and meals

Location of Course: Hollywood Style 2100 Highland Way
BUSINESS NAME STREET
Mitchell SD 57301 Ste. C
CITY STATE ZIP

Initial Course Offering Date: 4/23/23 - 4/24/23 Time: 9:00

ADDITIONAL OFFERINGS

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

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: Anne Barnhart

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.

Instructor has been officially trained
to train Classic & Volume Lash course by
Bella Lash Co. Certificate Provided.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. There will be online
Registration & Class Checkin Sheet.

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

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

AGREEMENT

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

Person completing this application (Please print): Anne Barnhart

Signature: [Handwritten Signature]

Date: 4/7/23

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 No other dates as of now
- 3. Instructor resume
- 4. Sample of sign-in sheet
- 5. Sample of certificate of attendance

NOTES

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

COMMISSION USE ONLY

Approved Hours: _____ Course Approval Number: _____

Denied Reason: _____

Reviewed by: _____

Date: ___/___/___

HOLLYWOOD Style Classic Lash Training

Day 2 - 8 hours of Certification
9am - 6pm

Goal For Today

Daily Agenda

- Review Day 1
- Marketing
- Charging for your Service
- Social Media
- Photos
- Hands on Practice
 - Warm up for Models
- Practice Testing
 - Model Day

I can:

I will:

Daily Affirmation

I am Beautiful.
I am Powerful.
I possess the qualities needed to
become extremely successful.
I am a creator.
I am worth it.
I have the ability to learn new skills.
I am a Lash Artist.
Everything that is happening right now is
happening for my ultimate good.
I can do hard things.
I am fierce.
I believe in myself.

Questions:

HOLLYWOOD

Style Classic Lash Training

Day 1 - 8 hours of Certification
9am - 6pm

Goal For Today

Daily Agenda

- Kit Overview
- Product Knowledge
- Classic Theory Review
- Hands on Practice:
 - Tape/Tweezer Pad Application
 - Tweezer Technique
 - Proper Adhesive
 - Extension Pick-up & Placement Removal
- Classic Lash Design
 - Basic Lash Mapping
- Station Set up
- Consultation
- Consent Form
- Procedure
- Mannequin Practice
 - Step By Step of whole lashing process

Daily Affirmation

I am Beautiful.
I am Powerful.
I possess the qualities needed to become extremely successful.
I am a creator.
I am worth it.
I have the ability to learn new skills.
I am a Lash Artist.
Everything that is happening right now is happening for my ultimate good.
I can do hard things.
I am fierce.
I believe in myself.

Questions:

I am:

HOLLYWOOD



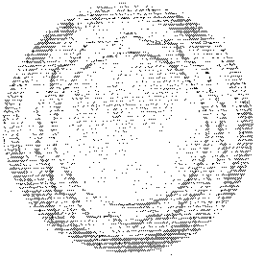
THIS CERTIFIES THAT

NAME

Has successfully completed the required 16-hour course
for Classic Lash Extensions.

DATE:

Trish Bates, President of
Hollywood Style University



Anne Barnhart, Instructor

ANNE BARNHART

Cosmetologist

CONTACT



SUMMARY

A passionate stylist that's been licensed for over 11 years. Strive to always provide the best experience for my clients and students.

EDUCATION

BELLA LASH

lash certification

Feb. 2023

STEWART SCHOOL

Cosmetology School

Nov. 2010- Jan. 2012

WORK EXPERIENCE

HOLLYWOOD STYLE

Full Service Salon

2012-present

- licensed instructor
- certified lash instructor

SKILLS

Instructor

lash extensions

hair extensions

haircut/color/waxing/braids/updo

REFERENCES

Provided upon request.

BELLA LASH

CERTIFICATE OF COMPLETION

Bella Lash Classic Lash Educator

Bella Lash certifies that

ANNE MARIE BARNHART

has completed all requirements to be certified as a Classic Lash Educator
by Bella Lash Extensions, LLC at Vineyard, UT

FEBRUARY 20 23

Date of Completion

Signature

Haley Chapman

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

217 W. Missouri, Pierre, SD 57501
Tel: 605.773.6193 Fax: 605.773.7175 cosmetology.sd.gov

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider's Name: Hollywood Style

Provider's Address: 2100 Highland Way Ste C
Mitchell SD 57301
CITY STATE ZIP

Contact Name: Adrianna Tilberg

Fax () - Email: hollywoodstyle01.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 Clock Hours: 8
All continuing education in South Dakota must emphasize safety and sanitation Do not include breaks and meals

Location of Course: Hollywood Style 2100 Highland Way
Mitchell SD 57301 Ste C
CITY STATE ZIP

Initial Course Offering Date: May 3, 23 Time: 9-6

ADDITIONAL OFFERINGS

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

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.

Instructor has been certified in electric file & uses this practice daily w/ all of her clients

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. Sign in Sheet & Registration

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

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

AGREEMENT

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

Person completing this application (Please print): Adrianna Tilberg

Signature: _____ Date: 4/7/23

SUBMISSION

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

Attachments:

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

NOTES

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

COMMISSION USE ONLY

Approved Hours: _____ Course Approval Number: _____

Denied Reason: _____

Reviewed by: _____ Date: ____/____/____



Nail File Certification Outline

8 Hours Certification

- Electric File Overview
- Cleaning and Disinfecting tools and space
- Client protection
- Drill bit overview
 - Sizes and used of bits
- Safety and Sanitation
 - Properly storing electric file
 - Properly cleaning tools after use
- Consultation
- Hands-On
- Test
- Presenting of certificates

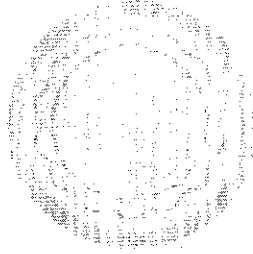
HOLLYWOOD Style

THIS CERTIFIES THAT

NAME

Has successfully completed the required 8-hour course for
Electric Nail File.

DATE:



Trish Bates, President of
Hollywood Style University

Adriahna Tilberg, Instructor

ADRIAHNA TILBERG



EXPERIENCE

JULY 2022 – CURRENT

NAIL TECHNICIAN, HOLLYWOOD STYLE

I provide high quality manicure and pedicure services. I work with multiple types of nail enhancements such as, gel, dip, plexigel, and gel extensions. I specialize in nail art.

SEPTEMBER 2015 – MAY 2022

FRONT DESK MANAGER, HOLLYWOOD STYLE

I was responsible for the running of the front desk by creating the schedule, training front desk employees, answer phone inquiries, direct calls and provided clients with basic information.

EDUCATION

JULY 2022

NAIL TECHNICIAN LICENSE, HOLLYWOOD STYLE UNIVERSITY

SKILLS

- Staff management
- Electric nail file certified
- Certified in permanent jewelry
- Nail art
- Gel-X extensions
- Customer service