



SOUTH DAKOTA COSMETOLOGY COMMISSION

Department of Labor and Regulation

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AGENDA

South Dakota Cosmetology Commission

Ramkota Hotel, Lake Lewis & Clark Room, 920 W Sioux Ave, Pierre, SD

Tuesday, July 12, 2016 - 8:30 a.m.

CALL TO ORDER, President Tammy Ugofsky

1. Roll Call Laurie Brandner
2. May 24 & June 19, 2016 Meeting Minutes Laurie Brandner
3. Treasurer's Report Kate Boyd
4. Executive Director's Report Kate Boyd
5. Disciplinary Actions Violations Committee
 - a. Proposed Consent Agreement - Case E-2016
6. School Requests
 - a. Fallon Helm - TSPA
 - b. School License Renewal Application - Headlines Academy - Rapid City
 - c. School License Renewal Application - LATI Cosmetology Program - Watertown
 - d. Electric Nail File Provider Application - Black Hills Beauty College - Rapid City
 - e. Electric Nail File Provider Application - Black Hills Beauty College - Sioux Falls
7. Commission Review of License Applications & Requests
 - An Thien Le - Request to Retake Nail Technician Theory for an 8th time
 - Stephanie Waletich - Needs Instructor State Laws Exam by end of July - Need examiner to administer
 - Jayde Keller Alternative Senior Instructor License Proposal
8. Election of Officers
9. Review and Revise Exam & Meeting Calendar for Remainder of the Year & Discuss 2017 Dates
 - September 24, 2016 - NIC School Overview
 - September 25, 2016 - NIC Examiner Training (Mandatory)
 - September 29-30, 2016 - State Board Administrators Meeting
 - September 30 - October 3, 2016 - NIC Conference - Tampa, Florida
 - October 20-22, 2016 - School Visits, Commission Meeting and State Board Exams - Sioux Falls/Watertown
 - November 19, 2016 - State Board Exams - Watertown
10. Other Business

ADJOURN

Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the Cosmetology Commission (605/773-6193) at least 48-hours before convening to make any necessary arrangements.

SOUTH DAKOTA COSMETOLOGY COMMISSION DRAFT MEETING MINUTES

May 24, 2016

Call Meeting to Order

A meeting of the Cosmetology Commission was called to order by Vice President Lori Berreth at 8:30 am. The meeting was held at the Department of Labor and Regulation office located at 2330 N Maple Avenue, Suite 101, Rapid City, South Dakota.

Roll Call

Attendance was taken by Secretary-Treasurer Laurie Brandner, with the following members present: Lori Berreth, Laurie Brandner, Crystal Carlson, and Lori Little. Members Absent: Tammy Ugofsky. Staff present: Attorney Aaron Arnold, Executive Director Kate Boyd. Others present included: Angela Taylor and Penny Thompson from Stewart School; Joy Poloncic and Tom Poloncic from Black Hills Beauty College; Cricket Rick and Peggy Sproat from Headlines Academy, Shawn Venjohn from Lake Area Technical School Cosmetology Programs and via conference call Eileen Donley and Stephanie Mortimore.

2. Minutes of the March 11 and April 19, 2016 Meeting

IT WAS MOVED by Laurie Little, seconded by Crystal Carlson to approve the Minutes of the March 11 and April 19, 2016 meeting as written. The motion prevailed on a voice vote.

3. Treasurer's Report

Secretary-Treasurer Laurie Brandner reported that as of March 31, 2016 the available budget was \$8,966.30 and the cash center balance was \$257,622.16.

IT WAS MOVED by Crystal Carlson, seconded by Lori Little to approve the Treasurer's Report as presented. The motion prevailed on a voice vote.

4. Executive Director's Report

Executive Director Kate Boyd reported on four subjects, including:

(1) Open Position - Beth Marnell recently resigned and accepted a position with a different state office. We are beginning the process of advertising to fill this position.

(2) Smocks for Exam Administration - In the past there had been discussion about those who participate test administration wearing a uniform of a smock. Commission member Crystal Carlson had done some research and brought several smocks for the commission to see. No consensus was reached as some members felt smocks were unnecessary.

(3) Cosmetology Practical Examination Content - At the March 11, 2016 meeting, the commission had reviewed the newly updated NIC Cosmetology Practical Exam content. At that time the commission requested a delayed implementation of the new exam until January 1,

2017 to allow our test examiners to be trained on the new exam this Fall during our annual examiner certification and so that the schools can become familiar with the new exam requirements.

Executive Director Kate Boyd had attended the NIC Region Meeting recently and spoke with Rosanne Kinley, the head of the National Exam Committee. Ms. Kinley recommended that South Dakota make two changes to the optional services that we test: (1) Replace Acrylic Nail with Manicure/Polish, and (2) Replace Facial with Removal of Hair on Eyebrows by Tweezing and Using Simulated Soft Wax. The reason for the change would be to more accurately test what the typical cosmetologist performs in the salon.

It was noted that it would take action by our commission to change the two optional services that we test.

IT WAS MOVED by Laurie Brandner, seconded by Crystal Carlson, to change the optional services that we currently include the cosmetology practical exam: (1) Replace Acrylic Nail with Manicure/Polish, and (2) Replace Facial with Removal of Hair on Eyebrows by Tweezing and Using Simulated Soft Wax. The motion prevailed on a voice vote.

(4) Failed Inspection Reports - Commission members were informed that we have started posting all failed inspection reports on our website. This has resulted in phone calls from licensees who believe their business has been impacted. There was a brief discussion about whether or not we should post an update after a salon has been re-inspected and passes the recheck inspection. It was stated that this is a work in progress and that in the future we hope to have our inspectors equipped with tablet devices to perform inspections and upload all inspections directly to our website and database.

5. Continuing Education for Licensees

Laurie Brandner and Crystal Carlson reviewed notes from the Continuing Education Task Force that met on April 22, 2016 in Sioux Falls. South Dakota cosmetology law authorizes the Cosmetology Commission to adopt administrative rules "*pertaining to continuing education for licensees on health issues, safety issues, and services that require the use of chemicals or electrical or mechanical apparatus.*"

The task force had considered many different aspects of licensee continuing education including the goal of continuing education should be "protecting the public and licensees and increased professionalism; what would be an appropriate number of required hours, what the content should include, how to verify the licensee has actually attended the continuing education, whether or not there should be an exemption for licensees over a certain age or years of experience and whether to proceed with implementing continuing education.

It was noted that only 14 other states require licensee continuing education and some states have dropped continuing education, considering it a barrier to practice.

It was agreed that further research needs to be done on this subject and that any recommendations to proceed or not to proceed with continuing education need to be submitted by the end of 2016.

6. Proposed Changes to Cosmetology Education Hours/Curriculum

The discussion on proposed change to the cosmetology education hours and curriculum began with the cosmetology schools that were present each stating what their position is on a change in education hours.

Cricket Rick from Headlines Academy stated that they would like to maintain 2100 hours but understand that in the future South Dakota may need to lower the numbers, but would like to see them no lower than 1800 hours.

Angela Taylor from Stewart School stated that their school would to stay at 2100 hours and would like to see the Commission to move slower on any attempt to lower cosmetology education hours. Their school also would not like to see the hours lowered below 1800 hours. They also stated that they would like to have a hair design license to accommodate those students who really only want to do hair and not nails or esthetics. Headlines added they would also be in favor of a hair design license.

Tom Polonic of Black Hills Beauty College stated that they think the Commission should wait for more information from the national level and to determine what the education needs actually are. They added that they feel comfortable and will be prepared to educate students at whatever level the hours end up being.

Shawn Venjohn from Lake Area Technical Institute Cosmetology Program stated that she thinks the hours should not be any lower than 1800 hours, if a reduction needs to be made.

Following further discussion, it was agreed that the Education Hour Task Force could continue to monitor this topic and meet from time to time if further information becomes available at the national level. Attorney Aaron Arnold stated that the Task Force would need to have a definitive plan by May, 2017 if legislation is to be considered and pursued by the Commission for the 2018 legislative session.

7. Upcoming Meeting Dates

The following meeting dates for the remainder of 2016 were brought up, with special emphasis on the September 24, 2016 NIC School Overview, the September 25, 2016 NIC Examiner Training that is mandatory for anyone seeking certification as an NIC practical examiner, and the annual NIC Conference in Tampa, Florida September 30-October 3, 2016. Commission members were asked to contact the office if they are interested in submitting an out-of-state travel request to attend the NIC Conference.

- July 11-12, 2016 - State Board Exams & Commission Meeting - Pierre
- September 24, 2016 - NIC School Overview

- September 25, 2016 - NIC Examiner Training (Mandatory)
- September 29-30, 2016 - State Board Administrators Meeting
- September 30 - October 3, 2016 - NIC Conference - Tampa, Florida - who should attend??
- October 20-22, 2016 - School Visits, Commission Meeting and State Board Exams
- Sioux Falls/Watertown
- November 19, 2016 - State Board Exams - Watertown

At 10:15 am the meeting was recessed for a short break and was called back to order at 10:25 am.

8. Referral of Applications to the Commission

8 (a) Applicant #13145-TL - The Commission had reviewed this application at the 3/11/16 meeting. The reasons for referral to the commission included omissions on the application regarding prior license and after receiving a second application, there were discrepancies in the dates of education. At the 3/11/16 meeting the Commission had asked the staff to invite the applicant to attend the next Commission meeting to speak on his own behalf. That letter had been sent inviting this individual to attend today's meeting. He had phoned on 5/9/16 to state that he would not be attending the meeting.

IT WAS MOVED by Crystal Carlson, seconded by Laurie Brandner to deny Application #13145 and inform the applicant that he cannot reapply for one year. The motion died for lack of a second.

IT WAS MOVED by Laurie Brandner, seconded by Lori Little, to deny Application #13145 and notify the applicant that he cannot reapply for 90 days. If and when the applicant reapplies, he will need to appear before the Commission to seek approval of his license application. The motion prevailed on a voice vote.

8 (b) Applicant #13185 - NT - The Commission reviewed information about a reciprocity applicant who omitted information on his first reciprocity application, was asked to fill out a second application to clarify, and there were discrepancies between the two applications.

IT WAS MOVED by Lori Little, seconded by Laurie Brandner, to deny Application #13185 and inform the applicant that he can reapply after 90 days and will need to appear before the Commission to seek approval of his license application. The motion prevailed on a voice vote.

9. Complaint from Nail Technician - The individual did not attend the meeting to address her concerns.

10. Report of Apprenticeship at Leo Thomas Salon

Executive Director Kate Boyd informed the Commission that the apprenticeship at Leo Thomas Salon in Rapid City appears to be going well. Weekly reports are being sent to the Commission office in a timely manner and attendance has been excellent. Senior Instructor Holly Ringo had

sent an email that was presented to the Commission stating that both she and the apprentice are pleased with the progress.

Apprenticeships are approved with a ninety-day probationary period. Since there do not appear to be any problems, a letter will be sent confirming the continuation of the apprenticeship.

11. NIC Region Meeting

Executive Director Kate Boyd reported on her attendance at the Board Administrators Meeting March 31-April 1 and she, together with Commission members Crystal Carlson and Lori Little, reported on the Region Meeting April 1-3, 2016 in Nashville, Tennessee. Kate stated that she missed the first morning of the Board Administrators meeting due to a weather-related flight delay. Most of the Board Administrators meeting was spent sharing information about new laws or rules that have passed in various states since the last meeting and working on a uniform model cosmetology law. The group had formed various committees to meet throughout the year to work on specific portions of the model law.

The NIC Meeting included discussions about developing standards for regulated professions; a report from AEQUO representative Brentni Henderson about fraudulent documents and action that can be taken to identify fraudulent documents; OSHA compliance for salons and spas, a motivational speaker on leadership, and an overview from the Board Administrators on development of a Uniform Model cosmetology law. On Sunday there were breakout sessions for the various regions to meet and discuss topics of interest to their specific area of the country.

12. Legislative Changes from 2016 Session

Attorney Aaron Arnold informed the Commission about various new laws that were passed during the 2016 Legislative Session that affect Boards and Commissions. Among the bills he discussed here HB 1066 that requires that in order to comply with the opening meeting laws, meeting agenda must be posted two consecutive business days prior to the meeting; HB 1117, dealing with other languages in meetings, SB 73 that deals with Boards and Commissions communicating via the internet and email and care must be taken to not violate the open meetings law, SB 90 allows citizens to record meetings as long as the recording is not disruptive to the meeting and SB 104 removes 75 days limit between public meeting and filing with Secretary of State (SOS) without going before IRRC and must be filed with SOS office within 60 days of presenting to the IRRC.

13. Amanda Premus - Request for Alternative Education Approval for Senior Instructor License

Amanda Premus had submitted a request for approval of her plan to obtain a senior instructor license through independent study. She needs to have 1000 hours of instructor education and then take the Instructor State Board examination. She will receive 600 hours for her years of experience. Amanda was requesting that the Commission allow up to 300 hours for advanced professional education, training and certifications she has taken.

It was noted that instructor education is to be on teaching methodology, not individual professional development.

IT WAS MOVED by Laurie Brandner, seconded by Crystal Carlson, to deny Amanda Premus' request for 300 hours of credit for her personal professional development as a cosmetologist, and direct her to obtain 400 hours in courses previously preapproved by the commission to supplement her 600 previously approved by the Commission for years of experience. The motion prevailed on a voice vote.

14. Instructor Laws Exam Update

Crystal Carlson, together with Executive Director Kate Boyd had recently reviewed the Instructor State Laws Exam and presented four proposed changes to the exam.

After reviewing the changes, IT WAS MOVED by Lori Little, seconded by Crystal Carlson, to approve the proposed changes to the Instructor Laws and Rules exam as presented. The motion prevailed on a voice vote.

15. Disciplinary Actions

15 (a) Appropriate Disciplinary Action for Violations

At the previous Commission meeting, the request was made to have a discussion about disciplinary actions and appropriate action for 1st, 2nd, 3rd, etc violations. In recent years the standard length of actual suspension of a license has been 7 days for a first offense and 30 days for a second offense, with additional weeks being held in abeyance provided the licensee obeys all laws and rules for one year. The consensus of the commission was to have first offenses be 14 days of actual suspension, second offenses would be 45 days of actual suspension, and 3rd offenses would go to a formal hearing.

15 (b) Proposed Consent Agreement - Case J-2014

IT WAS MOVED by Crystal Carlson, seconded by Laurie Brandner to approve the Consent Agreement for Case J-2014 with the following terms:

- a. Artist Studio Salon's lapsed license, #CS-06344, shall be permanently revoked and not eligible for late renewal;
- b. Ms. Anderson's Knaughty Lox Salon's application for licensure shall be denied. Ms. Anderson may reapply for a salon license upon successful completion of her one year probationary period;
- c. Ms. Anderson's personal license, #CO-08087, will be suspended for a period of 90 days with 60 days being held in abeyance. Ms. Anderson's license will be actively suspended for 30 days beginning July 15, 2016, through August 13, 2016;

- d. The remaining 60 days of suspension of Ms. Anderson's license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
- 1) Ms. Anderson will comply with all laws and regulations relating to their profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
 - 2) Ms. Anderson will successfully pay for and successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at www.miladypro.com. Ms. Anderson must submit to the Commission the Certification of Completion received after successful completion of the course within 60 days from the execution date of this Agreement;
 - 3) Ms. Anderson's work area will be subject to additional inspections for a period of one year from the date of execution of this Agreement. Ms. Anderson will make a onetime payment to the Commission for the additional expenses of the inspections in the amount of \$350.00 within 60 days from the execution date of this Agreement.

The motion prevailed on a voice vote.

15 (c) Proposed Consent Agreement - Case C-2015

IT WAS MOVED by Laurie Brandner, seconded by Lori Little, to approve the Consent Agreement for Case C-2015 with the following terms:

- a. The Commission shall issue Ms. Arampatzis a cosmetology license;
- b. Once issued, Ms. Arampatzis' personal license, #CO-12554, will be suspended for a period of 30 days with 23 days being held in abeyance. Ms. Arampatzis' license will be actively suspended for 7 days beginning June 5, 2016 through June 11, 2016;
- c. The remaining 23 days of suspension of Ms. Arampatzis' license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Mr. Arampatzis will comply with all laws and regulations relation to their profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
 - 2) Ms. ARampatzis will successfully pay for and successfully complete the online course "Infection Control Online Class", sponsored by Milady, found at www.miladypro.com. Ms. Arampatzis must submit to the Commission the Certificate of Completion received after successful completion of the course by July 31, 2016; and,

- 3) Ms. Arampatzis shall pay to the Commission an administrative penalty in the amount of \$350.00 by July 31, 2016.

The motion prevailed on a voice vote.

16. Other Business

State Board Exams

Commission member Laurie Brandner brought up the current process for State Board examination administration. We are now required to have a proctor at the practical exam who reads the verbal instructions, operates the time clock, and settles any disputes or handles emergencies. That means that we need one more individual every time we administer practical exams. She stated that she believes there should always be two staff members present at the exams due to the amount of work required by staff in both the practical exam room and the computer-based written exam computer lab. She expressed the opinion that it is too much for one person to deal with, especially if that person would become ill or an emergency developed. Due to testing requirements, the practical examiners are not allowed to know the names of the individuals they are testing so they cannot deal with entering candidate data into the tablet devices.

Other Commission members expressed the opinion that they do not feel as if Commission members should be required to participate in State Board exams and that we should come up with a group of six individuals in eastern South Dakota and six in western South Dakota who could be trained and certified as practical examiners. This search for other practical examiners will be undertaken so these individuals could be trained on September 25 at the annual NIC Examiner Training in Pierre.

One other change for the future will be to not hold Commission meetings at the same time as State Board examinations.

Adjourn

There being no further business, IT WAS MOVED by Lori Little, seconded by Crystal Carlson, to adjourn. The motion prevailed on a voice vote.

The meeting was adjourned at 12:10 pm.

Respectfully submitted,

Kate Boyd, Recording Secretary

Laurie Brandner, Secretary-Treasurer

EXECUTIVE DIRECTOR'S REPORT

May 24, 2016

1. **Letter of Resignation & Search for New Staff Member** - As commission members are aware, Beth Marnell recently resigned and accepted a position in State government. This is a promotion for Beth and while we will miss her, we wish her well in her new position.

We have begun the process of advertising this position and will keep the commission informed as the process proceeds.

2. **Uniforms/Smocks for Test Administration** - In the past there has been discussion about test administration personnel wearing smocks/uniforms so that all test administration personnel look professional and are easily identifiable. Commission member Crystal Carlson has been doing some research and plans to bring samples to the May 24 meeting for consideration by the commission.

3. **Cosmetology Practical Examination Content** - At the March 11 commission meeting, it was stated that NIC has revised the cosmetology practical examination. The commission voted to request an extension of administering the current cosmetology exam until January 1, 2017. This will allow practical examination scorers to be trained this fall on the new exam content. We are granted the extension of time to implement the new exam to January 1, 2017.

Following that meeting, when I attended the NIC Region Meeting in early April I spoke with Rosanne Kinley, the head of the NIC Exam Committee about delaying the exam. Ms. Kinley recommended that South Dakota make two changes to the optional services that we test. She suggested that we make the following changes in order to more accurately reflect the nail and esthetic services that most cosmetologist perform:

Replace the Acrylic Nail with the Manicure

Replace the Facial with Removal of Facial Hair Using Simulated Soft Wax

The Commission will need to take action by vote if you would like to drop testing acrylic nail and facial and replace them with manicure and removal of facial hair using simulated soft wax.

4. **Failed Inspection Reports** - Recently we started having all Failed Inspection Reports posted to our website. This has resulted in phone calls from licensees who believe their business is being impacted as a result of the postings. In the future we hope to have our inspectors equipped with tablet devices to perform inspections and upload all inspections directly to our website and database.

SOUTH DAKOTA COSMETOLOGY COMMISSION

DRAFT MEETING MINUTES

June 19, 2016

Call Meeting to Order

A meeting of the Cosmetology Commission was called to order by Secretary-Treasurer Laurie Brandner on Sunday, June 19 at 8:05 pm. The meeting was held via conference call.

1. Roll Call

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

2. Case S-2015 - Consider Consent Agreement

The Commission reviewed a consent agreement for Case S-2015 that has been accepted and signed by the licensee Kirsten LaRocca.

IT WAS MOVED BY Crystal Carlson, seconded by Lori Little to approve the Consent Agreement for Case S-2015 with the following terms.

- a. Ms. LaRocca's personal license, #EO-12649-2016, shall be suspended for a period of 90 days with 60 days being held in abeyance. Mr. Larocca's license will be actively suspended for 30 days beginning July 2, 2016 through July 31, 2016;
- b. The remaining 60 days of suspension for Ms. Larocca's personal license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Ms. LaRocca will comply with all laws and regulations relating to their profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement; and
 - 2) Ms. LaRocca will successfully pay for and successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at www.miladypro.com. Ms. LaRocca must submit to the Commission the Certification of Completion received after successful completion of the course July 31, 2016;

The motion prevailed on a roll call vote with Crystal Carlson, Lori Little and Laurie Brandner voting aye. Absent and not voting were Lori Berreth and Tammy Ugofsky.

Adjournment

IT WAS MOVED BY Lori Little, seconded by Crystal Carlson to adjourn. The motion prevailed on a roll call vote with Crystal Carlson, Lori Little and Laurie Brandner voting aye. Absent and not voting were Lori Berreth and Tammy Ugofsky.

The meeting adjourned at 8:20 pm.

Respectfully submitted,

Kate Boyd, Recording Secretary

Laurie Brandner, Secretary-Treasurer

May 2016

BA20JB60

MONTHLY

AVAILABLE FUNDS
AS OF: 05/31/2016
FY YEAR REMAINING: 8.5%
PAY DAYS REMAINING: 2

MONTHLY

PAGE 1,567

BUDGET UNIT 1033

DATE 06/04/2016

BUDGET UNIT NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	272,048.00	3,920.00-	0.00	3,664.00	319,434.67	54,970.67-	246,668.39
BUDGETED TOT	272,048.00	3,920.00-	0.00	3,664.00	319,434.67	54,970.67-	
ALL COMP TOT	272,048.00	3,920.00-	0.00	3,664.00	319,434.67	54,970.67-	

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	129,751.00	0.00	0.00	6,502.78	141,878.15	12,127.15-	0.0
5102 EMPLOYEE BENEFITS	28,371.00	0.00	0.00	1,205.49	34,660.12	6,289.12-	0.0
5203 TRAVEL	40,074.00	0.00	0.00	4,439.51	40,662.42	588.42-	0.0
5204 CONTRACTUAL SVCS	59,451.00	0.00	3,664.00	8,766.48	86,319.21	30,532.21-	0.0
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	870.22	11,378.92	897.92-	0.0
5207 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	4,535.85	4,535.85-	0.0
TOTALS	268,128.00	0.00	3,664.00	21,784.48	319,434.67	54,970.67-	0.0

BREAKOUT BY COMPANY:

COMPANY	EMPLOYEE SALARIES	EMPLOYEE BENEFITS	TRAVEL	CONTRACTUAL SVCS	SUPPLIES & MATRLS	CAPITAL OUTLAY	PS SUBTOTALS	OE SUBTOTALS	COMPANY 6503-I TOT
5101000	129,751.00	28,371.00	40,074.00	59,451.00	10,481.00	0.00	158,122.00	110,006.00	268,128.00
5102000	28,371.00	40,074.00	59,451.00	10,481.00	0.00	0.00	158,122.00	110,006.00	268,128.00
5203000	40,074.00	59,451.00	10,481.00	0.00	0.00	0.00	158,122.00	110,006.00	268,128.00
5204000	59,451.00	10,481.00	0.00	0.00	0.00	0.00	158,122.00	110,006.00	268,128.00
5205000	10,481.00	0.00	0.00	0.00	0.00	0.00	158,122.00	110,006.00	268,128.00
5207000	0.00	0.00	0.00	0.00	0.00	0.00	158,122.00	110,006.00	268,128.00
PS SUBTOTALS	158,122.00	110,006.00	268,128.00	0.00	0.00	0.00	158,122.00	110,006.00	268,128.00
OE SUBTOTALS	110,006.00	268,128.00	0.00	0.00	0.00	0.00	110,006.00	268,128.00	378,134.00
COMPANY 6503-I TOT	268,128.00	378,134.00	0.00	0.00	0.00	0.00	268,128.00	378,134.00	646,262.00

54,970.67-

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	246,668.39	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			246,668.39	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			246,668.39	DR **	
BUDGET UNIT TOTAL 1033			246,668.39	DR ***	

STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 05/31/2016

AGENCY BUDGET UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
103300061806	6503	4293901	COS-OPERATOR/MANAGER	6,815.00	111,370.00
103300061806	6503	4293969	COS-SALONS LICENSE	3,815.00	57,840.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	75.00	1,175.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	24.00	1,525.00
103300061806	6503	4293972	COS-PERMITS	1,032.00	19,518.00
103300061806	6503	4293973	COS-SCHOOL LICENSE	.00	1,800.00
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIF	600.00	11,520.00
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	12,361.00	204,748.00 *
ACCT: 42			LICENSES, PERMITS & FEES	12,361.00	204,748.00 **
103300061806	6503	4393903	COS-PENALTY'S	3,620.00	32,815.00
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	3,620.00	32,815.00 *
ACCT: 43			FINES, FORFEITS & PENALTIES	3,620.00	32,815.00 **
103300061806	6503	4491000	INTEREST & DIVIDENDS-PRGM	.00	3,836.75
ACCT: 4491			INTEREST & DIVIDENDS (NON-GOVERNMENTAL)	.00	3,836.75 *
ACCT: 44			REVENUE FROM THE USE OF MONEY & PROPERTY	.00	3,836.75 **
103300061806	6503	4896004	COS-EDUCATION COURSE COST	35.00	970.00
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	1,520.00	20,090.00
103300061806	6503	4896020	MISCELLANEOUS INCOME	75.00	173.00
ACCT: 4896				1,630.00	21,233.00 *
ACCT: 48			OTHER REVENUE	1,630.00	21,233.00 **
CNTR: 103300061806				17,611.00	262,632.75 ***
COMP: 6503				17,611.00	262,632.75 ****
B UNIT: 1033				17,611.00	262,632.75 *****

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 05/31/2016

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503								
COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	4293901	C106CC035	05/18/2016	263977	05/13/2016	3,290.00	DR
6503	103300061806	4293901	C106CC035	05/18/2016	263977	05/13/2016	3,290.00	CR
6503	103300061806	4293901	C106CC035	05/18/2016	263977	05/13/2016	3,290.00	CR
6503	103300061806	4293969	C106CC035	05/18/2016	263977	05/13/2016	2,135.00	CR
6503	103300061806	4293972	C106CC035	05/18/2016	263977	05/13/2016	50.00	CR
6503	103300061806	4293984	C106CC035	05/18/2016	263977	05/13/2016	336.00	CR
6503	103300061806	4293901	C106CC036	05/20/2016	264626	05/13/2016	80.00	CR
6503	103300061806	4293901	C106CC036	05/20/2016	264626	05/20/2016	2,075.00	DR
6503	103300061806	4293901	C106CC036	05/20/2016	264626	05/20/2016	2,075.00	CR
6503	103300061806	4293969	C106CC036	05/20/2016	264626	05/20/2016	2,075.00	CR
6503	103300061806	4293972	C106CC036	05/20/2016	264626	05/20/2016	945.00	CR
6503	103300061806	4293984	C106CC036	05/20/2016	264626	05/20/2016	444.00	CR
6503	103300061806	4293901	C106CC038	05/27/2016	265191	05/27/2016	500.00	CR
6503	103300061806	4293901	C106CC038	05/27/2016	265191	05/27/2016	1,470.00	DR
6503	103300061806	4293901	C106CC038	05/27/2016	265191	05/27/2016	1,470.00	CR
6503	103300061806	4293969	C106CC038	05/27/2016	265191	05/27/2016	1,470.00	CR
6503	103300061806	4293970	C106CC038	05/27/2016	265191	05/27/2016	735.00	CR
6503	103300061806	4293971	C106CC038	05/27/2016	265191	05/27/2016	25.00	CR
6503	103300061806	4293971	C106CC038	05/27/2016	265191	05/27/2016	24.00	CR
6503	103300061806	4293972	C106CC038	05/27/2016	265191	05/27/2016	252.00	CR
6503	103300061806	4293984	C106CC038	05/27/2016	265191	05/27/2016	20.00	CR
6503	103300061806	4293901	R626RC0329	06/01/2016	R6RC0329	05/17/2016	20.00	DR
TOTAL ACCOUNT GROUP NET CHANGE							12,361.00	CR *
6503	103300061806	4393903	C106CC035	05/18/2016	263977	05/13/2016	2,610.00	CR
6503	103300061806	4393903	C106CC036	05/20/2016	264626	05/20/2016	610.00	CR
6503	103300061806	4393903	C106CC038	05/27/2016	265191	05/27/2016	400.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							3,620.00	CR *
6503	103300061806	4896007	C106CC035	05/18/2016	263977	05/13/2016	720.00	CR
6503	103300061806	4896004	C106CC036	05/20/2016	264626	05/20/2016	35.00	CR
6503	103300061806	4896007	C106CC036	05/20/2016	264626	05/20/2016	280.00	CR
6503	103300061806	4896020	C106CC036	05/20/2016	264626	05/20/2016	35.00	CR
6503	103300061806	4896007	C106CC038	05/27/2016	265191	05/27/2016	520.00	CR
6503	103300061806	4896020	C106CC038	05/27/2016	265191	05/27/2016	40.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							1,630.00	CR *
6503	103300061806	52053100	CD604040	05/25/2016		05/02/2016	30.77	DR
6503	103300061806	52041800	DP603100	05/11/2016		05/11/2016	375.60	DR
6503	103300061806	52041800	DP604103	06/01/2016		05/18/2016	672.75	DR
6503	103300061806	52044900	E106-171	05/04/2016		05/04/2016	1,041.75	DR
6503	103300061806	52042000	FM603070	05/25/2016		05/18/2016	1,206.82	DR
6503	103300061806	52053500	MS604048	05/25/2016		05/13/2016	717.94	DR
6503	103300061806	52059800	PCEX011054	05/27/2016		05/24/2016	79.99	DR

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR	
6503	103300061806	52042000	PL604061	05/25/2016		05/09/2016	490.08	DR	
6503	103300061806	52042000	PM603047	05/25/2016		05/25/2016	20.54	DR	
6503	103300061806	52042000	PP603047	05/25/2016		05/25/2016	28.81	DR	
6503	103300061806	52045300	TL604053	06/01/2016		05/03/2016	448.86	DR	
6503	103300061806	5228000	TI06-097	05/04/2016		05/04/2016	1,099.99	DR	
TOTAL ACCOUNT GROUP NET CHANGE								6,213.90	DR *
6503	103300061806	82044900	REALESTRNT 2016	05/06/2016	358721	05/04/2016	1,041.75	CR	
6503	103300061806	82044900	REALESTRNT 2016	06/01/2016	358721	05/28/2016	1,041.75	CR	
6503	103300061806	82041900	16SCI00012 179	05/06/2016	16SCI00012	05/06/2016	775.50	CR	
6503	103300061806	82041900	16SCI00012 183	05/06/2016	16SCI00012	05/06/2016	1,283.25	DR	
6503	103300061806	82041900	16SCI00012 183	05/06/2016	16SCI00012	05/06/2016	1,283.25	CR	
6503	103300061806	82041900	16SCI00012 183	05/06/2016	16SCI00012	05/06/2016	1,283.25	CR	
TOTAL ACCOUNT GROUP NET CHANGE								4,142.25	CR *
TOTAL COMPANY--NET CHANGE								15,539.35	CR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 05/31/2016

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
									1,068.23	DR *
6503	103300061806	52031400	CGEXI60523	05/25/2016	553315				11.00	DR
6503	103300061806	52031400	CGEXI60531	06/01/2016	557166				44.00	DR
6503	103300061806	52031400	CGEXI60531	06/01/2016	557169				44.00	DR
6503	103300061806	52031400	CGEXI60531	06/01/2016	557168				33.00	DR
6503	103300061806	52031400	CGEXI60531	06/01/2016	557160				33.00	DR
6503	103300061806	52031400	CGEXI60531	06/01/2016	557170				22.00	DR
									187.00	DR *
6503	103300061806	52031500	CGEXI60523	05/25/2016	552050				32.00	DR
6503	103300061806	52031500	CGEXI60531	06/01/2016	557167				79.00	DR
6503	103300061806	52031500	CGEXI60531	06/01/2016	552049				32.00	DR
									143.00	DR *
6503	103300061806	52032200	CGEXI60512	05/13/2016	531548				78.66	DR
									78.66	DR *
6503	103300061806	52032300	CGEXI60503	05/04/2016	531556				37.80	DR
									37.80	DR *
6503	103300061806	52032800	CGEXI60512	05/13/2016	531548				28.45	DR
									28.45	DR *
6503	103300061806	52033000	CGEXI60503	05/04/2016	531556				417.60	DR
6503	103300061806	52033000	CGEXI60512	05/13/2016	531548				626.40	DR
									1,044.00	DR *
6503	103300061806	52033200	CGEXI60503	05/04/2016	531556				24.00	DR
6503	103300061806	52033200	CGEXI60512	05/13/2016	531548				100.00	DR
									124.00	DR *
6503	103300061806	52033500	CGEXI60503	05/04/2016	531556				91.00	DR
6503	103300061806	52033500	CGEXI60512	05/13/2016	531548				153.00	DR
									244.00	DR *
6503	103300061806	52041800	DP603100	05/11/2016					4,439.51	DR **
6503	103300061806	52041800	DP604103	06/01/2016					375.60	DR
									672.75	DR
									1,048.35	DR *
6503	103300061806	52041900	16SC100012 179	05/11/2016	02160063	SMARTSOFTW	12221150		775.50	DR
6503	103300061806	52041900	16SC100012 183	05/11/2016	02160063	SMARTSOFTW	12221150		1,283.25	DR
									2,058.75	DR *
6503	103300061806	52042000	FM603070	05/25/2016					1,206.82	DR
6503	103300061806	52042000	PL604061	05/25/2016					490.08	DR
6503	103300061806	52042000	PM603047	05/25/2016					20.54	DR
6503	103300061806	52042000	PP603047	05/25/2016					28.81	DR

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
		OBJSUB: 5204200	CENTRAL SERVICES							
6503	103300061806	52042300	2424651	05/18/2016	02161034	SERVALLUNI	12049672		1,746.25	DR *
6503	103300061806	52042300	987118	05/18/2016	00307594	ENVIROTECH	12189816		5.61	DR
									8.13	DR
		OBJSUB: 5204230	JANITORIAL & MAINT SERV							
6503	103300061806	52044900	E106-171	05/04/2016					13.74	DR *
6503	103300061806	52044900	REALESTRNT 2016	06/01/2016	02162469	HYDEHOLDIN	12028880		1,041.75	DR
									1,041.75	DR
		OBJSUB: 5204490	RENTS-PRIVATE OWNED PROP.							
6503	103300061806	52045300	TL604053	06/01/2016					2,083.50	DR *
									448.86	DR
		OBJSUB: 5204530	TELECOMMUNICATIONS SRVCS							
6503	103300061806	52045400	415031401 0416	05/11/2016	02159973	MUNICIPALU	12054968	01	448.86	DR *
									83.03	DR
		OBJSUB: 5204540	ELECTRICITY							
6503	103300061806	52049600	5296	05/11/2016	00305145	NATLINTERS	12114840	02	83.03	DR *
									1,284.00	DR
		OBJSUB: 5204960	OTHER CONTRACTUAL SERVICE							
		OBJECT: 5204	CONTRACTUAL SERVICES							
6503	103300061806	52050200	319199	05/18/2016	02161267	OFFICEMAXI	12162845		1,284.00	DR *
									8,766.48	DR **
									15.63	DR
		OBJSUB: 5205020	OFFICE SUPPLIES							
6503	103300061806	52050280	18382 MAY16	05/18/2016	00307165	INMANSWATE	12037639		15.63	DR *
									12.90	DR
		OBJSUB: 5205028	OFFICE SUPPLIES							
6503	103300061806	52053100	CD604040	05/25/2016					12.90	DR *
									30.77	DR
		OBJSUB: 5205310	PRINTING-STATE							
6503	103300061806	52053500	CGEX160531	06/01/2016	557160				30.77	DR *
6503	103300061806	52053500	MS604048	05/25/2016					5.96	DR
									717.94	DR
		OBJSUB: 5205350	POSTAGE							
6503	103300061806	52055180	68870010003APR16	05/25/2016	00308943	MONTANADAK	12020954	12	723.90	DR *
									7.03	DR
		OBJSUB: 5205518	HEATING & COOKING FUELS							
6503	103300061806	52059800	PCEX011054	05/27/2016					7.03	DR *
									79.99	DR
		OBJSUB: 5205980	PROC CARD PURCH-APPROVED							
		OBJECT: 5205	SUPPLIES & MATERIALS							
6503	103300061806	52280000	T106-097	05/04/2016					79.99	DR *
									870.22	DR **
									1,099.99	DR
		OBJSUB: 5228000	OPER TRANS OUT -NON BUDGT							
		OBJECT: 5228	NONOP EXP/NONBGTD OF TR							
		GROUP: 52	OPERATING EXPENSES							
		COMP: 6503								
		CONTR: 103300061806								
		B. UNIT: 1033								
									1,099.99	DR *
									15,176.20	DR **
									22,884.47	DR ***
									22,884.47	DR ****
									22,884.47	DR *****
									22,884.47	DR *****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 05/31/2016

AGENCY	BUDGET UNIT	CENTER-5	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	LABOR & REGULATION							
1033	COSMETOLOGY COMMISSION							
10330	COSMETOLOGY COMMISSION							
COMPANY NO 6503								
COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
103300061806	6503	51010100			F-T EMP SAL & WAGES	3,759.47	87,053.42	
103300061806	6503	51010200			P-T/TEMP EMP SAL & WAGES	2,383.31	47,804.73	
103300061806	6503	51010300			BOARD & COMM MERS FEES	360.00	7,020.00	
ACCT: 5101 EMPLOYEE SALARIES								
103300061806	6503	51020100			OASI-EMPLOYER S SHARE	6,502.78	141,878.15	
103300061806	6503	51020200			RETIREMENT-ER SHARE	505.58	10,918.74	
103300061806	6503	51020600			HEALTH/LIFE INS -ER SHARE	256.80	5,758.42	
103300061806	6503	51020800			WORKER S COMPENSATION	438.20	17,832.76	
103300061806	6503	51020900			UNEMPLOYMENT COMPENSATION	4.91	107.88	
						.00	42.32	
ACCT: 5102 EMPLOYEE BENEFITS								
ACCT: 51 PERSONAL SERVICES								
103300061806	6503	52030100			AUTO-STATE OWNED-IN STATE	.00	934.75	
103300061806	6503	52030200			AUTO PRIV (IN-ST.) L/RTE	193.20	465.06	
103300061806	6503	52030300			AUTO-PRIV (IN-ST.) H/RTE	1,291.17	18,647.89	
103300061806	6503	52031000			LODGING/IN-STATE	1,068.23	3,488.65	
103300061806	6503	52031400			TAXABLE MEALS/IN-STATE	187.00	2,446.00	
103300061806	6503	52031500			NON-TAXABLE MEALS/IN-ST	143.00	2,471.00	
103300061806	6503	52032200			AUTO-PRIV. (OUT-STATE) L/R	78.66	78.66	
103300061806	6503	52032300			AUTO-PRIV. (OUT-STATE) H/R	37.80	414.54	
103300061806	6503	52032600			AIR-COMM-OUT-OF-STATE	.00	5,261.12	
103300061806	6503	52032800			OTHER-PUBLIC-OUT-OF-STATE	28.45	53.45	
103300061806	6503	52033000			LODGING/OUT-OF-STATE	1,044.00	4,772.80	
103300061806	6503	52033200			INCIDENTALS-OUT-OF-STATE	124.00	562.50	
103300061806	6503	52033500			NON-TAXABLE MEALS/OUT-ST	244.00	1,066.00	
ACCT: 5203 TRAVEL								
103300061806	6503	52040600			ED & TRAINING CONSULTANT	4,439.51	40,662.42	
103300061806	6503	52041600			WORKSHOP REGISTRATION FEE	.00	2,500.00	
103300061806	6503	52041800			COMPUTER SERVICES-STATE	1,048.35	2,825.00	
103300061806	6503	52041900			COMPUTER SERVICES-PRIVATE	2,058.75	4,643.50	
103300061806	6503	52042000			CENTRAL SERVICES	1,746.25	16,803.00	
103300061806	6503	52042200			EQUIPMENT SERV & MAINT	25.00	8,099.94	
103300061806	6503	52042300			JANITORIAL & MAINT SERV	13.74	617.33	
103300061806	6503	52044600			EQUIPMENT RENTAL	.00	100.00	
103300061806	6503	52044900			RENTS-PRIVATE OWNED PROP.	2,083.50	11,990.10	
103300061806	6503	52045100			RENTS-OTHER	.00	725.00	
103300061806	6503	52045300			TELECOMMUNICATIONS SRVCS	448.86	1,851.86	
103300061806	6503	52045400			ELECTRICITY	83.03	327.64	
103300061806	6503	52045900			INS PREMIUMS & SURETY BDS	608.00	608.00	
103300061806	6503	52049600			OTHER CONTRACTUAL SERVICE	1,284.00	35,202.84	
ACCT: 5204 CONTRACTUAL SERVICES								
103300061806	6503	52050200			OFFICE SUPPLIES	8,766.48	86,319.21	
103300061806	6503	52050280			OFFICE SUPPLIES	15.63	841.34	
						12.90	346.35	

BA0215V1 06/04/2016

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 05/31/2016

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
103300061806	6503	52053100	PRINTING-STATE	30.77	2,511.62
103300061806	6503	52053500	POSTAGE	723.90	6,058.89
103300061806	6503	52055180	HEATING & COOKING FUELS	7.03	62.78
103300061806	6503	52059800	PROC CARD PURCH--APPROVED	79.99	1,557.94
ACCT: 5205		SUPPLIES & MATERIALS		870.22	11,378.92
103300061806	6503	52079010	COMPUTER HARDWARE	.00	4,206.00
103300061806	6503	52079610	COMPUTER SOFTWARE	.00	329.85
ACCT: 5207		CAPITAL OUTLAY		.00	4,535.85
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	1,099.99	7,284.67
ACCT: 5228		NONOP EXP/NONBCTD OP TR		1,099.99	7,284.67
ACCT: 52		OPERATING EXPENSES		15,176.20	150,181.07
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		22,884.47	326,719.34
CENTER: 103300061806				22,884.47	326,719.34
B UNIT: 1033				22,884.47	326,719.34

SOUTH DAKOTA COSMETOLOGY COMMISSION

EXECUTIVE DIRECTOR'S REPORT

July 12, 2016

1. **New Staff Member** - An update on the selection/hiring of a new staff member will be given at the July meeting.
2. **Public Comment** - Linda Dietrich contacted the office to express her opinion that salons or booths with failed inspections should be required to post a Failed Inspection notice in their salon. I informed her that the Commission is now posting failed inspections on the website and she stated that she was aware of that but thought that salons who fail their inspections should be required to post something notifying the public that the salon failed its most recent inspection. (Note: Currently salons are issued a "Passed Inspection" card to post in the salon.)
3. **Failed Inspections on Website** - The staff is in the process of updating the website so that salons and booths that have failed inspections on the website will receive a new posting when they have been rechecked and pass the follow-up inspection.
4. **Continuing Education** - The staff would like to some guidance from the Commission on the subject of continuing education.
5. **Practical Examinations** - The search for licensed cosmetologists who may be interested in being trained/certified to administer the practical exams. This would reduce the burden to Commission members who already devote so much of their time to Commission activities and to keep our cosmetology inspectors in the field inspecting salons and booths. If you know of cosmetologists who may be interested, please contact the office.

For office use only: License number: _____
 Date processed: _____ Date expires: _____

Cosmetology Commission
 500 E Capitol Ave
 Pierre SD 57501
 605/773-6193

**SOUTH DAKOTA COSMETOLOGY COMMISSION
 SCHOOL LICENSE RENEWAL FORM**

Instructions
 Please print or type. All areas should be completed. If not applicable, print NA. Information may be listed on a separate sheet and attached. Attach a non-refundable School License fee of \$300.00 for one (1) school license renewal. The expiration date is on the license. **The renewal form and fee should be submitted at least two months before the expiration date.**

1. TYPE OF LICENSE RENEWING
 Cosmetology School Nail School Esthetics School Branch School

2. SCHOOL INFORMATION

School Name: **Headlines Academy, Inc**
 Current On-site Director: **Peggy Sproat/Sandy Birmeier**
 School Address: **333 Omaha St, Suite 7**
 City/State/Zip **Rapid City, SD 57701**
 Telephone: **605-348-4247** Fax: **605-348-5462** Email: **headlinesadmissions@yahoo.com**
 Programs Offered:

Cosmetology	YES	NO	Number of clock hours 2100
Nail Technology	YES	NO	Number of clock hours 400
Esthetics	YES	NO	Number of clock hours 600

Are the courses in clock or credit hours? **CLOCK** CREDIT If in credit hours, attach the conversion.
 Days/Times Open: Attach a separate sheet with this information
 Days and Times of Theory Classes: Attach a separate sheet with this information
 Days and Times of Clinic: Attach a separate sheet with this information
 What months are programs started? **Cosmo-Feb, June, Sept & Dec** Nails-**June & Dec** Esth-**April & October**
 Current Enrollment in - - - - Cosmetology Program: **40** Nails Program: **2** Esthetics Program: **5**
 Approximate Square Footage of school physical premises: **13637**

3. SCHOOL OWNER INFORMATION

Ownership (check one): Sole Proprietorship Partnership **Corporation**
 List the name and address of each individual owner, partner, or corporate officer. If more space is needed, attach a separate sheet.

Owner Name	Owner Residence Address/City/State/Zip	Telephone Number
Peggy Sproat		605-431-2553
Sandy Birmeier		605-431-2582

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. **333 Omaha St, Suite 7, Rapid City, SD 57701**

If the corporation has a registered agent in South Dakota authorized to accept legal service, list the name and address of the agent.

4. INSTRUCTOR(S) AND QUALIFICATIONS - ATTACH a list of all instructors. Include their names, license numbers (both instructor license and personal license), and license expiration dates. All instructors must have a current South Dakota instructor license and a current cosmetologist, nail technician, or esthetician license, as applicable. There must be one (1) senior instructor for every 20 students or a fraction thereof. IF THIS LIST CHANGES, THE SCHOOL NEEDS TO SUBMIT THE NEW INSTRUCTOR NAME TO THE COMMISSION OFFICE TO ADD TO THIS FORM.

5. REQUIRED ATTACHMENTS the following need to be attached.

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

School's current catalog ✓

List of textbook(s) and workbook(s) used ✓

School advertising brochures and website address ✓

School rules and regulations ✓

Student policies and procedures ✓

Explanation of procedure to track student hours ✓

Explanation of how student records are kept and stored ✓

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

Listing of proposed field trips on Commission form

Listing of substitute instructors and guest demonstrators ✓

List any changes made since the last renewal application ✓

6. AGREEMENT AND SIGNATURE

It is understood and agreed that any license granted is not transferable to another person, partnership, or corporation, or another location. Whenever the owner of the school or the location or school is changed, a new application must be submitted for approval by the Cosmetology Commission at least two months before the change.

It is further understood that the school license is renewed annually on the start date of the license. A renewal application must be submitted at least two months prior to the expiration date with all required attachments and the required fee. If a license is expired, the school shall pay the added penalty fee.

It is further understood that the Commission will be notified in writing of any changes from this application such as new instructors, change of days/times, etc.

It is further understood and acknowledged that the Commission may revoke or suspend the license of such school for any violation of the law or rules relating to cosmetology, esthetics, or nail technology, or if any of the above noted requirements or if further investigation reveals misrepresentation or false information being given in any manner or form as to any application or request for information made by the Commission, by any individual, partnership or corporation acting for or associated with said school.

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

Owner or School Director Signed: _____

Regeny Jovsat

Dated: 6-20-16

Owner or School Director Signed: _____

Dated: _____

Notary Public and sworn to before me this 20 day of June, 2016.



Sandra Biermeier
Notary Public - South Dakota

My Commission expires: 11-5-21

Required Attachments 6/20/2016

List of required and non-required equipment- **we have all required equipment, we have not added any additional equipment since our last inspection and we have a tanning bed**

Schools current catalog- **I have included 2, the large one can be printed off of our website so our prospective students have access to it. They are given a hard copy the first day of school. The small one is given out at our Career days or any events we attend.**

List of textbook and workbooks used-**this information is found in the student handbook on the prospective page of each program. The index will give you the page # of each program. School Advertising brochures-included in packet, small brochure and student handbook or our website which is www.HeadlinesAcademy.com**

Schools rules and regulations-**on pages 17-19 in the student handbook**

Student policies and procedures-**on pages 17-19 in the student handbook**

Explanation of procedure to track student hours-**they scan in with their finger print on our time clock out on our clinic floor, we also take attendance in theory at the beginning of each day and then the students go to their classes or clinic. If the student needs to prove they were here they use the appointment book, the call in log, leaving early or sent home under each students name. They may also red slip out if they need to leave early and all documentation is housed in our attendance office for each month. The students hours are split up by the services they do on clinic, that is tracked on the computer on clinic, they have an average time they take for each service and that is how they enter their hours.**

Explanation of how student's records are kept and stored-**In our Academy there is a file room that all students' files that have completed the program are kept in. The current student permanent files and hour sheets are kept in attendance office, along with test files. Financial aid files are kept in Peggy Sproat's office locked in her file cabinet**

Schedule of days and times open, showing theory and practical times, holidays closed-**This can be found on page 13 of the student handbook and page 20 has the theory schedule listed.**

Listing of proposed field trips on Commission form-**this is attached to this sheet**

Listing of substitute instructors and guest instructors (demonstrators)-**substitutes are listed on the instructor license sheet with an X, however every staff member will sub for each other when needed. Guest demonstrators are in on Wednesday ACE classes, they vary from year to year, however we always have an instructor present with the demonstrator in class, which are usually conducted on our clinic floor.**

List of changes made since last renewal application-**We have none.**



Name	CO License #	JC or IC License #	Substitutes
Sandy Birmeier	CO-05880-2016	IC-07045-2016	X
Peggy Sproat	CO-06370-2016	IC-05824-2016	X
Nichole Finch	CO-07763-2017	IC-09535-2017	
Catherine Rick	CO-12183-2017	IC-12184-2017	X
MacDonald, Martie	CO-08898-2016	IC-12641-2016	
Sharp, Maryann	CO-12306-2016	IC-12735-2015	
Frazier, Marissa	CO-07943-2016	IC-13130-2017	
Wilson, Kylee	CO-10037-2016	JC-13153-2016	
Sullivan, April	CO-13096-2017	JC-13141-2017	

The people with the X beside their license can be substitutes, Peggy and Sandy are here daily and can sub at anytime

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

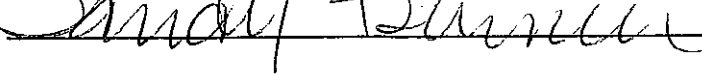
1. School name: Headlines Academy

We are requesting approval for the following field trips. We know this list must be submitted each year with our school license renewal and will be added to our school application for the year indicated above.

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational Objectives and approximate number of students
1. Salon Centric Yearly Show-cosmo 2. Salon Centric show-esthetics 3. Salon Centric show-nails	Sept 2016	8	All Students that buy tickets, to see and learn about new products and styles, and new trends coming out for the fall 25 students-not sure they have to travel to Denver or Council Bluffs IA, and instructor goes with them.
2. Class in the Park-cosmo, nails, esthetics	June 2016	8	Motivational, teamwork, and front desk skills 50 students-all staff is present
3. Salon Visits-Cosmo Salon Visits-Esthetics	August and Jan each yr	4hours each- 8 hours total	To visit area salons and ask about pay scale hourly/commission and to see how salons differ from full service to limited services. 20 students per instructor-all staff participates
4. Nails 2016-salon visit-we will advise commission when we are doing this with an email	Not sure of date, depends on if we start a class	4 hours	To visit area salons and ask about pay scale hourly/commission and to see how salons differ from full service to limited services. 4-6 students instructor present with them

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

I realize that if these field trips need to be changed or dropped, I must write to the Commission for prior approval. All those involved shall follow all the requirements as required by the Commission. (see reverse side).

School representative's signature: 
Date: 10-20-16

.....
 Date received by Commission: _____

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

The Commission recognizes and approves off-premise field trips under a present school license as long as the beauty school meets the following requirements:

1. completes a School Field Trip plan which lists:
 - a. name and location of field trip;
 - b. approximate date(s);
 - c. number of hours;
 - d. educational objectives (important);
 - e. number of students involved.
2. attaches appropriate lesson plans;
3. submits this plan with the renewal of the school license;
4. requests no more than 36 hours per year;
5. has instructor(s) directly supervise the students at all times on the field trip;
6. has students and instructors wear identification nametags while on field trip.

(hair show trips may be requested, but they must be well-organized and have specific educational objectives.)

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational Objectives and approximate number of students
4. Miscellaneous Community Service Events-will email when attending	July and January each year	8	Serve others, give back to the community by providing free haircuts to the homeless 20 students and instructor
6.			

Guest Instructors for 2016-17	
Salon Centric	Product Knowledge/Client Retention
Bio Elements	Spa Services
Great Clips	Haircutting
John Niehaus	Fire Safety
Matt Sargent	Crime Prevention
Linda Pratt	Drug and Alcohol
Surface	Product Knowledge/Updo's
Lanza	Color techniques/product knowledge
CCCS	Financial info/smart use of \$\$\$
The Man Salon	Mens Haircutting
Robert Chico Cortez	Holloween and stage makeup

LESSON PLAN

SUBJECT UNIT: Salon Centric Hair Show

SESSION NUMBER 1 OF 1 SESSIONS

LENGTH OF SESSION 8

BEHAVIORAL OBJECTIVE: They will participate in the hair show with instructors present. They will attend cutting, coloring, styling and product classes of their choice at the show. They will present a report on what they learned at the show. They will do this with a minimum of 75% participation.

THEORY _____

DEMO _____

PARTICIPATION _____

EXPERIENCES 1

CLASSROOM Hairshow

TOOLS AND EQUIPMENT: pen and paper

RESOURCE MATERIAL: Salon Centric hair show

MOTIVATION: Different types of products and new color cut and styles services that have been presented by Matrix, Redken, Lanza, New Free, Gigi, Tigi, and Nioxin and many other companies.

100% PARTICIPATION PROJECT:

Attending Salon Centric hair show

PRESENTATION OUTLINE:

None

SUMMARY:

By participating in this project, students will gain insight into the salon world as an industry.

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

What did you learn? Positives? Negatives?

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

Group oral report at Wednesday announcements to the student body from the attending students on what they learned and participated in.

METHOD OF MEASURING:

Taking roll call when they arrive.

LESSON PLAN

SUBJECT UNIT Class in the Park

SESSION NUMBER 1 OF 1 LESSIONS

LENGTH OF SESSION 8 hours

BEHAVIORAL OBJECTIVE: have class at Canyon lake park, the students are exposed to a variety of classes to include, aroma therapy, self defense, nutrition, body mechanics, life skills, former students presenting on their experiences in the salon since graduation, salon managers on their salon, benefits and pay scale of the salon. The students are receiving information on a variety of classes, so they can evaluate the benefits of the businesses and if they would like to further their knowledge on these subjects, with the staff focusing on stress relief and motivation of the industry.

THEORY 3

DEMO 3

PARTICIPATION 2

EXPERIENCES 1

CLASSROOM Canyon Lake Park

TOOLS AND EQUIPMENT: Pen and Paper, demonstrators, tables, chairs

RESOURCE MATERIAL: Demonstrators from various salons

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?)

To get an understanding of the various modalities that are out in the salon world to add to the students profession. Research how these can help the student in various salon settings whether it be limited salons or full service day spa settings or booth rental. We very much encourage health consciousness and networking with business's in town to help the student build their business after graduation.

PRESENTATION OUTLINE: N/A

SUMMARY: N/A

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH: what did you learn, like and dislike about the class? Do you feel you have more connections with businesses in the Hills area, and what can they do for you?

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

METHOD OF MEASURING:

LESSON PLAN

SUBJECT UNIT Salon Visits

SESSION NUMBER 1 OF 2 LESSIONS

LENGTH OF SESSION 4 hours

BEHAVIORAL OBJECTIVE: To visit area salons and ask questions about benefits, pay, retail contests, continuing education, vacations, location ect

THEORY 2

DEMO _____

PARTICIPATION 2

EXPERIENCES 2

CLASSROOM Area Salons

TOOLS AND EQUIPMENT: Paper and pen

RESOURCE MATERIAL: The students are put into groups with an instructor and they decide as a group which salons they would like to visit.

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?)
To find out what the salons pay, their benefits an if they are full service, limited or booth rental and the student can evaluate the best situation for them.

PRESENTATION OUTLINE:

SUMMARY:

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT:(should be a completion of outcome and criteria) Write a paper on the summery of the salons and what they thought of the differences in the salons and which one they chose to pursue a job at and why or why not.

METHOD OF MEASURING: The students paper being handed in the next day in attendance.

For office use only:

License number: SLC-00001

Date processed: _____ Date expires: _____

Cosmetology Commission
500 E Capitol Ave
Pierre SD 57501
605/773-6193

**SOUTH DAKOTA COSMETOLOGY COMMISSION
SCHOOL LICENSE RENEWAL FORM**

Instructions

Please print or type. All areas should be completed. If not applicable, print NA. Information may be listed on a separate sheet and attached. Attach a non-refundable School License fee of \$300.00 for one (1) school license renewal. The expiration date is on the license. **The renewal form and fee should be submitted at least two months before the expiration date.**

1. TYPE OF LICENSE RENEWING

Cosmetology School Nail School Esthetics School Branch School

2. SCHOOL INFORMATION

School Name: Lake Area Technical Institute

Current On-site Director: Shawn Venjahn

School Address: 1203 Arrow Ave

City/State/Zip Watertown SD 57201

Telephone: 605 882-5284

Fax: 605 882-6299

Email: www.lakareatech.edu

Programs Offered:

Cosmetology YES NO

Number of clock hours

2100

Nail Technology YES NO

Number of clock hours

Esthetics YES NO

Number of clock hours

Are the courses in clock or credit hours? CLOCK CREDIT If in credit hours, attach the conversion.

Days/Times Open: Attach a separate sheet with this information See handbook

Days and Times of Theory Classes: Attach a separate sheet with this information See handbook

Days and Times of Clinic: Attach a separate sheet with this information See handbook

What months are programs started? August and January

Current Enrollment in - - - -

Cosmetology Program: 50

Nails Program:

Esthetics Program:

Approximate Square Footage of school physical premises: 7540 Sq feet

3. SCHOOL OWNER INFORMATION Watertown School District

Ownership (check one): Sole Proprietorship Partnership Corporation

List the name and address of each individual owner, partner, or corporate officer. If more space is needed, attach a separate sheet.

Owner Name

Owner Residence Address/City/State/Zip

Telephone Number

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. _____

If the corporation has a registered agent in South Dakota authorized to accept legal service, list the name and address of the agent. _____

4. INSTRUCTOR(S) AND QUALIFICATIONS - ATTACH a list of all instructors. Include their names, license numbers (both instructor license and personal license), and license expiration dates. All instructors must have a current South Dakota instructor license and a current cosmetologist, nail technician, or esthetician license, as applicable. There must be one (1) senior instructor for every 20 students or a faction thereof. **IF THIS LIST CHANGES, THE SCHOOL NEEDS TO SUBMIT THE NEW INSTRUCTOR NAME TO THE COMMISSION OFFICE TO ADD TO THIS FORM.**

5. REQUIRED ATTACHMENTS – the following need to be attached.

We have all that is required by Law/Rule.

List of required and non-required equipment (ARSD 20:42) *We do not offer microdermabrasion*

School's current catalog *See web site www.lakearetech.edu*

List of textbook(s) and workbook(s) used *Milady's Standard Text, Theory, Practical and Study Guide.*

School advertising brochures and website address *www.lakearetech.edu / LATI Facebook*

School rules and regulations *see handbook*

Student policies and procedures *see handbook*

Explanation of procedure to track student hours *roll call, time clock, time sheets*

Explanation of how student records are kept and stored *computer, file*

Schedule of days and times open, showing theory and practical times, holidays closed *see handbook website*

Listing of proposed field trips on Commission form *See attached sheet*

Listing of substitute instructors and guest demonstrators *Salon Employees*

List any changes made since the last renewal application *see handbook*

6. AGREEMENT AND SIGNATURE

It is understood and agreed that any license granted is not transferable to another person, partnership, or corporation, or another location. Whenever the owner of the school or the location or school is changed, a new application must be submitted for approval by the Cosmetology Commission at least two months before the change.

It is further understood that the school license is renewed annually on the start date of the license. A renewal application must be submitted at least two months prior to the expiration date with all required attachments and the required fee. If a license is expired, the school shall pay the added penalty fee.

It is further understood that the Commission will be notified in writing of any changes from this application such as new instructors, change of days/times, etc.

It is further understood and acknowledged that the Commission may revoke or suspend the license of such school for any violation of the law or rules relating to cosmetology, esthetics, or nail technology, or if any of the above noted requirements or if further investigation reveals misrepresentation or false information being given in any manner or form as to any application or request for information made by the Commission, by any individual, partnership or corporation acting for or associated with said school.

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

Owner or School Director Signed: *Sharon Venjahn*

Dated: *6-9-16*

Owner or School Director Signed: *Toni Stiles*

Dated: *6-9-16*

Notary

Subscribed and sworn to before me this 9th day of June, 2016.

SEAL

Juli Duma
Notary Public – South Dakota

My Commission expires: 5/9/19

Shawn Venjohn	Senior Cosmetology Instructor	IC-07203-2017	EXP. Date 03/14/2017
	Cosmetologist	CO-02594-2017	Exp. Date 03/14/2017
Angela Larson	Senior Cosmetology Instructor	IC-08478-2016	Exp. Date 10/04/2016
	Cosmetologist	CO-07242-2016	Exp. Date 10/04/2016
Rachel Maag	Senior Cosmetology Instructor	IC-11557-2016	Exp. Date 12/08/2016
	Cosmetologist	CO-05917-2016	Exp. Date 12/08/2016
Elizabeth Lloyd	Senior Cosmetology Instructor	IC-12014-2016	Exp. Date 11/01/2016
	Cosmetologist	CO-10881-2016	Exp. Date 11/01/2016

We are requesting to take 2 fields trips in 2017. We would like to take the students to a couple of salons and a supply store. Also we may volunteer for organizations outside of school. Both trips combined will equal 16 hours.

There will be approximately 55 students with 4 instructor's accompanying the group.

The educational objectives are:

We would like to introduce the students to successful salons.

Understand the elements of how a salon is run on a daily bases.

Recognize the types of salon ownership.

Understand why selling services and retail is necessary for a prosperous salon business.

Identify the difference between retail and wholesale pricing.

Realize the difference in a professional supply store versus one that is open to the public.

To help students to understand that as professionals we need to give back to the community.

RC

South Dakota Cosmetology Commission
500 E Capitol Ave
Pierre SD 57501
605/773-6193
605/773-7175 fax

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

CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A - General Provider Information

- 1. Provider's Name: Black Hills Beauty College - Rapid City
- 2. Provider's Address: 623 St. Joe Street
Rapid City, SD 57701
- 3. Provider's Contact Name: Holly Keszler
- 4. Phone Number: 605-342-0647 Fax Number: 605-342-6886 Email: holly@bhbeautycollege.com
- 5. Check one: Individual Provider Company Provider

Section B - Course Information (A detailed outline or agenda of the course must be attached to application)

Check ONLY ONE category Microdermabrasion Electric Nail File

- 1. Name of Course: Electric File Safety + Sanitation Continuing Education
(All continuing education in South Dakota must emphasize safety and sanitation)
- 2. Number of Continuing Education Credit Hours: 8 (Do not include time for breaks and meals)
- 3. Initial Date and Time of Course Offering: September 2016 - September 2017
- 4. Location of Course: Black Hills Beauty College 623 St. Joe Street Rapid City, SD 57701
(Business Name, Street Address, City, State, Zip)

IF you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). The Commission must have at least twenty-four (24) hours written notice of any changes in the date, location or instructor of your course. Resumes are required for a new course instructor. This information must be faxed to the number above (All correspondence MUST include the Commission assigned Course Certification number, course name and number of credit hours).

- 5. Instructor Name: Holly Keszler
- 6. 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 SD, but must be licensed from another state)

RC

7. List any relevant information you feel is necessary to assist the Commission in determining approval of this course. I feel with my years of teaching + the knowledge that I have gained on the electric file, I will be able to educate the licensed cosmetologist + nail techs the importance of using the electric file in a safe + sanitary way.

Section C - Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. When attendees arrive to the school they will need to fill out their name + address on the sheet provided. They will have to initial in + out for each break.
2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.
3. Attach a sample copy of the certificate of attendance the provider issues to the licensee as proof of attendance of the course. The certificate must show name of course, name of attendee, dates of attendance, and number of hours earned.

Section D - Signature

1. Name of person completing this application (Please print) Holly Keszler
2. Signature: *Holly Keszler* Date: 6/21/10

NOTE: Please submit your application within sixty days prior to the course date to receive prior approval and a course number. A \$100 non-refundable fee must accompany the application. **This fee is good for one year only no matter how many courses are taught and is not pro-rated.** When SD licensees attend an approved provider course, the licensee does not have to pay the \$35 verification fee to the Commission. REMEMBER to attach: (1) Course agenda or outline; (2) Instructor resume; (3) Sample of sign-in sheet; (4) sample of certificate of attendance.

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

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

Section E - Commission Office Use Only			
Approved	Hours	Course Approval Number: _____	
Denied	Reason: _____		
Reviewed by: _____			Date: _____

SF

South Dakota Cosmetology Commission
500 E Capitol Ave
Pierre SD 57501
605/773-6193
605/773-7175 fax

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

CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A - General Provider Information

- 1. Provider's Name: Black Hills Beauty College - Sioux Falls
- 2. Provider's Address: 3501 S. Kelley Ave.
Sioux Falls, SD 57106
- 3. Provider's Contact Name: Monica Engeltjes
- 4. Phone Number: 605-361-2787 Fax Number: 605-361-4330 Email: monica@bhbeautycollege.com
- 5. Check one: Individual Provider Company Provider

Section B - Course Information (A detailed outline or agenda of the course must be attached to application)

- Check ONLY ONE category Microdermabrasion Electric Nail File
- 1. Name of Course: Electric File Safety + Sanitation Continuing Education
(All continuing education in South Dakota must emphasize safety and sanitation)
 - 2. Number of Continuing Education Credit Hours: 8 (Do not include time for breaks and meals)
 - 3. Initial Date and Time of Course Offering: September 2016 - September 2017
 - 4. Location of Course: Black Hills Beauty College 3501 S. Kelley Ave Sioux Falls, SD 57106
(Business Name, Street Address, City, State, Zip)
- If you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). The Commission must have at least twenty-four (24) hours written notice of any changes in the date, location or instructor of your course. Resumes are required for a new course instructor. This information must be faxed to the number above (All correspondence MUST include the Commission assigned Course Certification number, course name and number of credit hours).
- 5. Instructor Name: Monica Engeltjes
 - 6. 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 SD, but must be licensed from another state)

SF

7. List any relevant information you feel is necessary to assist the Commission in determining approval of this course. I feel with my years of experience + knowledge of the electric file, I could educate the licensed cosmetologists + nail techs + how to safely + correctly use the electric file.

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. When attendees arrive to the class they will have to fill in their name + address on the sheet provided. They will also have to initial in + out for each break
2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.
3. Attach a sample copy of the certificate of attendance the provider issues to the licensee as proof of attendance of the course. The certificate must show name of course, name of attendee, dates of attendance, and number of hours earned.

Section D – Signature

1. Name of person completing this application (Please print) Holly Keszler
2. Signature: Holly Keszler Date: 4/21/10

NOTE: Please submit your application within sixty days prior to the course date to receive prior approval and a course number. A \$100 non-refundable fee must accompany the application. **This fee is good for one year only no matter how many courses are taught and is not pro-rated.** When SD licensees attend an approved provider course, the licensee does not have to pay the \$35 verification fee to the Commission. REMEMBER to attach: (1) Course agenda or outline; (2) Instructor resume; (3) Sample of sign-in sheet; (4) sample of certificate of attendance.

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

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

Section E – Commission Office Use Only

Approved _____ Hours _____ Course Approval Number: _____

Denied Reason: _____

Reviewed by: _____ Date: _____

Electric File Safety & Sanitation
Continuing Education Class Agenda
Agenda

- I. 8:00-8:30 - Sign in
 - a) Explain what they can expect to learn in this class
- II. 8:30-10:00 - Infection Control Principles & Practices
 - a) Different types of infection control and when they will need to use them
 - b) Go over the South Dakota State Laws that are specific about electric files and what they need to know if they are going to use the electric file in their salon on clients.
- III. 10:00-11:00 - Choosing an Electric File
 - a) We will go over the different type of files they can and cannot purchase to use on the human nail.
 - b) Things to look for and consider when purchasing an electric file.
- IV. 11:00-12:00 - All about Bits
 - a) We will go over all the different types of bits and the proper time when to use them.

12:00-12:30 – Lunch
- V. 12:30-2:30 - Electric Filing Techniques
 - a) Practice techniques – they will practice holding the nail file so it is comfortable in their hands.
 - b) Properly inserting the nail bits.
 - c) Practice bit angles – they will practice on a manikin hand the proper angle to hold the file on the nail plate.
 - d) Practice surface work
 - e) Practice cuticle work

RC e SF

- VI. 2:30-3:00 - Important things to remember
- VII. 3:00-3:30 - Nail Enhancement Maintenance
 - a) What bits to use for each nail service
- VIII. 3:30-4:15 - Electric Files For Pedicure
- IX. 4:15 -4:30 - Trouble Shooting

ELECTRIC FILE CERTIFICATE

AWARDED TO

Linsy Saenz

For completing 8 Hours of Continuing Education

Awarded this 21 day of June, 2016

Linsy Saenz
Presenter Name and Title

RC - SF

S F

Monica Engeltjes

Sioux Falls, 57103

monica@bhbeautycollege.com

OBJECTIVES:

Looking to obtain a position where my team working skills, customer relations, attention to detail, to improve the working environment and company. A position that will enable me to use my strong work ethic, willingness to learn, communication and organizational skills to the fullest, along with applying my professionalism, passion for what I believe in and to serve others.

Education:

Le Mars Beauty College, Le Mars Ia. May 1988
Iowa and South Dakota Cosmetology Instructor License 1989-2015
Le Mars Community High School, Le Mars Ia. May 1985

Qualifications:

Creative, energetic, and devoted to mentoring others.
I'm inspired by learning, and having a purpose.
I have the passion to teach and serve others.
Developed and excelled client retention through customer service.
Honesty, compassion, character, and integrity are very important to me.

Experience:

Employer: Black Hills Beauty College
Dates: 2007 – 2015, currently employed
Title: Educational Director/Manager
Location: Sioux Falls, South Dakota
Description, responsible for:
Accreditation - maintain NACCAS standards
Supervise Instructors - daily schedules of teaching, authorize time off, cover vacation schedules
Student Relations & Retention - counseling, grades and attendance, review of rules
Staff Meetings - monthly agenda
Student Evaluations - basic and state board testing
Teaching - theory, advanced classes and clinic floor as needed
Supervise Receptionist - phone etiquette and book keeping
Financial Aid - disburse financial aid checks

Other instructional Duties: lesson planning, schedules for clinic and classroom, daily deposits and book keeping, reports of records, basic maintenance, incentive programs for staff and students, marketing, in charge of local charity events within the school, class and clinic floor instruction, inventory maintenance and public relations.

SF

Experience:

Employer, Black Hills Beauty College
Dates, 2000 – 2007, opened another location
Title, Cosmetology Instructor
Location, Rapid City, South Dakota

Description, Instructed and mentored students for their 2100 hours of education, in various areas of practical and theory, organization of classroom schedules of education, making of lesson plans and curriculum, scheduling of appointments, maintain student retention, development of incentive programs, and customer service.

Experience:

Employer, Le Mars Beauty College
Dates, 1989 – 2000
Title – Receptionist, Cosmetology Instructor and Educational Director
Location – Le Mars, Iowa

Description – Answering of the phone, booking appointments, keeping student and client records, inventory, handling of cash, deposits, opening and closing, teaching classes and clinic floor instruction.

References:

Sheila Anderson
712-546-4195
Le Mars Beauty College
Owner

Lacey Berg
6056417139
Department of Social Services

Lindsey Cline
605-728-7606
Black Hills Beauty College
Admission Director

RC

HOLLY KESZLER

OBJECTIVE

A position utilizing my experience. Prefer employment with a company offering career advancement and job stability.

EXPERIENCE

9/23/1991 TO PRESENT Black Hills Beauty College *Rapid City SD*
EDUCATIONAL DIRECTOR/MANAGER

- * Oversee day to day operations of the school
- * Instruct in the classroom and on the clinic floor
- * Set up curriculum

9/1/1986 TO 9/15/1990 The Image Maker *Sioux Falls SD*
HAIRSTYLIST

- * Hairstylist
- * Bookkeeper
- * Payroll

7/31/1985 TO 8/15/1986 Isle of Beauty *Spirit Lake IA*
HAIRSTYLIST

- * Hairstylist

EDUCATION

7/1984-7/1986 Nettleton Academy of Hair Design *Sioux Falls SD*
COSMETOLOGISTY

- * Hairstylist of the Year

REFERENCES

References are available on request.

June 29, 2016 - Request to Retake Failed Exam

Current Commission policy regarding failed exam retakes is:

- If the applicant fails their first attempt, they may retake three more times.
- If the three retakes are failed, the applicant must wait three months before testing again.
Applicant may retake the exam three more times.
- If the application fails the second set of three retakes, the application must wait three more months and then seek permission from the Commission to retake the exam for the eighth time.

The Commission received the attached letter from Nail Technician Reciprocity Applicant An Thien Le to retake the NIC nail technician theory exam for the eighth time. The Commission needs to decide if the individual is allowed to retest for the eighth time. In the past, the Commission has done one of the following: (1) approved the retake request based on information in the letter, (2) instructed the individual to go to school for 100 hours of theory education, or (3) hire a tutor.

June 22, 2016

Dear South Dakota Cosmetology Commission:

I am AN THIEN LE, I had been tutored for the past few months. I am confident that I will do good on my next exam.

I would like to request permission to retake the NIC nail technician theory exam again.

Please let me know if I am able to retake the test.

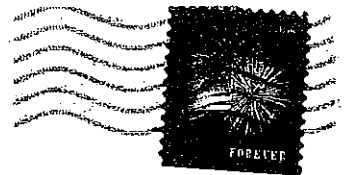
Sincerely,

An Le

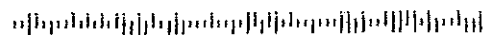
An Thien Le
833 E Duke St Lot 14
Vermillion SD 57069-1640

SIOUX FALLS SD 570

23 JUN 2016 PM 2 L



To: South Dakota cosmetology commission
Department of Labor and Regulation
500 E. Capitol Ave, Pierre, SD
57501



Jayde Keller - Senior Instructor License Request

Attached is correspondence from Jayde Keller who is seeking a Senior Instructor's license through the alternative education plan.

The status of her 100 hours of required education is shown below:

700 hours -- Eleven years of previous salon experience
12 hours -- Commission pre-approved on-line new instructor training
712 hours

The Commission will need to decide if the following 8-hour train the trainer course or the 325 hours of training that she provided to others qualifies as coursework on "teaching methodology." If the Commission does not approve the following 333 hours, Ms. Keller has the option to seek the remaining 228 hours from Commission pre-approved on-line courses or attend instructor education at TSPA in North Dakota.

8 hours -- Train the trainer course for Matrix
325 hours -- Trained other licensees in North Dakota at a J.C. Penney salon.

To: South Dakota Cosmetology Commission

Objective: Obtain Senior Instructor's License.

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

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

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

1-2 years = 300 hours

3-5 years = 500 hours

6-10 years = 600 hours

11-14 years = 700 hours

15 or more years = 800 hours

20:42:08:03. Senior instructor education for initial licensure.

To receive a senior instructor license, the applicant shall successfully complete a program of 1,000 clock hours of commission- approved instructor education.

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

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

- Previous salon experience 11 years (700 hours) (
- Please see attached letter of education. (325)
- Distance education pre-approved by the Commission online courses. 12 hours (

Total: 1027 hours

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

Thank you for considering my proposal; if you have any further questions please do not hesitate to contact me at 701-425-8281.

Best Regards,

Jayde Keller

To whom it may concern,

Jayde Keller was our in salon trainer from the time period of February 2010 to July 2015. Her training classes consisted of up-do classes, matrix CRAFT color classes and all of the new techniques that were brought from our Matrix educator, Nick Stenson. She completed the train the trainer course on February 25, 2010. The amount of training hours she has accumulated is 325.

Sincerely,

A handwritten signature in cursive script that reads "Jenae Sitter".

Jenae Sitter

2016 & 2017 CALENDAR

Attached is the 2016 Calendar for the remainder of the year and a blank 2017 calendar that only has holiday dates marked off.

2016 CALENDAR

NIC School Overview - Saturday, September 24

It is suggested that the cosmetology members of the Commission attend the NIC School Overview scheduled for the afternoon of Saturday, September 24.

NIC Examiner Training - Sunday, September 25

The NIC Examiner Training is MANDATORY for anyone who wishes to be certified to administer the NIC Practical Examinations during 2017.

School Visits/Commission Meeting/State Boards - Thursday-Saturday, Oct 20-22

At the May 24, 2016 Commission meeting, there was discussion about not holding Commission meetings at the same time as State Board examinations. It was further suggested that most Commission meetings will be held in Pierre. With that in mind, the Commission will need to decide:

1. What date do you want for a Fall Commission Meeting?

This meeting could be held in September or October. Please review your calendars so that you know what dates you would not be available to come to Pierre for a Commission meeting. We will attempt to schedule the meeting for 1:00 pm so that you could drive in that morning, attend the meeting, and still return home the same day if you choose to.

2. Do you still want to hold the Watertown and Sioux Falls school visits this Fall?

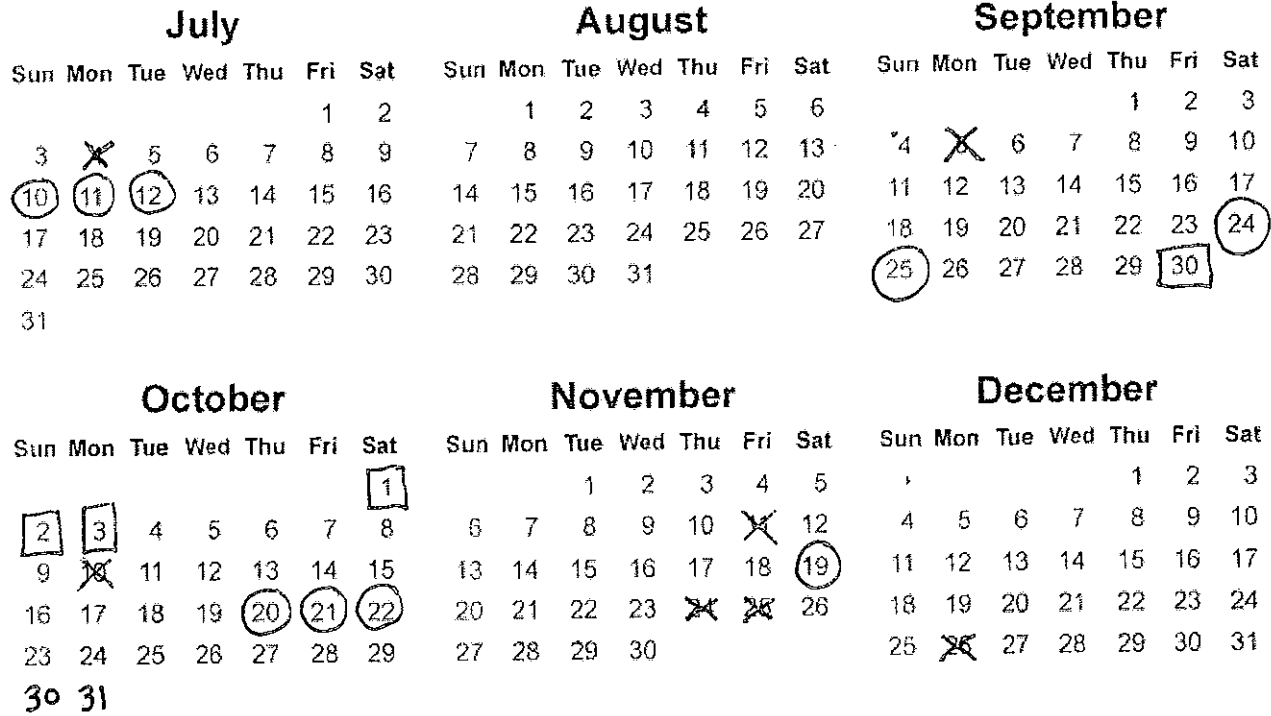
Options would be:

- hold the school visits on the days currently scheduled, October 20-21
- select a different set of dates, or
- cancel the visits and reschedule for a later date.

2017 CALENDAR

The attached 2017 calendar is attached for you to mark off dates that you know you are unavailable to attend Commission Meetings, administer State Board exams, or other Commission activities such as NIC Region Meeting and NIC Annual Conference, and the annual mandatory NIC examiner training for individuals who will administer practical exams. Please note that State Board exams do not require everyone's presence but will avoid scheduled State Boards in an area of the state where we can't ensure that we have an appropriate number of practical examiners. We have no control over the NIC Region Meeting and Conference dates and somewhat limited control over the dates for the NIC School Overview and Mandatory Practical Examiner training. It will be helpful if you can turn in your 2017 calendar at the July 12 meeting so that it can be used to develop the 2017 calendar for review/approval by the Commission at the Fall meeting.

2016



X = Holiday

□ = NIC Conference

○ = Scheduled meetings, State Boards, Training

SEPTEMBER 24	Saturday	NIC School Overview	Pierre
SEPTEMBER 25	Sunday	NIC Examiner Training (Mandatory)	Pierre

SEPT 30-OCT 3 - NIC CONFERENCE - TAMPA, FLORIDA

October	20	Thursday	School Visits	Watertown/Sioux Falls
October	21	Friday	School Visit/Commission Meeting	Sioux Falls
October	22	Saturday	State Board Exams - N State Board Exams - C	Sioux Falls
November	19	Saturday	State Board Exams - C	Watertown

C = Cosmetology Exams • E = Esthetics Exams • N = Nail Technician Exams

2017

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	X	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	X	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	X	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
X	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	X	30	31				25	26	27	28	29	30	
30																				

July							August							September							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5							1	2
2	3	X	5	6	7	8	6	7	8	9	10	11	12	3	X	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	
30	31																				

October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4							1	2
8	X	10	11	12	13	14	5	6	7	8	9	X	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	X	X	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	X	26	27	28	29	30	

X = Holiday

Please mark off dates that you know you will not be available for Commission meetings, State Board Exam administration or other Commission activities.