

Meeting Agenda
SOUTH DAKOTA COSMETOLOGY COMMISSION

Ramkota Hotel

Address: 720 W Sioux Ave, Lake Lewis & Clark Room, Pierre, SD
July 14, 2017 8:30 a.m. CDT

- A. Call to Order..... Tammy Ugofsky
- B. Roll Call..... Crystal Carlson
- C. May 4 & 5, 2017 Meeting Minutes..... Crystal Carlson
- D. Treasurer's Report..... Kate Boyd
- E. Executive Director's Report Kate Boyd
- F. Disciplinary Actions Violations Committee
 - 1. Case J-2015: Margene Walters
 - 2. Case B-2017: Erin Kistler and Body Therapy Salon
 - 3. Case E-2017: Justina Moffitt
 - 4. Case H-2017 Assurance of Voluntary Compliance
 - 5. Case I-2017: Pretty Nails Salon and Mui Luong
 - 6. Lapsed Case 1-2017: Lisa Wicks and Salon Eileen
 - 7. Lapsed Case 3-2017 Jennifer Kolousek and Jens Trendz Salon
- G. Proposed Legislation
 - 1. Cosmetology Education Hours
 - 2. Early Testing
 - 3. Instructor Licensing
 - 4. Substitute Instructors
 - 5. Other Proposed Law Changes
- H. Proposed Apprenticeship - Revive Day Spa, Aberdeen - Laurie Brandner
- I. Referral of Applications to the Commission
 - 1. Tuan Luc -- Appeal Commission's Denial of Reciprocity Application
 - 2. Raquel Fegueroa -- Request for Approval of Reciprocity Application
- J. School Requests
 - 1. Black Hills Beauty College-Sioux Falls - Request for Emergency Approval of Senior Instructor License
 - 2. LATI School License Renewal
- K. Election of Officers

L. Other Business

M. Upcoming Meeting Dates

- August 3-7, 2017 - NIC Executive Directors Meeting (Aug 3-4) & NIC Conference (Aug 5-7) - Charleston WV
- September 21-22, 2017 - School Visits and Commission Meeting - Sturgis & Rapid City
- October 12 & 13, 2017 - Cosmetology and Nail Technician State Board Exams - Pierre
- November 3, 2017 - Esthetics State Board Exams - Pierre
- November 17, 2017 - Commission Meeting - 8:30 am - DLR Conference Room - Pierre
- December 2, 2017 - Cosmetology State Board Exams - Watertown

N. **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.

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
Watertown and Sioux Falls, South Dakota
May 4 & 5, 2017

Thursday, May 4, 2017

A. Call to Order

President Tammy Ugofsky called the meeting to order at 2:00 pm on Thursday, May 4, 2017 at Lake Area Technical Institute located at 1201 Arrow Avenue, Watertown, South Dakota.

B. Roll Call

Secretary-Treasurer Crystal Carlson read the roll.

Members Present: President Tammy Ugofsky, Laurie Brandner, Crystal Carlson

Members Absent: Lori Berreth, Lori Little

Staff Present: Executive Director Kate Boyd

Others Present: Shawn Venjohn, Angela Larson and Kim Bellum from Lake Area Technical Institute.

C. 1. Tour LATI Cosmetology Program Classrooms & Observe Students and 2. Meet with LATI Cosmetology Program School Representatives

The Commission toured the LATI cosmetology program classrooms and met with LATI school representatives Shawn Venjohn, Angela Larson and Kim Hallum.

D. Recess for the Day

CRYSTAL CARLSON MOVED, seconded by Laurie Brandner to recess for the day. **MOTION PASSED ON A VOICE VOTE.**

The meeting was recessed at 3:30 pm.

Friday, May 5, 2017

E. Reconvene

President Tammy Ugofsky called the meeting back to order at 8:30 am on Friday, May 5, 2017 at Black Hills Beauty College-Sioux Falls located at 3501 S Kelley Avenue, Sioux Falls, South Dakota.

F. Roll Call

Secretary-Treasurer Crystal Carlson read the roll.

Members Present: President Tammy Ugofsky, Laurie Brandner, Crystal Carlson

Members Absent: Lori Berreth, Lori Little

Staff Present: Executive Director Kate Boyd

Others Present: Tom Poloncic and Joy Poloncic, owners of Black Hills Beauty College-Sioux Falls.

G. 1. Tour Black Hills Beauty College-Sioux Falls Classrooms & Observe Students and 2. Meet with LATI Cosmetology Program School Representatives

The Commission toured Black Hills Beauty College-Sioux Falls classrooms and met with Black Hills Beauty College owners Tom and Joy Polonic and School Director Monica Engeltjes.

H. Recess

CRYSTAL CARLSON MOVED, seconded by Laurie Brander to recess. **MOTION PASSED ON A VOICE VOTE.**

The meeting was recessed at 9:40 am.

I. Reconvene

The meeting was called back to order at 10:00 am at Stewart School located at 604 N West Avenue, Sioux Falls, South Dakota.

J. Roll Call

Secretary-Treasurer Crystal Carlson read the roll.

Members Present: President Tammy Ugofsky, Laurie Brandner, Crystal Carlson

Members Absent: Lori Berreth, Lori Little

Staff Present: Executive Director Kate Boyd

Others Present: Angela Taylor, Matt Fiegen and Caitlin Hoogland from Stewart School.

K. 1. Tour Stewart School Classrooms & Observe Students and 2. Meet with Stewart School Representatives

The Commission toured Stewart School classrooms and met with Stewart School representatives Matt Fiegen, Angela Taylor and Caitlin Hoogland.

L. Recess for Lunch

LAURIE BRANDNER MOVED, seconded by Crystal Carlson to recess. **MOTION PASSED ON A VOICE VOTE.**

The meeting was recessed at 11:10 am.

M. Reconvene

The meeting was called back to order at 2:00 pm at the Department of Labor and Regulation Office located at 811 East 10th Street, Sioux Falls, South Dakota.

N. Roll Call

Secretary-Treasurer Crystal Carlson read the roll.

Members Present: President Tammy Ugofsky, Laurie Brandner, Crystal Carlson and Lori Berreth and Lori Little via teleconference

Staff Present: Attorney Graham Oey and Executive Director Kate Boyd

Others Present:

Tom Poloncic, Black Hills Beauty College, Rapid City and Sioux Falls
Joy Poloncic, Black Hills Beauty College, Rapid City and Sioux Falls
Trish Bates, Hollywood Style Salon
Angela Taylor, Stewart School
Matt Fiegen, Stewart School
Caitlin Hoogland, Stewart School
Darla Bierwagen, Absolute Bliss
Angela Larson, Lake Area Technical Institute-Cosmetology Program
Shawn Venjohn, Lake Area Technical Institute-Cosmetology Program
Tonya Beynon, Reflections Hair Designs
Maria Flores, Reflections Hair Designs
Danielle May

O. March 20, 2017 Meeting Minutes

CRYSTAL CARLSON MOVED, seconded by Lori Little, to approve the Minutes of the March 20, 2017 Meeting. **MOTION PASSED ON A ROLL CALL VOTE** with Lori Berreth, Laurie Brandner, Crystal Carlson, Lori Little and Tammy Ugofsky voting aye.

P. Treasurer's Report

Executive Director Kate Boyd reported that as of March 31, 2017, the available funds balance was \$39,322.80 and the cash center balance was \$216,622.94.

Q. Executive Director's Report

Executive Director Kate Boyd reported on her attendance at the NIC Executive Directors Meeting held April 18 & 19, 2017 in St. Paul, Minnesota. The important topics included, (1) future of the Beauty Industry Coalition Report, (2) Legislative and Administrative rules updates by the states in attendance, (3) development of a Uniform Model Cosmetology Practice Act, and (4) Infection Control Best Practices. The written report is attached to these Minutes.

R. Disciplinary Actions

1. Violations Hearing - Case Y-2015

President Tammy Ugofsky stated that the Commission would not be conducting a disciplinary action hearing for Case Y-2015 - Absolute Bliss Salon and Darla Bierwagen. Darla Bierwagen was present to represent herself and the complaint Danielle May was also present. The hearing was originally set for December 2, 2016. A second notice of hearing was mailed on January 3, 2017, with the hearing set for February 24, 2017. Ms. Bierwagen requested a new hearing date if she could not appear telephonically due to a broken foot. A new notice of hearing was sent to Ms. Bierwagen on February 7, 2017 for hearing on May 5, 2017 in Sioux Falls. The notice of hearing was returned by the post office. The May 5, 2017 notice of hearing was again sent on March 3, 2017 and the signed Admission of Service was received from Ms. Bierwagen on March 23, 2017.

Attorney Graham Oey stated his first witness was Danielle May, who had filed a complaint that Ms. Bierwagen injured her during a Brazilian sugaring hair removal service at Absolute Bliss Salon in Sioux Falls, South Dakota on December 19, 2015.

President Tammy Ugofsky swore in Danielle May as a witness.

Attorney Oey asked Ms. May to describe the service and injury that she had received on December 19, 2015. Ms. May testified that there was a lack of safety and infection control, that Ms. Bierwagen took some meat off a tray and ate it without washing her hands prior to starting the service. She further testified that Ms. Bierwagen did not wear gloves throughout the service and would not stop when Ms. May requested that she do so due to the intense pain. Ms. May stated that Ms. Bierwagen kept going over the same area several times. Ms. May said that she was bleeding and finally grabbed a towel herself to wipe up the blood. Ms. May stated that Ms. Bierwagen did not provide any antiseptic prior to giving her a bandaid.

Following this testimony, President Ugofsky asked Ms. Bierwagen if she wanted to question the witness. Ms. Bierwagen asked Ms. May if she saw a hand-washing station and Ms. May stated that she did not see a hand-washing station.

Attorney Oey called Cosmetology Commission Executive Director Kate Boyd as his next witness. President Tammy Ugofsky swore in Ms. Boyd as a witness. Attorney Oey asked Ms. Boyd to describe her duties as Executive Director of the Commission. Ms. Boyd responded that she maintains the licensing database, handles reciprocity applications, directs and participates in State Board examination administration. She testified that Darla Bierwagen has been actively licensed as a cosmetologist since July 27, 2010. Ms. Bierwagen opened Absolute Bliss Hair Skin & Nails salon on October 14, 2014 and closed the salon on October 27, 2016.

Mr. Oey stated he did not have any further witnesses.

Ms. Bierwagen was sworn in by President Tammy Ugofsky and spoke on her own behalf. Ms. Bierwagen stated that she did not remember a meat tray in the salon and she reviewed her normal procedures for providing sugaring hair removal. Ms. Bierwagen stated that she did use tweezers to try to remove an ingrown hair that looked infected.

Commission member Crystal Carlson asked Ms. Bierwagen why she did not stop the service when Ms. May requested that she do so. Ms. Bierwagen responded that it is not uncommon for clients to be nervous and she tells them to relax prior to continuing the service.

At this point the testimony was ended. Attorney Oey stated that at the July 14, 2017 Commission meeting, he would be presenting Findings of Fact and Conclusions of Law for the Commission's consideration. Ms. Bierwagen can also submit her own Findings of Fact and Conclusions of Law for the Commission's consideration.

The hearing ended at 3:04 pm.

2. Proposed Consent Agreement - Case X-2016

CRYSTAL CARLSON MOVED, seconded by Tammy Ugofsky, to approve the Consent Agreement for Case X-2016 with the following terms:

- a. Ms. Stolp's license, Lic. #CO-11303, will be suspended for a period of 2 days with 2 days being held in abeyance: Ms. Stolp's license will not actively be suspended.
- b. The 2 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Ms. Stolp will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
 - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$50.00 to be paid prior to May 31, 2017.

MOTION PASSED ON A ROLL CALL VOTE with Lori Berreth, Crystal Carlson, Lori Little and Tammy Ugofsky voting aye and Violations Committee member Laurie Brandner abstaining.

S. Proposed Legislation - Cosmetology Education Hours

The Commission had reviewed and discussed the current 2100 cosmetology education hour requirement at the March 20, 2017 meeting. At that time the staff had informed the Commission that if they wish to pursue legislation in 2018 to lower the hours from 2100, the Commission would need to provide direction to the staff at the May 5, 2017 meeting to draft legislation for the Commission's review and approval at the July 14, 2017 meeting.

This subject was further discussed and input was provided by members of the public that were in attendance.

TAMMY UGOFKY MOVED, seconded by Lori Berreth, to direct the staff to bring draft legislation to the July 14, 2017 meeting to lower the cosmetology education hours from 2100 to 1500 hours.

LAURIE BRANDNER OFFERED A SUBSTITUTE MOTION, to have legislation drafted to lower the cosmetology education hours to 1600 hours. MOTION DIED FOR LACK OF A SECOND.

THE ORIGINAL MOTION to lower the cosmetology education hours to 1500 hours **PASSED ON A ROLL CALL VOTE** with Lori Berreth, Lori Little and Tammy Ugofsky voting aye, Laurie Brandner voting nay, and Crystal Carlson abstaining.

T. Practical Examinations

At the previous meeting there had been discussion about discontinuing the Commission administered practical examination and having the schools conduct the practical examination. The Commission reviewed information prepared by the staff on the costs of the examinations and the pass/fail rate for 2015 and 2016.

Executive Director Kate Boyd informed the Commission that they did not have to make a decision at this time. She recommended that if we continue to administer the practical

examination that we should move most of the examinations back to Pierre and to also continue to test in Watertown once or twice a year. The examinations are costing a great deal to administer in both Rapid City and Sioux Falls due to the cost of renting examination space. Additionally, testing on Saturdays means that staff members are required to work adjust the following week and that creates a staff shortage. The exams can be administered during work days. There would be no charges to administer the exams in Pierre at a state office building that has a large meeting room for the practical exam and a computer lab across the hall. Further, due to the fact that we do not test a large number of candidates throughout the year, the current system of testing on both sides of the state is causing some exam candidates to drive across the state to take their exams, whereas Pierre is centrally located.

U. Commission Review of Reciprocity Application

The Commission reviewed a reciprocity application from Morgan Witzel from Minnesota. She is currently licensed in Minnesota and completed 2100 hours at Model College of Hair Design in St. Cloud, Minnesota. Ms. Witzel's school had led her to believe that if she completed 2100 hours from their school, she then would not need to have her Minnesota cosmetology work hours validated by her employer.

LORI LITTLE MOVED, seconded by Crystal Carlson, to accept 2100 hours of cosmetology education from Model College of Hair Design for Morgan Witzel. **MOTION PASSED ON A ROLL CALL VOTE** with Lori Berreth, Crystal Carlson, Lori Little and Tammy Ugofsky voting aye. Laurie Brandner had departed the meeting and was absent and not voting.

V. Black Hills Beauty College-Sioux Falls - Request for Approval of Conditional Senior Instructor License

Black Hills Beauty College-Sioux Falls submitted a Statement of Emergency Need for a Conditional Senior Instructor for Mallory Donovan, due to a staff shortage. TAMMY UGOFKY MOVED, seconded by Crystal Carlson to approve the conditional Senior Instructor License for Mallory Donovan. **MOTION PASSED ON A ROLL CALL VOTE** with Lori Berreth, Crystal Carlson, Lori Little and Tammy Ugofsky voting aye. Laurie Brandner was absent and not voting.

W. Other Business Instructor Licensing

President Tammy Ugofsky requested that the staff present proposed legislation at the July 14, 2017 meeting for an exemption for substitute instructors who plan to teach 80 hours of less in a calendar year and for one-tier instructor licensing, eliminating junior and senior instructor licenses.

X. Upcoming Meeting Dates for the Remainder of 2017

- July 14, 2017 - Commission Meeting am & NIC School Overview pm - Pierre
- July 15-16, 2017 - NIC Examiner Training/Certification (MANDATORY) - Pierre
- August 3-4, 2017 - NIC Executive Directors Meeting - Charleston, WV
- August 5-7, 2017 - NIC Conference - Charleston, WV
- Sept. 21-22, 2017 - Commission Meeting & School Visits - Rapid City & Sturgis
- October 23, 2017 - State Board Exams - Rapid City
- November 17, 2017 - Commission Meeting - Pierre
- December 2, 2017 - State Board Exams - Watertown

Adjourn

LORI LITTLE MOVED, seconded by Crystal Carlson to adjourn. **MOTION PASSED ON A ROLL CALL VOTE** with Lori Berreth, Crystal Carlson, Lori Little and Tammy Ugofsky voting aye. Laurie Brandner was absent and not voting.

The meeting was adjourned at 4:30 pm.

Respectfully submitted,

Kate Boyd, Recording Secretary

Crystal Carlson, Secretary-Treasurer

EXECUTIVE DIRECTOR'S REPORT
May 5, 2017

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

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

Future of the Beauty Industry Coalition (FBIC) Report

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

Legislative and Administrative Rules Updates

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

Uniform Model Cosmetology Practice Act

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

Infection Control Best Practices

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

AVAILABLE FUNDS
AS OF: 06/29/2017
FY YEAR REMAINING: 0.5%
PAY DAYS REMAINING: 0

June 2017

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	PCT AVL
6503-I			313,991.00	0.00	0.00	0.00	331,350.76	17,359.76-	219,912.97	
BUDGETED TOT			313,991.00	0.00	0.00	0.00	331,350.76	17,359.76-		
ALL COMP TOT			313,991.00	0.00	0.00	0.00	331,350.76	17,359.76-		

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	142,104.00	0.00	0.00	13,016.31	159,603.74	17,499.74-	0.0
5102 EMPLOYEE BENEFITS	49,558.00	0.00	0.00	3,769.62	43,786.23	5,771.77	11.6
5203 TRAVEL	40,074.00	0.00	0.00	3,453.07	41,138.46	1,064.46-	0.0
5204 CONTRACTUAL SVCS	71,774.00	0.00	0.00	4,700.57	68,969.14	2,804.86	3.9
5205 SUPPLIES & MATERIALS	10,481.00	0.00	0.00	576.64	13,053.19	2,572.19-	0.0
5207 CAPITAL OUTLAY	0.00	0.00	0.00	840.00	4,800.00	4,800.00-	0.0
TOTALS	313,991.00	0.00	0.00	26,356.21	331,350.76	17,359.76-	0.0

BREAKOUT BY COMPANY:

COMPANY	6503-I	PROFESSIONAL & LICENSING BOARDS	TOT
5101000	EMPLOYEE SALARIES	142,104.00	142,104.00
5102000	EMPLOYEE BENEFITS	49,558.00	49,558.00
5203000	TRAVEL	40,074.00	40,074.00
5204000	CONTRACTUAL SVCS	71,774.00	71,774.00
5205000	SUPPLIES & MATERIALS	10,481.00	10,481.00
5207000	CAPITAL OUTLAY	0.00	0.00
PS SUBTOTALS		191,662.00	191,662.00
OE SUBTOTALS		122,329.00	122,329.00
COMPANY 6503-I	TOT	313,991.00	313,991.00

17,359.76-

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	219,912.97	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			219,912.97	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			219,912.97	DR **	
BUDGET UNIT TOTAL 1033			219,912.97	DR ***	

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 06/29/2017

AGENCY BUDGET UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10 1033	LABOR & REGULATION COSMETOLOGY COMMISSION				
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	4293901	COS-OPERATOR/MANAGER	14,505.00	143,131.00
103300061806	6503	4293969	COS-SALONS LICENSE	6,030.00	66,905.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	125.00	1,240.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	24.00	1,512.00
103300061806	6503	4293972	COS-PERMITTS	2,478.00	27,276.00
103300061806	6503	4293973	COS-SCHOOL LICENSE	.00	2,100.00
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIFF	820.00	13,780.00
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	23,982.00	255,944.00
ACCT: 42			LICENSES, PERMITTS & FEES	23,982.00	255,944.00
103300061806	6503	4393903	COS-PENALTY'S	1,860.00	30,820.00
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	1,860.00	30,820.00
ACCT: 43			FINES, FORFEITTS & PENALTIES	1,860.00	30,820.00
103300061806	6503	4896004	COS-EDUCATION COURSE COST	50.00	1,475.00
103300061806	6503	4896007	COS-NATL EXAM TEST COST	880.00	16,265.00
103300061806	6503	4896020	MISCELLANEOUS INCOME	.00	481.00
ACCT: 4896				930.00	18,221.00
ACCT: 48			OTHER REVENUE	930.00	18,221.00
103300061806	6503	4920045	NONOPERATING REVENUES	.00	3,767.86
ACCT: 4920			NONOPERATING REVENUE	.00	3,767.86
ACCT: 49			OTHER REVENUE	.00	3,767.86
CNTR: 103300061806				26,772.00	308,752.86
COMP: 6503				26,772.00	308,752.86
B UNIT: 1033				26,772.00	308,752.86

BAIE02MJ 07/01/2017

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 06/29/2017

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR
COMPANY NO 6503								
COMPANY NAME PROFESSIONAL & LICENSING BOARDS								

6503	103300061806	4293901	C107CC053	06/02/2017	296432	06/02/2017	1,125.00	DR
6503	103300061806	4293901	C107CC053	06/02/2017	296432	06/02/2017	1,125.00	CR
6503	103300061806	4293901	C107CC053	06/02/2017	296432	06/02/2017	1,125.00	CR
6503	103300061806	4293901	C107CC053	06/02/2017	296432	06/02/2017	455.00	CR
6503	103300061806	4293901	C107CC053	06/02/2017	296432	06/02/2017	306.00	CR
6503	103300061806	4293901	C107CC054	06/09/2017	297022	06/09/2017	1,880.00	DR
6503	103300061806	4293901	C107CC054	06/09/2017	297022	06/09/2017	1,880.00	CR
6503	103300061806	4293969	C107CC054	06/09/2017	297022	06/09/2017	965.00	CR
6503	103300061806	4293969	C107CC054	06/09/2017	297022	06/09/2017	24.00	CR
6503	103300061806	4293972	C107CC054	06/09/2017	297022	06/09/2017	160.00	CR
6503	103300061806	4293901	C107CC055	06/16/2017	297297	06/09/2017	4,215.00	DR
6503	103300061806	4293969	C107CC055	06/16/2017	297297	06/09/2017	4,215.00	CR
6503	103300061806	4293970	C107CC055	06/16/2017	297297	06/09/2017	1,440.00	CR
6503	103300061806	4293972	C107CC055	06/16/2017	297297	06/09/2017	75.00	CR
6503	103300061806	4293901	C107CC056	06/23/2017	298309	06/23/2017	720.00	CR
6503	103300061806	4293901	C107CC056	06/23/2017	298309	06/23/2017	740.00	DR
6503	103300061806	4293969	C107CC056	06/23/2017	298309	06/23/2017	2,740.00	CR
6503	103300061806	4293970	C107CC056	06/23/2017	298309	06/23/2017	1,435.00	CR
6503	103300061806	4293971	C107CC057	06/23/2017	298309	06/23/2017	25.00	CR
6503	103300061806	4293972	C107CC057	06/23/2017	298309	06/23/2017	390.00	CR
6503	103300061806	4293972	C107CC056	06/23/2017	298309	06/23/2017	540.00	CR
6503	103300061806	4293901	C107CC057	06/30/2017	299024	06/30/2017	1,245.00	DR
6503	103300061806	4293901	C107CC057	06/30/2017	299024	06/30/2017	1,245.00	CR
6503	103300061806	4293972	C107CC057	06/30/2017	299024	06/30/2017	24.00	CR
6503	103300061806	4293971	C107CC057	06/30/2017	299024	06/30/2017	438.00	CR
6503	103300061806	4293984	C107CC057	06/30/2017	299024	06/30/2017	140.00	CR
6503	103300061806	4293901	C107CC058	06/30/2017	298989	06/30/2017	3,300.00	DR
6503	103300061806	4293901	C107CC058	06/30/2017	298989	06/30/2017	3,300.00	CR
6503	103300061806	4293969	C107CC058	06/30/2017	298989	06/30/2017	895.00	CR
6503	103300061806	4293972	C107CC058	06/30/2017	298989	06/30/2017	600.00	CR
6503	103300061806	4293984	R626RC0754	06/09/2017	R6RC0754	06/09/2017	20.00	DR
6503	103300061806	4293984	R626RC0754	06/09/2017	R6RC0754	06/09/2017	20.00	DR
6503	103300061806	4293984	R626RC0754	06/09/2017	R6RC0754	06/09/2017	20.00	DR
6503	103300061806	4293984	R626RC0754	06/09/2017	R6RC0754	06/09/2017	20.00	DR

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	4393903	C107CC053	06/02/2017	296432	06/02/2017	360.00	CR
6503	103300061806	4393903	C107CC054	06/09/2017	297022	06/09/2017	540.00	CR
6503	103300061806	4393903	C107CC056	06/23/2017	298309	06/23/2017	740.00	CR
6503	103300061806	4393903	C107CC057	06/30/2017	299024	06/30/2017	220.00	CR

23,982.00 CR *

MONTHLY REVENUE AND JOURNAL VOUCHER REPORT FOR PERIOD ENDING: 06/29/2017

AGENCY 10 LABOR & REGULATION
 BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR
TOTAL ACCOUNT GROUP NET CHANGE							1,860.00	CR *
6503	103300061806	4896004	C107CC053	06/02/2017	296432	06/02/2017	50.00	CR
6503	103300061806	4896007	C107CC053	06/02/2017	296432	06/02/2017	160.00	CR
6503	103300061806	4896007	C107CC054	06/09/2017	297022	06/09/2017	240.00	CR
6503	103300061806	4896007	C107CC056	06/23/2017	298309	06/23/2017	400.00	CR
6503	103300061806	4896007	C107CC057	06/30/2017	299024	06/30/2017	80.00	CR

TOTAL ACCOUNT GROUP NET CHANGE 930.00 CR *

6503	103300061806	52053100	CD705043	06/28/2017		06/01/2017	28.13	DR
6503	103300061806	52041800	DP705101	06/28/2017		06/08/2017	380.25	DR
6503	103300061806	52049600	D107CC012	06/28/2017	MC3096	06/02/2017	209.66	DR
6503	103300061806	52049600	D107CC012	06/28/2017	MC3096	06/02/2017	209.66	DR
6503	103300061806	52049600	D107CC012	06/28/2017	MC3096	06/02/2017	209.66	CR
6503	103300061806	52030100	ME705056	06/27/2017		06/12/2017	106.26	DR
6503	103300061806	52053500	MS705048	06/28/2017		06/19/2017	516.24	DR
6503	103300061806	52042300	PL705058	06/28/2017		06/06/2017	412.60	DR
6503	103300061806	52045300	TL705053	06/28/2017		06/28/2017	155.05	DR
6503	103300061806	52045300	TL705058	06/28/2017		06/28/2017	18.00	DR
6503	103300061806	52280000	TI107-115	06/16/2017		06/16/2017	957.92	DR

TOTAL ACCOUNT GROUP NET CHANGE 2,784.11 DR *

6503	103300061806	82044900	REALE/S/COSRNT17	06/28/2017	022527	06/28/2017	1,041.75	CR
6503	103300061806	82041900	17SCI00011	06/23/2017	12221150	06/23/2017	3,860.40	CR
6503	103300061806	82041900	17SCI00011	06/07/2017	17SCI00011	06/07/2017	435.60	CR
6503	103300061806	82041900	17SCI00011	06/16/2017	17SCI00011	06/16/2017	135.00	CR
6503	103300061806	82049600	17SCI00013	06/23/2017	12358629	06/23/2017	6,015.00	CR
6503	103300061806	82049600	17SCI00013	06/21/2017	17SCI00013	06/20/2017	120.00	CR
6503	103300061806	82079010	58556294	06/16/2017	17CC712134	06/16/2017	924.48	CR

TOTAL ACCOUNT GROUP NET CHANGE 12,532.23 CR *

TOTAL COMPANY--NET CHANGE 36,520.12 CR **

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

COMP CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL #	OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
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COMPANY NO 6503										
COMPANY NAME PROFESSIONAL & LICENSING BOARDS										

6503	103300061806	51010100				CSEX170526			3,805.42	DR
6503	103300061806	51010100				CSEX170613			4,139.55	DR

OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	103300061806	51010200				CSEX170526			7,944.97	DR
6503	103300061806	51010200				CSEX170613			2,345.50	DR

OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
6503	103300061806	51010300				CSEX170526			2,665.84	DR

OBJSUB: 5101030 BOARD & COMM MBRS FEES										
OBJECT: 5101 EMPLOYEE SALARIES										

6503	103300061806	51020100				CSEX170526			13,016.31	DR
6503	103300061806	51020100				CSEX170606			465.13	DR
6503	103300061806	51020100				CSEX170606			3.83	DR
6503	103300061806	51020100				CSEX170606			3.36	DR
6503	103300061806	51020100				CSEX170606			1.68	DR
6503	103300061806	51020100				CSEX170606			2574.42	DR
6503	103300061806	51020100				CSEX170613			510.54	DR
6503	103300061806	51020100				CSEX170615			2653.01	DR
6503	103300061806	51020100				CSEX170615			3.37	DR
6503	103300061806	51020100				CSEX170615			3.35	DR
6503	103300061806	51020100				CSEX170615			2.52	DR
6503	103300061806	51020100				CSEX170615			1.69	DR
6503	103300061806	51020100				CSEX170615			1.29	DR
6503	103300061806	51020100				CSEX170629			3.37	DR
6503	103300061806	51020100				CSEX170629			2844.08	DR
6503	103300061806	51020100				CSEX170629			2.53	DR
6503	103300061806	51020100				CSEX170629			.84	DR

OBJSUB: 5102010 OASI-EMPLOYER'S SHARE										
6503	103300061806	51020200				CSEX170526			1,005.18	DR
6503	103300061806	51020200				CSEX170613			265.15	DR
6503	103300061806	51020200				CSEX170613			285.12	DR

OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	103300061806	51020600				CSEX170526			550.27	DR
6503	103300061806	51020600				CSEX170613			1,095.42	DR
6503	103300061806	51020600				CSEX170613			1,098.20	DR

OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	103300061806	51020800				CSEX170526			2,193.62	DR
6503	103300061806	51020800				CSEX170613			7.38	DR
6503	103300061806	51020800				CSEX170613			8.15	DR

OBJSUB: 5102080 WORKER'S COMPENSATION										
6503	103300061806	51020900				CSEX170526			15.53	DR
6503	103300061806	51020900				CSEX170526			2.37	DR
6503	103300061806	51020900				CSEX170613			2.65	DR

OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
OBJECT: 5102 EMPLOYEE BENEFITS										
GROUP: 51 PERSONAL SERVICES										
									3,769.62	DR
									16,785.93	DR

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 06/29/2017

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL #	OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	52030100	MP705056	06/27/2017						106.26	DR
OBJSUB: 5203010 AUTO-STATE OWNED-IN STATE											
6503	103300061806	52030300	CGEX170606	06/07/2017	257441					106.26	DR *
6503	103300061806	52030300	CGEX170606	06/07/2017	257443					391.86	DR
6503	103300061806	52030300	CGEX170606	06/07/2017	257440					308.28	DR
6503	103300061806	52030300	CGEX170606	06/07/2017	257442					193.62	DR
6503	103300061806	52030300	CGEX170615	06/16/2017	274009					100.80	DR
6503	103300061806	52030300	CGEX170615	06/16/2017	274010					345.24	DR
6503	103300061806	52030300	CGEX170615	06/16/2017	265301					304.92	DR
6503	103300061806	52030300	CGEX170615	06/16/2017	265299					274.26	DR
6503	103300061806	52030300	CGEX170615	06/16/2017	265300					52.50	DR
6503	103300061806	52030300	CGEX170629	06/29/2017	284408					36.12	DR
6503	103300061806	52030300	CGEX170629	06/29/2017	284410					242.76	DR
6503	103300061806	52030300	CGEX170629	06/29/2017	284409					204.12	DR
6503	103300061806	52030300	CGEX170629	06/29/2017	284409					64.26	DR
OBJSUB: 5203030 AUTO-PRIV (IN-ST.) H/RTE											
6503	103300061806	52031400	CGEX170606	06/07/2017	257441					2,518.74	DR *
6503	103300061806	52031400	CGEX170606	06/07/2017	257443					50.00	DR
6503	103300061806	52031400	CGEX170606	06/07/2017	257440					44.00	DR
6503	103300061806	52031400	CGEX170606	06/07/2017	257442					22.00	DR
6503	103300061806	52031400	CGEX170615	06/16/2017	265301					22.00	DR
6503	103300061806	52031400	CGEX170615	06/16/2017	274009					44.00	DR
6503	103300061806	52031400	CGEX170615	06/16/2017	274010					44.00	DR
6503	103300061806	52031400	CGEX170615	06/16/2017	265299					33.00	DR
6503	103300061806	52031400	CGEX170615	06/16/2017	265300					22.00	DR
6503	103300061806	52031400	CGEX170629	06/29/2017	284410					17.00	DR
6503	103300061806	52031400	CGEX170629	06/29/2017	284408					44.00	DR
6503	103300061806	52031400	CGEX170629	06/29/2017	284409					33.00	DR
6503	103300061806	52031400	CGEX170629	06/29/2017	284409					11.00	DR
OBJSUB: 5203140 TAXABLE MEALS/IN-STATE											
6503	103300061806	52031500	470791	06/27/2017	00424514		BIGTOMSDIN	12224758		386.00	DR *
OBJSUB: 5203150 NON-TAXABLE MEALS/IN-ST											
6503	103300061806	52032200	CGEX170608	06/09/2017	262872					9.00	DR *
OBJSUB: 5203220 AUTO-PRIV. (OUT-STATE) L/R											
6503	103300061806	52033000	CGEX170608	06/09/2017	262872					180.32	DR *
OBJSUB: 5203300 LODGING/OUT-OF-STATE											
6503	103300061806	52033200	CGEX170608	06/09/2017	262872					164.43	DR *
OBJSUB: 5203320 INCIDENTALS-OUT-OF-STATE											
6503	103300061806	52033500	CGEX170608	06/09/2017	262872					18.32	DR *
OBJSUB: 5203350 NON-TAXABLE MEALS/OUT-ST											
6503	103300061806	52040200	060117	06/26/2017	287084		NATLINTERS	12114840	02	70.00	DR *
OBJSUB: 5203350 NON-TAXABLE MEALS/OUT-ST											
6503	103300061806	52040200	060117	06/26/2017	287084		NATLINTERS	12114840	02	3,453.07	DR **
OBJSUB: 5203350 NON-TAXABLE MEALS/OUT-ST											
6503	103300061806	52040200	060117	06/26/2017	287084		NATLINTERS	12114840	02	310.00	DR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 06/29/2017

AGENCY BUDGET CENTER	UNIT	LABOR & REGULATION	COMMETOLOGY COMMISSION	COMMETOLOGY COMMISSION	COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL / OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR / CR
6503	103300061806	5204020	DUES & MEMBERSHIP FEES	DP705101	6503	103300061806	52041800		06/28/2017					310.00	DR *
6503	103300061806	5204180	COMPUTER SERVICES-STATE	17SCI00011 236	6503	103300061806	52041900		06/16/2017	02209220	SMARTSOFTW	12221150		380.25	DR *
6503	103300061806	5204190	COMPUTER SERVICES-PRIVATE	PL705058	6503	103300061806	52042000		06/21/2017	02209716	SMARTSOFTW	12221150		435.60	DR *
6503	103300061806	5204200	CENTRAL SERVICES	1072394	6503	103300061806	52042300		06/28/2017					135.00	DR *
6503	103300061806	5204230	JANITORIAL & MAINT SERV	REALE/COSRNT17	6503	103300061806	52044900		06/23/2017	00423019	ENVITROTECH	12189816		570.60	DR *
6503	103300061806	5204490	RENTS-PRIVATE OWNED PROP.	TL705053	6503	103300061806	52045300		06/28/2017					412.60	DR *
6503	103300061806	5204530	TELECOMMUNICATIONS SVCS	415031401 0517	6503	103300061806	52045300		06/28/2017	00417463	AFPMOBILIT	12279233		8.33	DR *
6503	103300061806	5204540	ELECTRICITY	D107CC012	6503	103300061806	52049600		06/28/2017	02210407	HYDEHOLDIN	12028880		1,041.75	DR *
6503	103300061806	5204960	OTHER CONTRACTUAL SERVICE	CONTRACTUAL SERVICES	6503	103300061806	52049600		06/28/2017					1,041.75	DR *
6503	103300061806	5205028	OFFICE SUPPLIES	CD705043	6503	103300061806	52050280		06/28/2017					8.33	DR *
6503	103300061806	5205028	CONTRACTUAL SERVICES	18382 JUN17	6503	103300061806	52050280		06/23/2017	00423019	ENVITROTECH	12189816		412.60	DR *
6503	103300061806	5205310	PRINTING-STATE	CGEX170615	6503	103300061806	52053100		06/28/2017	00422964	HPINC	12125515		8.33	DR *
6503	103300061806	5205350	CGEX170629	CGEX170629	6503	103300061806	52053500		06/28/2017					107.84	DR *
6503	103300061806	5205350	CGEX170629	CGEX170629	6503	103300061806	52053500		06/28/2017					209.66	DR *
6503	103300061806	5205350	CGEX170629	CGEX170629	6503	103300061806	52053500		06/28/2017					209.66	DR *
6503	103300061806	5205350	MS705048	MS705048	6503	103300061806	52053500		06/28/2017					209.66	DR *
6503	103300061806	5205350	POSTAGE SUPPLIES & MATERIALS	58556294	6503	103300061806	52053500		06/23/2017	00422964	HPINC	12125515		120.00	DR *
6503	103300061806	5205350	POSTAGE SUPPLIES & MATERIALS	58556294	6503	103300061806	52053500		06/28/2017					1,158.00	DR *
6503	103300061806	5205350	POSTAGE SUPPLIES & MATERIALS	58556294	6503	103300061806	52053500		06/28/2017					144.00	DR *
6503	103300061806	5205350	POSTAGE SUPPLIES & MATERIALS	58556294	6503	103300061806	52053500		06/28/2017					1,631.66	DR *
6503	103300061806	5205350	POSTAGE SUPPLIES & MATERIALS	58556294	6503	103300061806	52053500		06/28/2017					4,700.57	DR **
6503	103300061806	5205350	POSTAGE SUPPLIES & MATERIALS	58556294	6503	103300061806	52053500		06/28/2017					16.10	DR **
6503	103300061806	5205350	POSTAGE SUPPLIES & MATERIALS	58556294	6503	103300061806	52053500		06/28/2017					16.10	DR **

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 06/29/2017

AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
103300061806	1033	6503	51010100	F-T EMP SAL & WAGES	7,944.97	86,068.45
103300061806	10330	6503	51010200	P-T/TEMP EMP SAL & WAGES	5,011.34	67,775.29
103300061806	10330	6503	51010300	BOARD & COMM MERS FEES	60.00	5,760.00
ACCT: 5101				EMPLOYEE SALARIES	13,016.31	159,603.74
103300061806	6503	51020100		OASI-EMPLOYER'S SHARE	1,005.18	12,209.99
103300061806	6503	51020200		RETIREMENT-ER SHARE	550.27	6,230.80
103300061806	6503	51020600		HEALTH/LIFE INS.-ER SHARE	2,193.62	25,100.94
103300061806	6503	51020800		WORKER'S COMPENSATION	15.53	184.62
103300061806	6503	51020900		UNEMPLOYMENT COMPENSATION	5.02	59.88
ACCT: 5102				EMPLOYEE BENEFITS	3,769.62	43,786.23
103300061806	6503	52030100		AUTO-STATE OWNED-IN STATE	16,785.93	203,389.97
103300061806	6503	52030200		AUTO PRIV (IN-ST.) L/RTE	106.26	604.25
103300061806	6503	52030300		AUTO-PRIV (IN-ST.) H/RTE	2,518.74	442.98
103300061806	6503	52031000		LODGING/IN-STATE	.00	25,289.46
103300061806	6503	52031400		TAXABLE MEALS/IN-STATE	386.00	4,204.28
103300061806	6503	52031500		NON-TAXABLE MEALS/IN-ST	9.00	3,107.00
103300061806	6503	52032200		AUTO-PRIV (OUT-STATE) L/R	180.32	2,797.00
103300061806	6503	52032300		AUTO-PRIV (OUT-STATE) H/R	.00	284.28
103300061806	6503	52032600		AIR-COMM-OUT-OF-STATE	.00	68.04
103300061806	6503	52033000		LODGING/OUT-OF-STATE	164.43	1,121.10
103300061806	6503	52033200		INCIDENTALS-OUT-OF-STATE	18.32	2,500.75
103300061806	6503	52033500		NON-TAXABLE MEALS/OUT-ST	70.00	220.32
ACCT: 5203				TRAVEL	3,453.07	499.00
103300061806	6503	52040200		DUES & MEMBERSHIP FEES	310.00	41,138.46
103300061806	6503	52040600		ED & TRAINING CONSULTANT	.00	620.00
103300061806	6503	52041600		WORKSHOP REGISTRATION FEE	.00	2,500.00
103300061806	6503	52041800		COMPUTER SERVICES-STATE	380.25	1,445.00
103300061806	6503	52041900		COMPUTER SERVICES-PRIVATE	570.60	4,770.00
103300061806	6503	52042000		CENTRAL SERVICES	412.60	10,445.40
103300061806	6503	52042300		JANITORIAL & MAINT SERV	8.33	10,968.53
103300061806	6503	52043600		ADVERTISING-NEWSPAPER	.00	167.08
103300061806	6503	52044900		RENTS-PRIVATE OWNED PROP.	1,041.75	109.82
103300061806	6503	52045100		RENTS-OTHER	.00	12,501.00
103300061806	6503	52045300		TELECOMMUNICATIONS SRVCS	237.54	1,050.00
103300061806	6503	52045400		ELECTRICITY	107.84	2,853.70
103300061806	6503	52045900		INS PREMIUMS & SURETY BDS	.00	1,235.89
103300061806	6503	52049600		OTHER CONTRACTUAL SERVICE	1,631.66	576.20
ACCT: 5204				CONTRACTUAL SERVICES	4,700.57	19,726.52
103300061806	6503	52050200		OFFICE SUPPLIES	.00	68,969.14
103300061806	6503	52050280		OFFICE SUPPLIES	16.10	935.37
103300061806	6503	52053100		PRINTING-STATE	28.13	333.40

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STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 06/29/2017

PAGE

421

AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
103300061806	10330	6503	52053500	POSTAGE	532.41	6,584.46	
103300061806	10330	6503	52055180	HEATING & COOKING FUELS	.00	152.73	
103300061806	10330	6503	52055400	FINISHED SIGNS & DECALS	.00	208.00	
103300061806	10330	6503	52059800	PROC CARD PURCH-APPROVED	.00	52.11	
ACCT: 5205		6503	SUPPLIES & MATERIALS		576.64	13,053.19	*
103300061806	10330	6503	52079010	COMPUTER HARDWARE	840.00	4,800.00	
ACCT: 5207		6503	CAPITAL OUTLAY		840.00	4,800.00	*
103300061806	10330	6503	5228000	OPER TRANS OUT -NON BUDGT	957.92	10,380.70	
ACCT: 5228		6503	NONOP EXP/NONBUD OP TR		957.92	10,380.70	*
ACCT: 52		6503	OPERATING EXPENSES		10,528.20	138,341.49	**
COMP: 6503			PROFESSIONAL & LICENSING BOARDS		27,314.13	341,731.46	***
CENTER: 103300061806					27,314.13	341,731.46	****
B UNIT: 1033					27,314.13	341,731.46	*****

BA20JB60

BUDGET UNIT 1033

AVAILABLE FUNDS
AS OF: 05/31/2017
FY YEAR REMAINING: 8.5%
PAY DAYS REMAINING: 2

MONTHLY

PAGE 1,525

DATE 06/03/2017

May 2017

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	PCT AVTL
6503-1	313,991.00	0.00	0.00	12,532.23	304,994.55	3,535.78-	221,931.10	
BUDGETED TOT	313,991.00	0.00	0.00	12,532.23	304,994.55	3,535.78-		
ALL COMP TOT	313,991.00	0.00	0.00	12,532.23	304,994.55	3,535.78-		

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVTL
5101 EMPLOYEE SALARIES	142,104.00	0.00	0.00	14,475.97	146,587.43	4,483.43-
5102 EMPLOYEE BENEFITS	49,558.00	0.00	0.00	3,874.97	40,016.61	9,541.39
5203 TRAVEL	40,074.00	0.00	0.00	4,147.26	37,585.39	2,388.61
5204 CONTRACTUAL SVCS	71,774.00	0.00	11,607.75	6,335.01	64,268.57	4,102.32-
5205 SUPPLIES & MATRIS	10,481.00	0.00	0.00	1,061.97	12,476.55	1,995.55-
5207 CAPITAL OUTLAY	0.00	0.00	924.48	0.00	3,960.00	4,884.48-
TOTALS	313,991.00	0.00	12,532.23	29,895.18	304,994.55	3,535.78-

BREAKOUT BY COMPANY:

COMPANY	PROFESSIONAL & LICENSING BOARDS	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVTL
5101000	EMPLOYEE SALARIES	142,104.00	0.00	0.00	14,475.97	146,587.43	4,483.43-
5102000	EMPLOYEE BENEFITS	49,558.00	0.00	0.00	3,874.97	40,016.61	9,541.39
5203000	TRAVEL	40,074.00	0.00	0.00	4,147.26	37,585.39	2,388.61
5204000	CONTRACTUAL SVCS	71,774.00	0.00	11,607.75	6,335.01	64,268.57	4,102.32-
5205000	SUPPLIES & MATRIS	10,481.00	0.00	0.00	1,061.97	12,476.55	1,995.55-
5207000	CAPITAL OUTLAY	0.00	0.00	924.48	0.00	3,960.00	4,884.48-
PS SUBTOTALS		191,662.00	0.00	0.00	18,350.94	186,604.04	5,057.96
OE SUBTOTALS		122,329.00	0.00	12,532.23	11,544.24	118,390.51	8,593.74-
COMPANY 6503-1 TOT		313,991.00	0.00	12,532.23	29,895.18	304,994.55	3,535.78-

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	221,931.10	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			221,931.10	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			221,931.10	DR **	
BUDGET UNIT TOTAL 1033			221,931.10	DR ***	

221,931.10 DR ***

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 05/31/2017

AGENCY BUDGET UNIT	10 1033	LABOR & REGULATION COSMETOLOGY COMMISSION					
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE		
	COMPANY NO 6503		PROFESSIONAL & LICENSING BOARDS				
	COMPANY NAME						
103300061806	6503	4293901	COS-OPERATOR/MANAGER	21,470.00	128,626.00		
103300061806	6503	4293969	COS-SALONS LICENSE	10,685.00	60,875.00		
103300061806	6503	4293970	COS-INSTRUCTORS LIC	120.00	1,115.00		
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	192.00	1,488.00		
103300061806	6503	4293972	COS-PERMITS	4,374.00	24,798.00		
103300061806	6503	4293973	COS-SCHOOL LICENSE	.00	2,100.00		
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIF	2,200.00	12,960.00		
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	39,041.00	231,962.00	*	
ACCT: 42			LICENSES, PERMITS & FEES	39,041.00	231,962.00	**	
103300061806	6503	4393903	COS-PENALTY'S	5,140.00	28,960.00		
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	5,140.00	28,960.00	*	
ACCT: 43			FINES, FORFEITS & PENALTIES	5,140.00	28,960.00	**	
103300061806	6503	4896004	COS-EDUCATION COURSE COST	290.00	1,425.00		
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	1,840.00	15,385.00		
103300061806	6503	4896020	MISCELLANEOUS INCOME	.00	481.00		
ACCT: 4896			OTHER REVENUE	2,130.00	17,291.00	*	
ACCT: 48			OTHER REVENUE	2,130.00	17,291.00	**	
103300061806	6503	4920045	NONOPERATING REVENUES	.00	3,767.86		
ACCT: 4920			NONOPERATING REVENUE	.00	3,767.86	*	
ACCT: 49			OTHER REVENUE	.00	3,767.86	**	
CNTR: 103300061806				46,311.00	281,980.86	***	
COMP: 6503				46,311.00	281,980.86	****	
B UNIT: 1033				46,311.00	281,980.86	*****	

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STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 05/31/2017

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4293901	C107CC046	05/03/2017	293555	05/03/2017	3,040.00	DR
6503	103300061806	4293901	C107CC046	05/03/2017	293555	05/03/2017	3,040.00	CR
6503	103300061806	4293901	C107CC046	05/03/2017	293555	05/03/2017	3,040.00	CR
6503	103300061806	4293971	C107CC046	05/03/2017	293555	05/03/2017	1,820.00	CR
6503	103300061806	4293972	C107CC046	05/03/2017	293555	05/03/2017	132.00	CR
6503	103300061806	4293984	C107CC046	05/03/2017	293555	05/03/2017	930.00	CR
6503	103300061806	4293901	C107CC047	05/03/2017	293665	05/03/2017	920.00	CR
6503	103300061806	4293901	C107CC047	05/03/2017	293665	05/03/2017	9,355.00	DR
6503	103300061806	4293901	C107CC047	05/03/2017	293665	05/03/2017	9,315.00	DR
6503	103300061806	4293901	C107CC047	05/03/2017	293665	05/03/2017	9,315.00	CR
6503	103300061806	4293969	C107CC047	05/03/2017	293665	05/03/2017	3,865.00	CR
6503	103300061806	4293970	C107CC047	05/03/2017	293665	05/03/2017	50.00	CR
6503	103300061806	4293972	C107CC047	05/03/2017	294058	05/03/2017	1,800.00	CR
6503	103300061806	4293901	C107CC048	05/05/2017	294058	05/05/2017	1,790.00	DR
6503	103300061806	4293901	C107CC048	05/05/2017	294058	05/05/2017	1,790.00	CR
6503	103300061806	4293969	C107CC048	05/05/2017	294058	05/05/2017	1,790.00	CR
6503	103300061806	4293970	C107CC048	05/05/2017	294058	05/05/2017	1,260.00	CR
6503	103300061806	4293971	C107CC048	05/05/2017	294058	05/05/2017	25.00	CR
6503	103300061806	4293972	C107CC048	05/05/2017	294058	05/05/2017	12.00	CR
6503	103300061806	4293984	C107CC049	05/12/2017	294604	05/12/2017	552.00	CR
6503	103300061806	4293901	C107CC049	05/12/2017	294604	05/12/2017	80.00	CR
6503	103300061806	4293901	C107CC049	05/12/2017	294604	05/12/2017	1,445.00	DR
6503	103300061806	4293901	C107CC049	05/12/2017	294604	05/12/2017	1,445.00	CR
6503	103300061806	4293969	C107CC049	05/12/2017	294604	05/12/2017	700.00	CR
6503	103300061806	4293971	C107CC049	05/12/2017	294604	05/12/2017	48.00	CR
6503	103300061806	4293972	C107CC049	05/12/2017	294604	05/12/2017	204.00	CR
6503	103300061806	4293984	C107CC049	05/12/2017	294604	05/12/2017	420.00	CR
6503	103300061806	4293901	C107CC050	05/17/2017	294820	05/12/2017	2,975.00	DR
6503	103300061806	4293901	C107CC050	05/17/2017	294820	05/12/2017	2,975.00	CR
6503	103300061806	4293901	C107CC050	05/17/2017	294820	05/12/2017	2,975.00	CR
6503	103300061806	4293969	C107CC050	05/17/2017	294820	05/12/2017	1,535.00	CR
6503	103300061806	4293970	C107CC050	05/17/2017	294820	05/12/2017	45.00	CR
6503	103300061806	4293972	C107CC051	05/24/2017	295370	05/12/2017	1,480.00	DR
6503	103300061806	4293901	C107CC051	05/24/2017	295370	05/19/2017	1,480.00	CR
6503	103300061806	4293901	C107CC051	05/24/2017	295370	05/19/2017	1,480.00	CR
6503	103300061806	4293969	C107CC051	05/24/2017	295370	05/19/2017	875.00	CR
6503	103300061806	4293972	C107CC051	05/24/2017	295370	05/19/2017	204.00	CR
6503	103300061806	4293984	C107CC051	05/24/2017	295370	05/19/2017	460.00	CR
6503	103300061806	4293901	C107CC052	05/26/2017	295898	05/26/2017	1,385.00	DR
6503	103300061806	4293901	C107CC052	05/26/2017	295898	05/26/2017	1,385.00	CR
6503	103300061806	4293969	C107CC052	05/26/2017	295898	05/26/2017	630.00	CR
6503	103300061806	4293972	C107CC052	05/26/2017	295898	05/26/2017	204.00	CR

BAIE02MJ 06/03/2017

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 05/31/2017

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
TOTAL ACCOUNT GROUP NET CHANGE							2,523.27	CR *
TOTAL COMPANY--NET CHANGE							44,873.12	CR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 05/31/2017

AGENCY BUDGET CENTER-5	UNIT 10330	LABOR & REGULATION COSMETOLOGY COMMISSION	COMMISSION	COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV OR PAYMENT #	APPL #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
AGENCY BUDGET CENTER-5 10330 LABOR & REGULATION COSMETOLOGY COMMISSION COMPANY NO 6503 PROFESSIONAL & LICENSING BOARDS COMPANY NAME															
6503	103300061806	51010100	CGEX170426					05/03/2017						3,532.01	DR
6503	103300061806	51010100	CGEX170511					05/17/2017						4,011.02	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES CGEX170426 CGEX170511															
6503	103300061806	51010200	CGEX170426					05/03/2017						7,543.03	DR *
6503	103300061806	51010200	CGEX170511					05/17/2017						2,597.49	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES CGEX170511															
6503	103300061806	51010300	CGEX170511					05/17/2017						6,092.94	DR *
OBJSUB: 5101030 BOARD & COMM MBR'S FEES OBJECT: 5101 EMPLOYEE SALARIES															
6503	103300061806	51020100	CGEX170426					05/03/2017						840.00	DR *
6503	103300061806	51020100	CGEX170504					05/05/2017						14,475.97	DR **
6503	103300061806	51020100	CGEX170511					05/17/2017						458.77	DR
6503	103300061806	51020100	CGEX170512					05/12/2017						4.20	DR
6503	103300061806	51020100	CGEX170512					05/12/2017						627.94	DR
6503	103300061806	51020100	CGEX170512					05/12/2017						4.52	DR
6503	103300061806	51020100	CGEX170512					05/12/2017						1.69	DR
6503	103300061806	51020100	CGEX170518					05/19/2017						1.68	DR
OBJSUB: 5102010 QASI-EMPLOYER'S SHARE CGEX170426 CGEX170511															
6503	103300061806	51020200	CGEX170426					05/03/2017						1,102.16	DR *
6503	103300061806	51020200	CGEX170511					05/17/2017						245.88	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE CGEX170426 CGEX170511															
6503	103300061806	51020600	CGEX170426					05/03/2017						528.33	DR *
6503	103300061806	51020600	CGEX170511					05/17/2017						1,100.59	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE CGEX170426 CGEX170511															
6503	103300061806	51020800	CGEX170426					05/03/2017						2,222.77	DR *
6503	103300061806	51020800	CGEX170511					05/17/2017						7.35	DR
OBJSUB: 5102080 WORKER'S COMPENSATION CGEX170426 CGEX170511															
6503	103300061806	51020900	CGEX170426					05/03/2017						16.37	DR *
6503	103300061806	51020900	CGEX170511					05/17/2017						2.41	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION OBJECT: 5102 EMPLOYEE BENEFITS PERSONAL SERVICES GROUP: 51 MP704053															
6503	103300061806	52030100	MP704053					05/26/2017						3,874.97	DR **
OBJSUB: 5203010 AUTO-STATE OWNED-IN STATE CGEX170504 CGEX170512 CGEX170512															
6503	103300061806	52030300	CGEX170504					05/05/2017						134.23	DR *
6503	103300061806	52030300	CGEX170512					05/12/2017						355.74	DR
6503	103300061806	52030300	CGEX170512					05/12/2017						385.56	DR
6503	103300061806	52030300	CGEX170512					05/12/2017						334.32	DR
6503	103300061806	52030300	CGEX170512					05/12/2017						47.04	DR

AGENCY BUDGET CENTER-5	UNIT 1033	LABOR & REGULATION COSMETOLOGY COMMISSION	COMMISSION	COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
OBJSUB: 5203100 AUTO-PRIV (IN-ST.) H/RTE														
6503	103300061806	52031000	CGEX170518	05/12/2017	246003	RAMKOTAHOT	12177768	08	2,463.72	DR	*			
6503	103300061806	52031000	CGEX170512	05/19/2017	00412896	BESTWESTER	12141895	06	58.31	DR	*			
6503	103300061806	52031000	3296	05/31/2017	00415311				456.00	DR	*			
OBJSUB: 5203100 LODGING/IN-STATE														
6503	103300061806	52031400	CGEX170504	05/05/2017	240060				740.31	DR	*			
6503	103300061806	52031400	CGEX170512	05/12/2017	246004				55.00	DR	*			
6503	103300061806	52031400	CGEX170512	05/12/2017	246002				59.00	DR	*			
6503	103300061806	52031400	CGEX170512	05/12/2017	246003				22.00	DR	*			
6503	103300061806	52031400	CGEX170518	05/19/2017	248538				22.00	DR	*			
OBJSUB: 5203150 TAXABLE MEALS/IN-STATE														
6503	103300061806	52031500	CGEX170512	05/12/2017	246003				202.00	DR	*			
6503	103300061806	52031500	CGEX170530	05/31/2017	255536				43.00	DR	*			
6503	103300061806	52031500	CGEX170530	05/31/2017	255530				116.00	DR	*			
6503	103300061806	52031500	CGEX170530	05/31/2017	255529				58.00	DR	*			
6503	103300061806	52031500	CGEX170530	05/31/2017	255532				47.00	DR	*			
6503	103300061806	52031500	CGEX170530	05/31/2017	255534				47.00	DR	*			
6503	103300061806	52031500	CGEX170530	05/31/2017	255531				47.00	DR	*			
6503	103300061806	52031500	CGEX170530	05/31/2017	255533				47.00	DR	*			
6503	103300061806	52031500	CGEX170530	05/31/2017	255535				43.00	DR	*			
6503	103300061806	52031500	CGEX170530	05/31/2017	255537				43.00	DR	*			
OBJSUB: 5203150 NON-TAXABLE MEALS/IN-ST														
OBJECT: 5203 TRAVEL														
6503	103300061806	52041800	DP704100	06/02/2017					607.00	DR	*			
OBJSUB: 5204180 COMPUTER SERVICES-STATE														
6503	103300061806	52041900	17SC100011 232	06/02/2017	02207178	SMARTSOFTW	12221150		380.25	DR	*			
OBJSUB: 5204190 COMPUTER SERVICES--PRIVATE														
6503	103300061806	52042000	FM703070	05/26/2017					1,476.00	DR	*			
6503	103300061806	52042000	PL704058	05/26/2017					1,406.23	DR	*			
OBJSUB: 5204200 CENTRAL SERVICES														
6503	103300061806	52042300	1066054	05/19/2017	00412898	ENVYKOTECH	12189816		8.33	DR	*			
6503	103300061806	52042300	2585424	05/17/2017	02205023	SERVALLUNI	12049672		5.89	DR	*			

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 05/31/2017

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	5204230	JANITORIAL & MAINT SERV	05/19/2017	00412927	CAPITALJOU	12299302		14.22	DR *
6503	103300061806	52043600	15543	05/03/2017	02203199	ABERDEENAM	12028485		27.44	DR
6503	103300061806	52043600	193534 0417	05/19/2017	00412542	HORONPLAIN	12018176		45.09	DR
6503	103300061806	52043600	542752	05/19/2017	00412542	HORONPLAIN	12018176		37.29	DR
6503	103300061806	52044900	ADVERTISING-NEWSPAPER	05/31/2017	02206515	HYDEHOLDIN	12028880		109.82	DR *
6503	103300061806	52044900	REALESES/COSRNT17	05/31/2017	02206515	HYDEHOLDIN	12028880		1,041.75	DR *
6503	103300061806	52045300	RENTS-PRIVATE OWNED PROP.	05/26/2017	00408937	ATTMOBILIT	12279233		1,041.75	DR *
6503	103300061806	52045300	TL704053	05/03/2017	00408937	ATTMOBILIT	12279233		147.22	DR
6503	103300061806	52045300	8381416X04242017	05/03/2017	00408937	ATTMOBILIT	12279233		64.49	DR
6503	103300061806	52045400	TELECOMMUNICATIONS SRVCS	05/19/2017	02205609	MUNICIPALU	12054968	01	211.71	DR *
6503	103300061806	52045400	415031401 0417	05/19/2017	02205609	MUNICIPALU	12054968	01	90.92	DR
6503	103300061806	52049600	ELECTRICITY	05/24/2017	MC3045				90.92	DR *
6503	103300061806	52049600	D107CC010	05/24/2017	MC3045				227.75	DR
6503	103300061806	52049600	D107CC010	05/24/2017	MC3045				227.75	DR
6503	103300061806	52049600	D107CC010	05/24/2017	MC3044				227.75	CR
6503	103300061806	52049600	D107CC011	05/24/2017	MC3044				175.70	DR
6503	103300061806	52049600	D107CC011	05/24/2017	MC3044				175.70	DR
6503	103300061806	52049600	D107CC011	05/24/2017	MC3044				175.70	CR
6503	103300061806	52049600	17SC100013 911	05/17/2017	00412273	ISOQUALITY	12358629		930.00	DR
6503	103300061806	52049600	5714	05/03/2017	00408485	NATLINTERS	12114840	02	132.00	DR
6503	103300061806	52050200	OTHER CONTRACTUAL SERVICE	05/25/2017	02206492	INNOVATIVE	12550348		1,465.45	DR *
6503	103300061806	52050200	CONTRACTUAL SERVICES	05/25/2017	02206492	INNOVATIVE	12550348		6,335.01	DR **
6503	103300061806	52050200	IN1609637	05/25/2017	02206492	INNOVATIVE	12550348		77.93	DR
6503	103300061806	52050280	OFFICE SUPPLIES	05/17/2017	00411824	INMANSWATE	12037639		77.93	DR *
6503	103300061806	52050280	18382 MAY17	05/17/2017	00411824	INMANSWATE	12037639		12.90	DR
6503	103300061806	52053100	OFFICE SUPPLIES	05/26/2017	00412549	MONTANADAK	12020954	12	12.90	DR *
6503	103300061806	52053100	CD704038	05/26/2017	00412549	MONTANADAK	12020954	12	472.77	DR
6503	103300061806	52053500	PRINTING-STATE	05/12/2017	246004				472.77	DR *
6503	103300061806	52053500	CGEX170512	05/12/2017	246004				10.85	DR
6503	103300061806	52053500	CGEX170518	05/19/2017	248538				12.46	DR
6503	103300061806	52053500	MS704048	05/26/2017	248538				465.51	DR
6503	103300061806	52055180	POSTAGE	05/19/2017	00412549	MONTANADAK	12020954	12	488.82	DR *
6503	103300061806	52055180	68870010003APR17	05/19/2017	00412549	MONTANADAK	12020954	12	9.55	DR
6503	103300061806	5228000	HEATING & COOKING FUELS	05/10/2017					9.55	DR *
6503	103300061806	5228000	SUPPLIES & MATERIALS	05/10/2017					1,061.97	DR **
6503	103300061806	5228000	TI07-104	05/10/2017					412.83	DR
6503	103300061806	5228000	OPER TRANS OUT-NON BUDGT						412.83	DR *
6503	103300061806	5228000	NONOP EXP/NONBGTD OP TR						412.83	DR **

AGENCY BUDGET CENTER-5	10 1033 10330	LABOR & REGULATION COSMETOLOGY COMMISSION COSMETOLOGY COMMISSION	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO	6503	PROFESSIONAL & LICENSING BOARDS			
ACCT: 5101		EMPLOYEE SALARIES			
103300061806	6503	51010100	F-T EMP SAL & WAGES	7,543.03	79,123.48
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES	6,092.94	62,763.95
103300061806	6503	51010300	BOARD & COMM MBR'S FEES	840.00	5,700.00
ACCT: 5102		EMPLOYEE BENEFITS			
ACCT: 51		PERSONAL SERVICES			
103300061806	6503	52030100	AUTO-STATE OWNED-IN STATE	3,874.97	40,016.61
103300061806	6503	52030200	AUTO PRIV (IN-ST.) L/RTE	18,350.94	186,604.04
103300061806	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	134.23	497.99
103300061806	6503	52031000	LODGING/IN-STATE	.00	442.98
103300061806	6503	52031400	TAXABLE MEALS/IN-STATE	2,463.72	22,770.72
103300061806	6503	52031500	NON-TAXABLE MEALS/IN-ST	740.31	4,204.28
103300061806	6503	52032200	AUTO-PRIV. (OUT-STATE) L/R	202.00	2,721.00
103300061806	6503	52032300	AIR-COMM-OUT-OF-STATE	607.00	2,788.00
103300061806	6503	52032600	LODGING/OUT-OF-STATE	.00	103.96
103300061806	6503	52033000	INCIDENTALS-OUT-OF-STATE	.00	68.04
103300061806	6503	52033200	NON-TAXABLE MEALS/OUT-ST	.00	1,121.10
103300061806	6503	52033500		.00	2,336.32
ACCT: 5203		TRAVEL			
103300061806	6503	52040200	DUES & MEMBERSHIP FEES	4,147.26	37,685.39
103300061806	6503	52040600	ED & TRAINING CONSULTANT	.00	310.00
103300061806	6503	52041600	WORKSHOP REGISTRATION FEE	.00	2,500.00
103300061806	6503	52041800	COMPUTER SERVICES-STATE	380.25	1,445.00
103300061806	6503	52041900	COMPUTER SERVICES-PRIVATE	1,476.00	4,389.75
103300061806	6503	52042000	CENTRAL SERVICES	1,544.89	9,874.80
103300061806	6503	52042300	JANITORIAL & MAINT SERV	14.22	10,555.93
103300061806	6503	52043600	ADVERTISING-NEWSPAPER	109.82	158.75
103300061806	6503	52044900	RENTERS-PRIVATE OWNED PROP.	1,041.75	109.82
103300061806	6503	52045100	RENTERS-OTHER	211.71	11,459.25
103300061806	6503	52045300	TELECOMMUNICATIONS SRVCS	90.92	1,050.00
103300061806	6503	52045400	ELECTRICITY	.00	2,616.16
103300061806	6503	52045900	INS PREMIUMS & SURETY BDS	1,465.45	1,128.05
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE	.00	576.20
ACCT: 5204		CONTRACTUAL SERVICES			
103300061806	6503	52050300	OFFICE SUPPLIES	6,335.01	64,268.57
103300061806	6503	52050280	OFFICE SUPPLIES	77.93	935.37
103300061806	6503	52053100	PRINTING-STATE	472.77	317.30
					4,758.99

*

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STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 05/31/2017

AGENCY BUDGET CENTER-5	UNIT 10330	10330	LABOR & REGULATION COSMETOLOGY COMMISSION	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
1033000061806	6503	52053500	POSTAGE		488.82	6,052.05	
1033000061806	6503	52055180	HEATING & COOKING FUELS		9.55	152.73	
1033000061806	6503	52055400	FINISHED SIGNS & DECALS		.00	208.00	
1033000061806	6503	52059800	PROC CARD PURCH-APPROVED		.00	52.11	
ACCT: 5205	6503	52079010	SUPPLIES & MATERIALS		1,061.97	12,476.55	*
1033000061806	6503	52079010	COMPUTER HARDWARE		.00	3,960.00	
ACCT: 5207	6503	52280000	CAPITAL OUTLAY		.00	3,960.00	*
1033000061806	6503	52280000	OPER TRANS OUT -NON BUDGT		412.83	9,422.78	
ACCT: 5228			NONOP EXP/NONBGTD OP TR		412.83	9,422.78	*
ACCT: 52			OPERATING EXPENSES		11,957.07	127,813.29	**
COMP: 6503			PROFESSIONAL & LICENSING BOARDS		30,308.01	314,417.33	***
CENTER: 1033000061806					30,308.01	314,417.33	*****
B UNIT: 1033					30,308.01	314,417.33	*****

FY 17 ANNUAL REPORT
SOUTH DAKOTA COSMETOLOGY COMMISSION

	JULY '16	AUG '16	SEP '16	OCT '16	NOV '16	DEC '16	JAN '17	FEB '17	MAR '17	APR '17	MAY '17	JUNE '17	TOTAL
Exam Fees	760.00	400.00	640.00	4,640.00	520.00	1,840.00	640.00	1,120.00	1,760.00	240.00	1,760.00	880.00	\$ 15,200.00
Reexam Fees	80.00	-	-	160.00	40.00	80.00	40.00	495.00	90.00	-	320.00	-	\$ 1,305.00
New Licenses													
Salon Permits	1,680.00	1,740.00	3,300.00	1,980.00	1,320.00	1,440.00	3,840.00	1,680.00	2,280.00	360.00	4,200.00	1,680.00	25,500.00
Personal Temp	96.00	48.00	66.00	96.00	66.00	204.00	48.00	48.00	108.00	24.00	174.00	798.00	1,776.00
Instructor New	-	100.00	-	100.00	-	25.00	-	-	100.00	25.00	25.00	50.00	425.00
Students	144.00	96.00	258.00	276.00	60.00	48.00	168.00	174.00	72.00	-	192.00	24.00	1,512.00
Total New	1,920.00	1,984.00	3,624.00	2,452.00	1,446.00	1,717.00	4,056.00	1,902.00	2,560.00	409.00	4,591.00	2,552.00	\$ 29,213.00
Renewal Fees													
Personal	8,850.00	8,320.00	12,075.00	7,660.00	9,145.00	8,360.00	20,630.00	8,380.00	15,955.00	3,160.00	20,965.00	14,115.00	137,615.00
Reinstatement	215.00	360.00	240.00	800.00	220.00	180.00	625.00	580.00	400.00	140.00	410.00	300.00	4,470.00
Salon	4,320.00	3,695.00	4,925.00	3,640.00	4,060.00	4,760.00	9,545.00	5,495.00	8,225.00	1,525.00	10,685.00	6,030.00	66,905.00
Instructor Renewal	75.00	100.00	25.00	100.00	50.00	-	220.00	-	50.00	25.00	95.00	75.00	815.00
Schools	-	600.00	300.00	100.00	-	-	-	-	-	-	-	-	2,100.00
Total Renewal	13,460.00	13,075.00	17,565.00	12,200.00	13,475.00	13,300.00	31,020.00	15,655.00	24,630.00	4,850.00	32,155.00	20,520.00	\$ 211,905.00
Reciprocity	1,800.00	1,000.00	1,000.00	700.00	400.00	1,500.00	400.00	800.00	1,300.00	300.00	1,900.00	680.00	\$ 11,780.00
Certification	180.00	240.00	180.00	140.00	180.00	120.00	200.00	140.00	120.00	60.00	300.00	140.00	\$ 2,000.00
Total Rec & Cert	1,980.00	1,240.00	1,180.00	840.00	580.00	1,620.00	600.00	940.00	1,420.00	360.00	2,200.00	820.00	\$ 13,780.00
Interest Income													
	-	3,767.86	-	-	-	-	-	-	-	-	-	-	3,767.86
Duplicates	55.00	85.00	105.00	85.00	60.00	40.00	96.00	170.00	110.00	55.00	95.00	90.00	\$ 1,045.00
Educ Courses	50.00	250.00	35.00	50.00	50.00	100.00	50.00	500.00	50.00	-	50.00	50.00	\$ 1,235.00
Penalties	2,450.00	2,610.00	1,890.00	3,810.00	1,960.00	3,030.00	2,550.00	2,760.00	2,170.00	590.00	5,140.00	1,860.00	\$ 30,820.00
Miscellaneous	-	4.00	102.00	113.00	200.00	-	8.00	2.00	52.00	-	-	-	\$ 481.00
TOTAL	\$ 20,755.00	\$ 19,648.00	\$ 25,141.00	\$ 24,350.00	\$ 18,331.00	\$ 21,727.00	\$ 39,060.00	\$ 23,544.00	\$ 32,842.00	\$ 6,504.00	\$ 46,311.00	\$ 26,772.00	\$ 308,752.86

SOUTH DAKOTA COSMETOLOGY COMMISSION

EXECUTIVE DIRECTOR'S REPORT

July 14, 2017

1. MICROBLADING - South Dakota Board of Medical Examiners made a declaratory ruling on the practice of microblading. In most instances microblading is not considered a medical procedure. It falls under the practice of tattooing. A copy of the Medical Board's declaratory ruling is attached for information and review.

2. FAILED INSPECTIONS ON WEBSITE - For the past few years we have been showing failed inspection reports on our website. We have had inquiries from some licensees about how long their failed inspection report will remain on the website. There are two types of failed inspections -- (1) safety & infection control deficiencies, and (2) technical failures, such as one or more license expired at time of inspection, or no first aid kit or fire extinguisher. In the case of the first type of failure, the salon pays a \$50 re-inspection fee and is re-inspected in a few weeks by the inspector. The second kind of failure is normally handled by the office -- if the licenses get renewed or we receive a cash register receipt of purchase of a first aid kit or fire extinguisher, the office passes the salon and sends out the passed inspection card.

We would like some guidance from the Commission if all failed inspections should remain on the website on an on-going basis or if they should be removed after some period of time after they salon gets a passed inspection card? One option might be to take down the technical failures after the licenses are renewed or at the end of the year.

The link to the failed inspection page on the Cosmetology Commission website is shown below.

http://dlr.sd.gov/cosmetology/failed_inspections.aspx

3. FACEBOOK PAGE - We recently received approve from the Department of Labor & Regulation to start a Cosmetology Commission Facebook page. This page is for licensees and the public alike and new information or reminders are posted twice a week. Bradi Stampe from our staff, who fields most of the phone inquiries, suggested that we have a Facebook presence and she is the staff member responsible for posting content, with suggestions from other staff members. If you have not already done so, please go on Facebook and search for South Dakota Cosmetology Commission and Like and Follow our page. Please invite others to Like and Follow us as well. We also welcome suggestions for items to post.

4. NAIL SAFETY PRESS RELEASE - Working in cooperation with the DLR Public Information Officer, we issued a press release about Nail Safety in late June. A copy of the press release is enclosed.

5. WEDDING HAIR/BOOTH RENTAL - We have had two different individuals apply for booth licenses with the intent to do wedding hair and other Commission-approved special events. The law states that the services must be run through a salon or booth. Since they do not actually work in the booth, there is really nothing for the inspector to inspect. Should we develop a policy that they must have a traveling kit available for inspection if they do not otherwise have equipment and supplies at their licensed booth location.

6. ADMINISTRATIVE RULES & STATE LAWS - Our recently updated administrative rules became effective July 3, 2017. The new state law exempting natural hair braiding from the practice of cosmetology became effective July 1, 2017. We are in the process of getting new Laws/Rules books printed. We will have copies available for pick-up at the July 14 meeting.

7. POLICY ON EYELASH EXTENSION CERTIFICATION - One important item that we will need to address in the new administrative rules is how to implement the required 16 hours of education to become certified to perform eyelash extensions. We will include Eyelash Extensions on the application for pre-approved provider status like we have for Electric File and Microdermabrasion providers. For those who are already performing eyelash extensions, do we require licensees to provide proof of the training they received when they started performing eyelash extensions? How long should we allow those already performing this service to provide this proof of training? For any new certifications, we will require proof prior to adding the certification to their license.

8. STATE BOARD EXAMINATION & COMMISSION MEETING CALENDAR FOR 2017 & 2018 - Enclosed with the Commission meeting packets is a proposed State Board exam and Commission meeting calendar for the remainder of 2017 and 2018. We have secured the Becker-Hansen building in Pierre for administration of both the practical and the written (computer-based) exams. The State does not charge us any fees to administer exams in a State office building. We will continue to test two times a year in Watertown.

STATE OF SOUTH DAKOTA
BOARD OF MEDICAL AND OSTEOPATHIC EXAMINERS

IN THE MATTER OF:)	
)	FINDINGS OF FACT AND
DECLARATORY RULING RE: THE)	CONCLUSIONS OF LAW AND
PROCEDURE REFERRED TO AS)	DECLARATORY RULING
<u>MICROBLADING</u>)	

This matter has come before the South Dakota Board of Medical and Osteopathic Examiners (the Board) through a petition by Board Staff, filed pursuant to SDCL 1-26-15 and ARSD ch. 20:78:02, requesting a declaratory ruling as to whether the procedure known as *microblading* should be subject to the provisions of SDCL 36-2-2, 36-4-8, 36-4-8.1, 36-4-9, or 36-4-34.

ISSUE

Board Staff has received complaints concerning the procedure of *microblading* and the use of a scalpel to apply permanent cosmetics. The precise inquiry is, “does *microblading* attempted through the use of a scalpel fall within the practice of medicine”.

FINDINGS OF FACT

1. SDCL 36-4-9 defines the “practice of medicine or osteopathy” as recommending, prescribing, or directing the use of any “drug, medicine, apparatus, or other agency for the cure, relief or palliation of any ailment or disease of the mind or body or the cure or relief of any wound, fracture or bodily injury or deformity.”

STATE OF SOUTH DAKOTA
BOARD OF MEDICAL AND OSTEOPATHIC EXAMINERS

2. No person may engage in, offer, or hold him or herself out as qualified to provide diagnosis or treatment of any human illnesses unless that person possesses a legal and unrevoked license or certificate issued under the laws of South Dakota authorizing such person to practice the healing arts. SDCL 36-2-2.

3. No person may practice medicine or osteopathy in South Dakota without a license issued under SDCL ch. 36-4. SDCL 36-4-11.

4. Surgery constituting the practice of medicine includes the use of a laser or ionizing radiation for the purpose of cutting or otherwise altering human tissue for diagnostic, palliative, or therapeutic purposes SDCL 36-4-8.2.

5. Physicians (SDCL 36-4-8,-8.2,-9), Physician Assistants (SDCL 36-4A-22), Dentists (SDCL 36-6A-31), Podiatrists (SDCL 36-8-1), and Certified Nurse Practitioners and Certified Nurse Midwives (SDCL 36-9A-12,13) are certain licensed professions authorized to perform some degree of surgery. This is not an exclusive listing and other practitioners of the healing arts, as those practitioners are defined in SDCL 36-2-1 and 36-2-2, who are authorized to perform some degree of surgery may be found generally in SDCL Title 36.

6. *Microblading* in its most common form involves the insertion of pigment under the skin in a person's eyebrow area to mimic the natural hairs that would normally grow in that area.

STATE OF SOUTH DAKOTA
BOARD OF MEDICAL AND OSTEOPATHIC EXAMINERS

7. *Microblading* in its most common form is carried out through the use of a manual tool comprised of a series of small or fine needles that insert the pigment under the skin.

8. *Microblading* is not commonly completed through the use of a scalpel.

9. The placement of pigment under the skin prevents the immediate or near term removal of the pigment through normal, every-day, environmental forces or hygiene practices.

10. The pigment inserted through a *microblading* procedure generally lasts for a period of 12 to 18 months.

11. A tattoo and *microblading* have similar characteristics in that both procedures in their most common forms involve the insertion of pigment below the surface of the skin through the use of needles.

12. Tattooing is regulated pursuant to SDCL 9-34-17 which states:

13. Any municipality may regulate the practice of tattooing and body piercing by licensing tattoo artists and practitioners of body piercing, inspecting tattoo and body piercing establishments, and establishing standards for sanitation that are at least as stringent as those adopted by the Department of Health pursuant to § 34-1-17. The term "tattoo" means to make permanent marks or designs on the skin by puncturing it and inserting indelible colors. The term "body piercing" means to place a permanent or temporary foreign object in a person's body

STATE OF SOUTH DAKOTA
BOARD OF MEDICAL AND OSTEOPATHIC EXAMINERS

such as ears, nose, lips, genitals, nipples, or parts thereof for a decorative or other nonmedical purpose by a person not directly under the supervision of a licensed physician as defined by § 36-4-11.

14. The most common method of tattooing involves the use of a motorized tattooing machine or “gun” to insert pigment below the surface of the skin.

15. In completing a tattoo, the pigment is inserted deeper within the layers of the skin than through the *microblading* process.

16. The placement of ink through the tattoo process, within the deeper layers of the skin, almost completely prevents the removal of the pigment through normal, every-day, environmental forces or hygiene practices.

17. A tattoo is considered permanent in that the tattoo design will generally remain visible for the life-span of the individual.

18. *Microblading* is different than tattooing in the depth of the location of the pigment within the layers of the skin, and the permanence of the pigment inserted.

19. Any Finding of Fact more appropriately considered a Conclusion of Law is hereby re-designated as such and incorporated therein below.

CONCLUSIONS OF LAW

1. The South Dakota Board of Medical and Osteopathic Examiners has the authority under SDCL ch. 36-4, SDCL 1-26-15, and ARSD ch. 20:78:02, to issue

STATE OF SOUTH DAKOTA
BOARD OF MEDICAL AND OSTEOPATHIC EXAMINERS

declaratory rulings concerning the applicability of their statutory and regulatory provisions and the practice of medicine in the State of South Dakota.

2. Surgery is the cutting or otherwise altering of human tissue for diagnostic, palliative, or therapeutic purposes. SDCL 36-4-8.2. Surgery is considered the practice of medicine.
3. The use of a scalpel for the purpose of cutting or otherwise altering human tissue for diagnostic, palliative, or therapeutic purposes is considered surgery.
4. *Microblading* performed with a scalpel or blade falls within the provisions of SDCL 36-2-1(6), 36-2-2, 36-4-8, 36-4-8.1, 36-4-9, and 36-4-34, and is the practice of medicine which would require a license authorizing the professional to perform surgery in South Dakota as part of their scope of practice.
5. *Microblading* completed through the use of a manual tool comprised of needles is similar to tattooing, and is not considered by the Board to be the altering of human tissue for diagnostic, palliative, or therapeutic purposes.
6. *Microblading* completed through the use of a manual tool comprised of needles is done with the intent to offer a cosmetic benefit to the individual undergoing the *microblading* process and is not done with the intent to engage in, offer, or hold oneself out as qualified to provide diagnosis or treatment of any human illnesses.

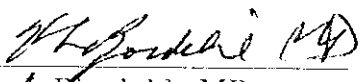
STATE OF SOUTH DAKOTA
BOARD OF MEDICAL AND OSTEOPATHIC EXAMINERS

7. *Microblading* completed through the use of a manual tool comprised of needles is not considered by the Board to be the practice of medicine.

8. Any Conclusion of Law more appropriately considered to be a Finding of Fact is hereby re-designated as such and incorporated therein above.

Dated and signed this 8th day of June, 2017.

BOARD OF MEDICAL & OSTEOPATHIC EXAMINERS



Kevin A. Bjordahl, MD
Vice-President

For Immediate Release: Tuesday, June 27, 2017

Media Contact: Dawn Dovre, 605-773-3094

Protect Yourself – Be Informed About State Cosmetology Laws

PIERRE, S.D. – The South Dakota Cosmetology Commission sets high professional standards for nail technicians and cosmetologists for consumer safety. Every summer, many consumers seek nail and pedicure services without being informed of salon safety requirements. Being aware of the guidelines can prevent injury, infection and disease.

Manicures and pedicures should only be performed in a licensed salon by a licensed nail technician or cosmetologist. Before making an appointment, ask questions, get referrals from the salon and review the state guidelines.

Do Not:

- Shave legs 24 hours before pedicures.
- Allow cutting of calluses and ingrown toenails.
- Allow the technician to use implements that have been used on previous clients.
- Allow a nail technician to perform waxing services.

Do:

- Observe salon cleanliness and sanitation practices.
- Inform the technician if you have health concerns or medications, such as diabetes or a compromised immune system.
- Be aware of guidelines and ask questions.

“If you are not comfortable with what you see in a salon, the best thing to do is leave,” said Cosmetology Commission Executive Director Kate Boyd. “Services should not hurt, injure or put you at risk of infection.”

South Dakota consumers who make informed decisions about nail and pedicure services can help prevent health hazards. For more information, visit cosmetology.sd.gov or call the Commission at 605-773-6193.

2017 - 2018 CALENDAR

COSMETOLOGY COMMISSION State Board Examinations & Regular Commission Meetings

2017

October	12	Thursday	State Board Exams - C & N	Pierre
October	13	Friday	State Board Exams - C & N	Pierre
November	3	Friday	State Board Exams - E	Pierre

November	17	Friday	Commission Meeting (DLR Conf Room)	Pierre
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December	2	Saturday	State Board Exams - C	Watertown
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2018

January	4	Thursday	State Board Exams - C & N	Pierre
January	5	Friday	State Board Exams - C & N	Pierre

February	9	Friday	Commission Meeting (DLR Conf Room)	Pierre
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March	8	Thursday	State Board Exams - C & N	Pierre
March	9	Friday	State Board Exams - C & N	Pierre

April	28	Saturday	State Board Exams - C	Watertown
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May	3	Thursday	School Visits & Commission Meeting	Watertown/
May	4	Friday	<i>(Comm Mtg - Sx Falls DLR Office on Fri pm)</i>	Sioux Falls

July	12	Thursday	State Board Exams - C & N	Pierre
July	13	Friday	State Board Exams - E	Pierre

July	20	Friday	Commission Meeting (Ramkota Hotel 8:30 am)	Pierre
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July	20	Friday	NIC School Overview <i>(Afternoon Ramkota)</i>	Pierre
July	21	Saturday	NIC Examiner Training	Pierre
July	22	Sunday	NIC Examiner Training	Pierre

September	20	Thursday	School Visits & Commission Meeting	Rapid City/Sturgis
September	21	Friday	<i>(Comm Mtg - RC DLR Office Thurs pm)</i>	

October	4	Thursday	State Board Exams - C & N	Pierre
October	5	Friday	State Board Exams - C & N	

November	16	Friday	Commission Meeting (DLR Conf Room)	Pierre
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C = Cosmetology Exams • E = Esthetics Exams • N = Nail Technician Exams

Note: Calendar is subject to change throughout the year

2018 PROPOSED LEGISLATION

Attached is a packet of South Dakota Cosmetology Laws that may require legislative action during the 2018 Session. Many of the laws that may require changes are the result of the three main items noted below: Cosmetology Education Hours, One-Tier Instructor Licensing, and Substitute Instructors. Commission members have indicated that they are not interested in receiving any further testimony from the schools or the public on the pros and cons of reducing cosmetology education from 2100 to 1500 hours. Input has been on-going for some time, most recently at the March and May 2017 Commission meetings. The commission will be discussing the wording of proposed legislation.

A ~~strike-thru~~ means that this language would be eliminated from law and an underscore represents proposed new language.

The key items that are being proposed are:

(1) Reduce cosmetology education from 2100 to 1500 hours. The actual curriculum would get set in administrative rule. A draft of a 1500 hour program is included in this packet, but it would need to be revisited by the Task Force that met in 2015 prior to the adoption of curriculum in rule. You will recall that the Task Force was comprised of two Commission members and representatives from the various cosmetology schools, as well as staff.

(2) Early Testing - The proposed legislation allows an individual who is enrolled in school to apply for State Board exams. The Commission will adopt an administrative rule to allow for early testing -- discussions have been for 90% completion (Cosmetology-1350 hours, based on 1500 hour program; Esthetics-540 hours, Nails-360 hours)

(3) Change from a two-tier (Junior -- Senior) Instructor licensing to one-tier instructor licensing program. Many of the components would be set by administrative rule, but the gist of the one-tier program would include:

- **Conditional Instructor License**

Valid for up to 90 days - Commission will need to decide the period of time a conditional instructor license would be valid for

1. Be a licensed cosmetologist, nail technician or esthetician, as applicable
2. Instructor application & \$25 license fee
3. 12-hour new instructor training
4. Passage of Instructor State Laws Exam
5. 1000 hours of salon experience

Commission needs to determine if salon experience and the amount of salon experience should be a requirement or not. It has been discussed for the past several years with some schools expressing the opinion that they believe they had more successful instructors if they could hire them right out of school. Experience has shown that a successful cosmetologist is not always the best teacher.

- **Instructor License**

1. Above Conditional Instructor requirements, plus:
2. Passage of NIC Instructor Theory

(4) Substitute Instructors - Allow for substitute instructors on a limited basis due to emergency in a school.

2018 Bill Draft: (DLR)-(Version 3)

Most recent version as of: (3:30 PM) (07/05/2017)

36-15-1. Definition of terms. Terms used in this chapter mean:

- (1) "Apprentice," any person licensed by the commission to receive education through an apprenticeship in a salon;
- (2) "Apprentice salon," any salon licensed by the commission to teach apprentices;
- (3) "Booth," any part within a licensed salon that is rented or leased for the purpose of rendering licensed cosmetology services as a separate, independent salon business;
- (4) "Commission," the Cosmetology Commission as established and created in § 36-15-3;
- (5) "Cosmetologist," any person who, for compensation, engages in any of the practices of cosmetology;
- (6) "Cosmetology," any one or any combination of the practices set forth in § 36-15-2;
- (7) "Demonstrator," any person licensed to practice cosmetology, nail technology, or esthetics in this state, in another state, or in another country, who demonstrates the various practices of cosmetology, as applicable, in order to inform or educate other licensees or the public;
- (8) "Esthetician," any person who, for compensation, engages in the practice of esthetics, but not in other practices of cosmetology;
- (9) "Esthetics," any one or any combination of the practices set forth in § 36-15-2.2;
- (10) ~~"Junior instructor," any person licensed by the commission to instruct in a school and who is enrolled in instructor education as set forth in § 36-15-26;~~
- (11) "Nail technology," any one or any combination of the practices set forth in § 36-15-17.2;
- (12) "Nail technician," any person who, for compensation, engages in the practice of nail technology, but not in other practices of cosmetology;
- (13) "Salon," any place, premise, or building or any part of a building operated for the purpose of engaging in the practice of cosmetology, nail technology, or esthetics, or any combination of these practices;
- (14) "School," any place, premise, or building that is licensed by the commission to provide education to students in the practice of cosmetology, nail technology, or esthetics, or any combination of these practices;
- (15) "School premises," any permanent building or other structures approved by the commission as a school campus under one school license;
- (16) ~~"Senior instructor," any person licensed by the commission to instruct in a school who has previous instructor education and experience and meets the requirements set forth in § 36-15-25;~~
- (17) "Student," any person who is licensed by the commission to receive education in a licensed school.
- (18) "Substitute Instructor," any licensed cosmetologist, esthetician, or nail technician who works as a substitute instructor in a licensed school for a limited number of hours in any one calendar year.

Source: SDC 1939, § 27.1501; SL 1943, ch 106, § 1; SL 1957, ch 118, § 1; SL 1965, ch 123, § 1; SL 1972, ch 206, §§ 1, 2; SL 1997, ch 218, § 1; SL 2003, ch 202, § 1; SL 2007, ch 217, § 1; SL 2009, ch 182, § 1.

36-15-2.3. Application for esthetics examination--Information required. Any person desiring to practice esthetics in this state as an esthetician shall apply to the commission to take the esthetics examination. The application shall:

- (1) Contain the information required by § 36-15-15;
- (2) ~~Contain proof that the applicant has completed the required hours of education, as established by rules pursuant to § 36-15-13, or equivalent credit hours is enrolled in an approved and licensed cosmetology or esthetics school;~~ and
- (3) Be accompanied by the fee required in this chapter.

Source: SL 2003, ch 202, § 22; SL 2005, ch 201, § 1.

36-15-3. Cosmetology Commission--Appointment and terms of members--Oath of office. The Cosmetology Commission shall perform all functions exercised by the former State Board of Cosmetology. The Cosmetology Commission consists of five members to be appointed by the Governor for a term of three years. No member may serve more than three consecutive full terms. The Governor may remove a member for cause and shall fill all vacancies. However, appointment to fill an unexpired term is not considered a complete term for this purpose. Not all of the members may be of the same political party. Three members shall be currently licensed as cosmetologists in this state at the time of their appointment. Two members shall be lay people. The Governor may stagger the terms to enable the commission to have different terms expire each year. ~~Any member appointed to the commission prior to July 1, 2005, shall serve the four-year term to which the member was originally appointed. Any member appointed to the commission after July 1, 2005, shall serve a three-year term.~~ Each member of the commission shall take the oath of office as provided by law for public officials.

Source: SDC 1939, § 27.1504; SL 1957, ch 118, § 1; SL 1963, ch 155; SL 1980, ch 379, §§ 17 to 20; SL 2005, ch 199, § 45.

36-15-6. Employment of personnel by commission--Expenses--School affiliation prohibited. The commission may, ~~in conformity with chapter 3-6A,~~ employ such personnel as it deems necessary to administer and enforce the provisions of this chapter. The commission may pay the travel and subsistence expenses of such employees pursuant to § 3-9-2. However, no employee of the commission may be connected or associated in any manner with any school.

Source: SDC 1939, § 27.1504 as enacted by SL 1957, ch 118, § 1; SL 1963, ch 155; SL 1972, ch 206, § 5; revised pursuant to SL 1973, ch 23; SL 1986, ch 27, § 28; SL 2003, ch 202, § 8.

36-15-17. Application for cosmetologist examination--Information required. Any person desiring to practice cosmetology in this state as a cosmetologist shall make application to the commission to take the examination. The application shall:

- (1) Contain the information required pursuant to § 36-15-15;
- (2) Contain information satisfactory to the commission that the applicant ~~has completed twenty-one hundred hours of education or equivalent credit hours~~ is enrolled in an approved and licensed cosmetology school, or ~~in lieu of such education, has successfully completed a course of an~~ apprenticeship in a licensed cosmetology salon as provided for in this chapter; and
- (3) Be accompanied by the fee required in this chapter.

Source: SDC 1939, § 27.1508; SL 1947, ch 125, § 2; SL 1957, ch 118, § 1; SDC Supp 1960, § 27.1508 (3); SL 1965, ch 128; SL 1967, ch 105, § 3; SL 1972, ch 206, § 17; SL 2003, ch 202, § 20.

36-15-17.1. Application for nail technician examination--Information required. Any person desiring to practice nail technology in this state as a nail technician shall apply to the commission to take the nail technician examination. The application shall:

- (1) Contain the information required by § 36-15-15;
- (2) Contain proof that the applicant ~~has completed four hundred hours of education or equivalent credit hours~~ is enrolled in an approved and licensed cosmetology or nail school or, ~~in lieu of such education, has successfully completed a course of an~~ apprenticeship in a licensed cosmetology salon or nail salon, as provided in § 36-15-45; and
- (3) Be accompanied by the fee required in this chapter.

Source: SL 1997, ch 218, § 4; SL 2003, ch 202, § 21.

36-15-19.1. Cosmetologist's examination--Issuance of license--Annual expiration and renewal. Each applicant for a cosmetologist license who has complied with § 36-15-17, shall take the prescribed examination in the practice of cosmetology. The commission shall determine the contents of the examination. Upon passing the examination to the satisfaction of the commission, completion of curriculum set by the Commission, and the receipt of the fee required in this chapter, the applicant shall be licensed as a cosmetologist in the practice of cosmetology. Any cosmetologist license issued by the commission pursuant to this chapter expires annually on a date set by the commission in rules promulgated pursuant to chapter 1-26, and is renewable annually.

36-15-19.3. Nail technician's examination--Issuance of license--Annual expiration and renewal. Each applicant for a nail technician license who has complied with § 36-15-17.1 shall take the prescribed examination in the practice of nail technology. The commission shall determine the contents of the examination. Upon passing the examination to the satisfaction of the commission, completion of curriculum set by the Commission, and the receipt of the fee required in this chapter, the applicant shall be licensed as a nail technician. Any nail technician license issued by the commission pursuant to this chapter expires annually on a date set by the commission in rules promulgated pursuant to chapter 1-26, and is renewable annually.

Source: SL 1997, ch 218, § 6; SL 2003, ch 202, § 26.

36-15-19.5. Esthetician's examination--Issuance of license--Annual expiration and renewal. Each applicant for an esthetician license who has complied with § 36-15-2.3 shall take the prescribed examination in the practice of esthetics. The commission shall determine the contents of the examination. Upon passing the examination to the satisfaction of the commission, completion of curriculum set by the Commission, and the receipt of the fee required in this chapter, the applicant shall be licensed as an esthetician in the practice of esthetics. Any esthetician license issued by the commission pursuant to this chapter expires annually on a date set by the commission in rules promulgated pursuant to chapter 1-26, and is renewable annually.

Source: SL 2003, ch 202, § 28.

36-15-25. Instructor license required to teach--Senior instructor requirements--Conditional license--Areas of instruction. No person may teach in a school unless that person is licensed by the commission as an instructor. Any person may qualify and be licensed by the commission as a senior instructor for cosmetology, nail technology, or esthetics, as applicable, upon application made to the commission. The application shall be accompanied by satisfactory evidence that the applicant:

- (1) Possesses the qualifications required by § 36-15-15;
- (2) Currently holds a valid cosmetologist, nail technician, or esthetician license, as applicable;
- (3) Has completed at least one thousand hours of salon experience as a licensed cosmetologist, nail technician or esthetician;
- (3) (4) Has complied with any instructor education as prescribed by § 36-15-26.2; and
- ~~(4) Has completed the requirements as a junior instructor set forth in § 36-15-26 or has at least one year of teaching experience as a licensed instructor from another state in cosmetology, nail technology, or esthetics, as applicable; and~~
- (5) Has passed an examination prescribed by the commission.

However, the applicant may receive the license conditionally, dependent on completing instructor education and passing the examination as prescribed by the commission in rules adopted pursuant to chapter 1-26.

An senior instructor with a cosmetologist license may instruct in any practice of cosmetology. An senior instructor with a nail technician license may only instruct in the practice of nail technology. An senior instructor with an esthetician license may only instruct in the practice of esthetics.

The Commission may adopt rules to allow the use of substitute instructors on a limited basis.

Source: SDC 1939, § 27.1508 (5) as enacted by SL 1957, ch 118, § 1; SL 1972, ch 206, § 25; SL 2003, ch 202, § 35; SL 2007, ch 217, § 6.

36-15-25.1. Senior instructor's license--Annual expiration and renewal. Any senior instructor license issued by the commission pursuant to this chapter expires annually on a date set by the commission in rules promulgated pursuant to chapter 1-26, and is renewable annually. The application shall be accompanied by the fee required in this chapter and proof of completion of any required commission-approved instructor education pursuant to § 36-15-26.2.

Source: SDCL, § 36-15-25 as added by SL 1972, ch 206, § 25; SL 2003, ch 202, § 36.

36-15-25.2. Continuing education requirement for senior instructors teaching apprentices-- Subjects, hours and fees to be established by rule. Any applicant for a senior instructor license pursuant to § 36-15-25 who plans to instruct an apprentice in a licensed salon shall submit proof of completion of thirty hours of commission-approved education in teacher training from a college or university. This education shall be completed before the senior instructor license is issued. The commission may provide, by rules promulgated pursuant to chapter 1-26, the kinds and subjects of education and the number of hours of education required. The commission may also substitute experience in addition to or in lieu of educational requirements. The commission may set a fee in rules adopted pursuant to chapter 1-26 to cover the cost of verifying the required continuing education.

Source: SL 2003, ch 202, § 37.

~~36-15-26. Junior instructor's license--Requirements--Conditional license--Areas of instruction.~~ Any person may qualify and be licensed by the commission as a junior instructor for cosmetology, nail technology, or esthetics, as applicable, upon application made to the commission. The application shall be accompanied by satisfactory evidence that such applicant:

- ~~— (1) Possesses the qualifications required by § 36-15-15;~~
- ~~— (2) Currently holds a valid cosmetologist, nail technician, or esthetician license, as applicable;~~
- ~~— (3) Has complied with any instructor education as required by § 36-15-26.2;~~
- ~~— (4) Will be working and providing education in a licensed school in this state under the supervision of a senior instructor;~~
- ~~— (5) Has completed at least one thousand hours salon experience as a licensed cosmetologist, nail technician, or esthetician, as applicable; and~~
- ~~— (6) Has passed an examination prescribed by the commission.~~

~~— However, the applicant may receive the license conditionally, dependent on completing instructor education and passing the examination as prescribed by the commission in rules adopted pursuant to chapter 1-26.~~

~~— A junior instructor with a cosmetologist license may instruct in any practice of cosmetology and shall be supervised by a senior cosmetologist instructor. A junior instructor with a nail technician license may only instruct in the practice of nail technology and shall be supervised by a senior cosmetologist instructor or a senior nail technician instructor. A junior~~

~~instructor with an esthetician license may only instruct in the practice of esthetics and shall be supervised by a senior cosmetologist instructor or a senior esthetician instructor.~~

Source: SDC 1939, § 27.1508 (6) as enacted by SL 1957, ch 118, § 1; SL 1972, ch 206, § 26; SL 2003, ch 202, § 38; SL 2007, ch 217, § 7.

~~—36-15-26.1. Junior instructor's license—Annual expiration and renewal. Any junior instructor license issued by the commission pursuant to this chapter expires annually on a date set by the commission in rules promulgated pursuant to chapter 1-26 and is renewable annually. The application shall be accompanied by the fee required in this chapter and proof of completing commission approved instructor education pursuant to § 36-15-26.2.~~

Source: SDCL, § 36-15-26 as added by SL 1972, ch 206, § 26; SL 2003, ch 202, § 39.

36-15-29. License required for school of cosmetology, nail technology or esthetics--Requirements for license. No person may conduct a cosmetology, nail technology, or esthetics school for any of the practices of cosmetology, as applicable, unless that person is licensed as a school by the commission. The commission shall issue the license if the applicant meets the following requirements:

- (1) The applicant completes the application and provides any required documentation;
- (2) The application is accompanied by the fee required in this chapter;
- (3) The applicant has no violations with another cosmetology board;
- (4) The education offered is a complete program of not less than ~~twenty one~~ fifteen hundred hours for a cosmetology program or a complete program of not less than four hundred hours for a nail technician program or a complete program of not less than the hours established by rules pursuant to § 36-15-13 for an esthetician license or the respective equivalent credit hours; and
- (5) The applicant meets all requirements established by rules adopted pursuant to this chapter.

Source: SDC 1939, § 27.1506; SL 1947, ch 125, § 1; SL 1957, ch 118, § 1; SL 1972, ch 206, § 27; SL 1997, ch 218, § 12; SL 2003, ch 202, § 40; SL 2005, ch 201, § 3; SL 2009, ch 182, § 2.

~~36-15-29.2. Senior instructor required for each junior instructor. No school may employ more than one junior instructor for each senior instructor regularly employed by the school.~~

Source: SDC 1939, § 27.1508 (6) as enacted by SL 1957, ch 118, § 1; SDCL, § 36-15-26; SL 1972, ch 206, § 29; SL 2003, ch 202, § 42.

36-15-44. Maximum number of apprentices in salon per instructor. No apprentice salon may have more than two apprentices per instructor during any one period of time.

Source: SDC 1939, § 27.1507 (5) as enacted by SL 1957, ch 118, § 1; SL 2003, ch 202, § 50.

36-15-45. Required period of apprenticeship--Transfer to another salon--Continuity of service. A licensed apprentice in cosmetology shall receive education in the practice of cosmetology as required by this chapter in the same cosmetology salon for ~~three thousand~~ fifteen hundred consecutive hours. A licensed apprentice in nail technology shall receive education in the practice of nail technology as required by this chapter for nine hundred consecutive hours in the same cosmetology salon or nail salon. The commission may permit an apprentice to transfer to another cosmetology salon or nail salon, as applicable, for completion of the apprenticeship if the apprentice applies for the transfer in writing to the commission and shows good cause for the request. The commission may permit a break in the consecutive period of the

apprenticeship if the apprentice applies for the break in writing to the commission and shows good cause for the request. The commission shall define good cause by rules promulgated pursuant to chapter 1-26.

Source: SDC 1939, § 27.1507 (6) as enacted by SL 1957, ch 118, § 1; SL 1965, ch 127, § 2; SL 1972, ch 206, § 35; SL 1997, ch 218, § 17; SL 2003, ch 202, § 51.

36-15-47. Apprentice to practice in licensed salon--Supervision and time required for study and practice. Any apprentice licensed pursuant to this chapter may practice cosmetology if the practice is performed only in a cosmetology salon or nail salon, as applicable, licensed pursuant to this chapter; the apprentice is under the constant supervision, control, and direction of a licensed ~~senior~~ instructor at all times; and the apprentice is actually engaged in the study and practice of cosmetology or nail technology at least forty hours a week.

Source: SDC 1939, § 27.1507 (3) as enacted by SL 1957, ch 118, § 1; SL 1972, ch 206, § 37; SL 1997, ch 218, § 19; SL 2003, ch 202, § 53.

36-15-47.1. Senior instructors to teach apprentices--Fee for education prohibited. Only an an ~~senior~~ instructor licensed under this chapter may teach an apprentice in any of the practices of cosmetology. The ~~senior~~ instructor, the salon, or anyone connected with the apprenticeship may not charge, receive, or accept any fee or anything of value except services for the education.

Source: SL 1972, ch 206, § 38; SL 2003, ch 202, § 54.

36-15-48. Senior instructor's report on apprentice. The commission may adopt reasonable rules pursuant to chapter 1-26 pertaining to a report on the progress and education received by any apprentice required of the licensed ~~senior~~ instructor under whom the apprentice is being supervised.

Source: SDC 1939, § 27.1507 (4) as enacted by SL 1957, ch 118, § 1; SL 1972, ch 206, § 39; SL 2003, ch 202, § 55.

36-15-51.2. Licensed nursing facilities. Any licensed nursing facility or assisted living facility that permits cosmetology services only to its residents and does not advertise as a salon is not required to have a salon license.

Source: SL 2014, ch 181, § 2.

South Dakota Cosmetology Commission

Draft 1500 Hour Program for Cosmetology

July 14, 2017

Please note this draft based on the Task Force that met in 2015 to discuss curriculum for a reduced hour cosmetology program. This is only a working draft of a possible administrative rules change to implement 1500 hour cosmetology program if 1500 hours is approved by the South Dakota Legislature in 2018. This draft should not be considered final by any means.

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

(1) General infection control and professional standards: 150 hours

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

(2) The science of cosmetology, hair, skin and nails: 200 hours

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

(3) General cosmetology: 300 hours

- (a) Principles of hair design;
- (b) Scalp care, shampooing, and conditioning;
- (c) Haircutting;
- (d) Hairstyling;
- (e) Braiding and extensions; and
- (f) Wigs and hair additions.

(4) Chemical hair services: 280 hours

- (a) Chemical texture services; and
- (b) Hair coloring.

(5) Esthetics and skin sciences: 200 hours

- (a) Physiology and histology of the skin;
- (b) Skin analysis; and
- (c) Skin care products: chemistry, ingredients, and selection.
- (d) The treatment room;
- (e) Basic facial;
- (f) Facial massage;
- (g) Hair removal;
- (h) Advance topics and treatments; and
- (i) Makeup.

(6) Nail technology: 120 hours

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

Recap of Hours:

(1)	150	General infection control and professional standards
(2)	200	The science of cosmetology, hair, skin and nails
(3)	300	General cosmetology
(4)	280	Chemical hair services
(5)	200	Esthetics and skin sciences
(6)	<u>120</u>	Nail technology
	1,250	Minimum required hours
	<u>+ 250</u>	Flexible Hours
	1,500	TOTAL HOURS

A minimum of 250 hours of the curriculum set forth in this section shall be in theory classes. In addition to the hours set forth in this section, each student must receive an additional 250 hours of education of which 32 hours may be in commission-approved field trips and 16 hours may be in mentorships at salons chosen by the school. The remaining flexible hours are to be in areas that the school feels are necessary to supplement the basic course requirements for each individual student.

EDUCATION HOURS BY STATE - JULY 14, 2017

State	Cosmetology	Hair Stylist	Esthetician	Nails	Barber
Alabama	1500		1500	750	1000
Alaska	1650		350	250	1650
Arizona	1600	1000	600	600	
Arkansas	1500		600	600	
California	1600		600	400	1500
Colorado	1500		600	600	1500
Connecticut	1500				
Delaware	1500		600	300	
DC	1500			350	1500
Florida	1200			240 (150)	1200 (800)
Georgia	1500	1350	1000	525	1500
Hawaii	1800	1250	1250	350	
Idaho	2000		600	400	
Illinois	1500		750	350	1500
Indiana	1500		700	450	
Iowa	2100		600	325	
Kansas	1500		1000	350	1500
Kentucky	1500		1000	600	
Louisiana	1500		750	500	
Maine	1500		600	200	1500
Maryland	1500	1200	600	250	
Massachusetts	1000		300	100	
Michigan	1500		400	400	
Minnesota	1550	SB 1112 (1100)	600	300	
Mississippi	1500		600	350	1500
Missouri	1500		750	400	
Montana	1500		650	400	1500 (1100)
Nebraska	2100		600	300 (200)	2100 (1500)
Nevada	1600	1200	900	600	
New Hampshire	1500		600	300	1500
New Jersey	1200		600	300	
New Mexico	1600	1200	600	350	
New York	1000		600	250	
North Carolina	1500		600	300	
North Dakota	1800		600	350	
Ohio	1500	1200	600	200	
Oklahoma	1500	600	600	600	1500
Oregon	1450		250	350	1100
Pennsylvania	1250		300	200	1250
Rhode Island	1500		600	300	1500
South Carolina	1500		450	300	1500
South Dakota	2100		600	400	
Tennessee	1500		750	600	1500
Texas	1500		750	600	
Utah	1600	1200	1600	300	1000
Vermont	1500		600	400	1000
Virginia	1500		600	150	1500
Washington	1600	1400	750	600	1000
West Virginia	1800		600	400	1200
Wisconsin	1550		450	300	1000
Wyoming	1600	1000	600	400	1250

Cosmetology Education Hours

1500 Hours or Less	1501-1800 Hours	1801-2100 Hours
35 States	12 States	4 States

A staff member and a separate Board member from Nebraska have recently indicated that a 1500 hour bill will be introduced again in their 2018 legislative session and it is supported by their Governor. Rhode Island has a bill heading to their Governor that lowers their hours to 1200. Ohio has legislation pending to reduce their hours to 1000.

Boyd, Kate

From: Matt Fiegen <fiegen@hotmail.com>
Sent: Thursday, June 08, 2017 12:14 PM
To: Boyd, Kate
Cc: Angela Taylor
Subject: [EXT] 1,500 hours

Hi Kate,
Would you please share this with the Commission?

Regarding the cut to 1,500 hours. If schools, salon owners, and cosmetologists overwhelmingly asked the commission for a more moderate cut, supported by valid arguments, would that be considered in the final wording of the proposed bill, or is 1,500 a closed subject? We know it passed at the previous meeting, but are unsure that the members on the cell phone heard the entire discussion, or if there is still opportunity to discuss this critical subject.

We all want what is best for our industry, and **if we were given specific information on how 1,500 protects the integrity of our industry and prevents deregulation, as opposed to something higher, we would all be in 100% support.** Are there supporting facts that could be shared with us? As far as we have seen nationally, attempts to deregulate have failed and were unrelated to hours.

This cut would

- directly harm SD students who wish to work in bordering states, as it is lower than surrounding states.
- reduce starting pay and professional longevity of our graduates.
- not meaningfully increase enrollments.
- have negative economic effects for South Dakota, as schools will employ fewer teachers, offer less taxable clinic services, and reduce local purchasing.
- significantly reduce federal grant aid for SD students**, and the reduced aid will result in fewer students able to afford school.

We are not opposed to moving forward and being progressive, but do not understand why 1,500 (almost a 30% reduction) is the "magic" number. A change over 25%, would require a substantial change approval from our accreditation as well as from the Federal Department of Education; a process that takes time. A compromise number would also avoid reciprocity issues, and likely avoid opposition to the bill.

Stewart School, as well as Shawn Venjohn from Lake Area Technical Institute, and Peggy Sproat from Headlines Academy are all in agreement on this, as are all salon owners we have contacted.

Thank you, Kate, for considering our input on the transition wording. Regardless of anything else, will we be allowed to see the proposed wording (hours, education breakdown, transition process, etc.) before the July meeting?

Thank You,

Angela Taylor and Matt Fiegen, Stewart School

**SOUTH DAKOTA COSMETOLOGY COMMISSION
APPRENTICE-SALON APPLICATION**

ALL APPLICABLE INFORMATION MUST BE COMPLETED BY THE OWNER BEFORE A LICENSE IS ISSUED. PRINT OR TYPE - SUBMIT FEE AND APPLICATION TOGETHER. Fees are non-refundable.

1. License Type and Fees. I am applying for: Apprentice-salon license \$250

2. Salon name: Revive Day Spa

3. Salon physical address: 301 S mainst | Aberdeen | 57401
Street City Zip

4. Salon telephone number: 605-725-4242 YOUR home telephone number: 605-228-4437

5. Your (OWNER) name: Fallon Helm License number: M-

6. Name of Salon Manager in charge: Fallon Helm License number: M-

7. Services offered: (check those that apply) Hair design I Esthetics (Skin) I Nail Technology I

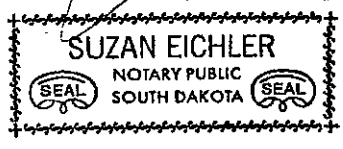
8. Tentative Start Date of Apprenticeship July 17th 2017

9. Circle the days YOU are OPEN: M T W TH F SA SU

I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I understand that if a license is issued to me it cannot be transferred to another party or location. I understand that this license is valid until the set completion date of the apprenticeship. I understand that if the apprenticeship is not completed on the set completion date, this license will have to be renewed at the \$250 renewal fee. I further certify that the salon complies with the rules of the commission, all local zones and ordinances, health safety and sanitary rules, and the rules of any state agency including the Department of Revenue Sales Tax Division.

10. Signature of Owner(s) [Signature] Date: 5-8-2017

11. Social Security Number(s): _____ Federal ID number if Corporation: _____
Subscribed and sworn to me this 15th day of May, 2017



[Signature]
 Notary Public

my Commission expires 10/26/2022

Office Use Only: Permit license number _____	Date processed: _____
Inspector _____	Date expired: _____

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

I, Tara Morland, a licensed Manager-Operator and licensed Active Senior
(print)

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

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

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

Tara Morland
(Signature of Instructor)

Subscribed and sworn to before me this 15th day of May 2011



[Signature]
Notary Public

Commission expires 10/26/2012

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

** each instructor must sign this statement.

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

I, Jayde Keller, a licensed Cosmetologist and licensed Active Senior
(print)

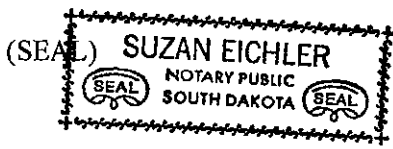
Instructor in the State of South Dakota, agree to instruct Meagan Williams as an
(print apprentice name)

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

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

Jayde Keller
(Signature of Instructor)

Subscribed and sworn to before me this 15th day of May 2017



Suzan Eichler
Notary Public
my commission expires 10/26/2022

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

** each instructor must sign this statement.

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

Please print or type

Name: Ashley Marlene Veen

Address, City, State, Zip: 1515 15th Ave SE #8

Date of Birth: 05/31/91 Social Security Number: _____

Education: Grant-Dewel ; Revillo Date: 05/09
(Name and City of High School or GED) (graduation or completion date)

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

Suggested Start Date of apprenticeship (tentative): July 14th

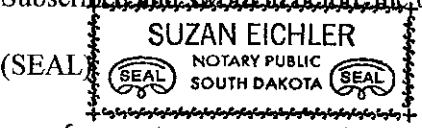
Name of Senior Instructor(s): Tara Mortland; Jayde Keller

Name and address of Salon: 301 South Main Street
City: Aberdeen telephone: 605-725-4242

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

Ashley Veen
(Signature of Applicant)

Subscribed and sworn to before me this 15 day of May 2017



[Signature]
Notary Public Signature

My Commission expires 10/26/2022

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

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

Office use only:	Apprentice License Number: _____ Start date: _____
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**SOUTH DAKOTA STATE BOARD OF COSMETOLOGY
APPRENTICE APPLICATION**

Please print or type

Name: Meagan Williams

Address, City, State, Zip: 203 W. 6th St. Brentford, SD 57429

Date of Birth: 3-11-82 Social Security Number: _____

Education: Northwestern Area, Melette, SD Date: May, 2000
(Name and City of High School or GED) (graduation or completion date)

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

Suggested Start Date of apprenticeship (tentative): 7-14-17

Name of Senior Instructor(s): Tara Mortland, Jayde Kellar

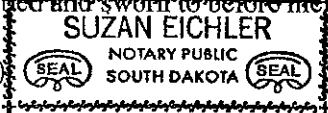
Name and address of Salon: Revive Day Spa

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

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

M. Williams
(Signature of Applicant)

Subscribed and sworn to before me this 5th day of May 2017



Suzan Eichler
Notary Public Signature

Commission expires 10/26/2022

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

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

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

CHECKLIST FOR PROPOSED APPRENTICESHIP

The Commission requests that the following be completed before the apprentice interview is conducted. Please print or type. Mail this form and all requested attachments to the Commission office at 500 E Capitol, Pierre, SD 57501.

1. Salon name:

Revive Day Spa

2. Salon address:

301 S Main Street

3. Salon telephone: 605-725-4242 Email: revive.r3@gmail.com

4. Type of Apprenticeship: cosmetology nail technology

5. Senior instructor(s):

Name: Tara Moreland Sr. Instruc Lic #: IC-13278-2017

Name: Jayde Keller Sr. Instruc Lic #: ~~CO-13142-2018~~
IC-13279-2018

(if more than two, please attach a list to this form)

6. Apprentice(s): (only two per salon)

1. Name:

Ashley Veen

Address: 1515 15th Ave SE #9 City: Abundeen

Telephone: 605-252-2875

2. Name:

Megan Williams

Address: P.O. Box 103 City: Brentford

Telephone: 605-252-2745

7. Proposed starting date: ~~0096~~ ~~0000~~ July 17th 2017

8. Proposed ending date: November 15th 2018
9. Textbook to be used: Milady Standard Cosmetology
 Publisher: Milady Publishing Corp copyright date: _____
10. Student workbook to be used: Milady Standard Cosmetology
 Publisher: Milady Publishing Corp copyright date: 2018
11. Lesson plans Self prepared?: Yes ___ No Purchased?: Yes ___ No
 If purchased, company name: Milady

(All lesson plans for cosmetology or nail technology must be ready before the interview): Submit first 300 hours of cosmetology lesson plans or first 60 hours of nail technology lesson plans to this list.

12. State laws/rules lesson plans and tests completed? Yes ___ No
13. Curriculum hour requirements understood? Yes ___ No

14. Typical curriculum schedule for the 18 months (cosmetology) or 6 months (nails) must be attached. A sample of a typical schedule should show a plan has been considered for the apprentice's training. The apprentice should receive a combination of academic as well as hands-on experience each day. (Sample: Month 1 – instruction in state laws, safety, sanitation, hair. Month 2 – instruction in massage, hair. Month 3 – hair procedures continued, nails, etc. See the required curriculum in step one information)

Awaiting Milady material ~~to be provided~~ ~~to be provided~~

15. Weekly apprentice training schedule must be attached. Form provided. Should total 40 hours for the week. The inspector will use this schedule for inspections.

16. Attach a sample of a test that will be given. (should relate to attached lesson plans)

17. Attach a list of reference materials that will be used. This is a detailed list of the professional magazines, instructional videos, books, etc. that the apprentice will have access to or will be taught from during the course. This does not include the required basic textbook, nor does a listing of a textbook, workbook, or state law books count as instructional materials.

18. Kit supplied and ready: Yes ___ No ___ Pending

19. On a separate paper, list contents of kit to be provided and attach to this checklist.

20. Salon inspection passed: Yes ___ No Pending

21. Physical requirements ready: Completely separate classroom Yes ___ No

White board Yes ___ No

Audio-visual items Yes ___ No

Station(s) Yes ___ No

22. Sign to post stating apprentice working in salon. Yes ___ No

23. Do you have the following forms or information? Contact the office staff if you need any of the following:

- a. weekly report (timesheets) yes ___ no
- b. apprentice leave policy yes ___ no
- c. candidate brochures for state boards ___ yes ___ no ?
- d. apprenticeship training record form yes ___ no
- e. curriculum requirements yes ___ no
- f. state law/rule books yes ___ no
- g. weekly schedule form yes ___ no
- h. apprentice-salon application form yes ___ no
- i. instructor license application form yes ___ no
- j. apprentice application form yes ___ no

24. Senior Instructor license requirements met: Yes ___ No ___ Pending
If pending, attach a statement on how the requirements will be met and the anticipated completion date. (30 hrs instructor training BEFORE the instructor license will be issued.)

Step three

INTERVIEW FORM and GUIDELINES

To be completed by the commissioner. Before starting make sure all participants have copy of the laws/rules books, the Step one instructions, and Step two completed checklist. **BOTH THE COMMISSIONER AND INSPECTOR CONDUCT THE INTERVIEW. THE COMMISSIONER LEADS THE INTERVIEW.**

1. Physical inspection: have the instructor provide a tour of the facility first.

(check off each item as it is discussed)

a. Has the salon passed an inspection for safety and sanitation or does this still need to be done? ~~not done~~ scheduled

Yes b. Is the apprentice kit ready? See list for equipment.

Yes c. Where is the station that the apprentice will be assigned? Is this in good physical location to the instructor?

Yes d. Is the theory/practice classroom ready and appropriate, separate? Are there audiovisual aids, reference materials, a whiteboard, table & chairs available.

Yes e. Are the textbooks, work books, tests ready.

f. Is the notice (sign) ready to be posted. This notice will be used to inform the clients that services are being provided by an apprentice?
In progress

2. Meet with ALL participants. Review the Step One instructions out loud to both apprentice(s) and instructor(s). Use the Step One instructions and check off each point as you discuss it. Refer to the laws/rules books if any questions arise.

Major points to review again after reading through Step One instructions!

- a. Your relationship is one of student/teacher, NOT employee/employer. This is a school – which provides documentation of hours and provides education in specific curriculum hours.
- b. An apprenticeship is a great commitment of time for all involved: apprentice, instructor, inspector, and commission. It is expected to be completed in a timely manner.
- c. The apprentice license is valid ONLY with this apprentice, this instructor(s) and this salon establishment. It is not transferable.
- d. The apprenticeship is approved by the full Commission. The inspector will supervise and monitor. All reports are submitted to the Executive Director. The Commission votes on all actions concerning the apprenticeships.
- e. Cosmetology apprenticeships are 18 continuous consecutive months (basically 3000 hours). Nail technician apprenticeships are 6 continuous consecutive months (basically 900 hours). Apprentices must attend 40 hours a week, 8 hours a day.
- f. Discuss the attendance policy (leave or holiday). The Instructor may have more stringent guidelines. Agreements are made between apprentice and instructor as to attendance. The inspector and office are notified immediately when leave is used.
- g. A regular instruction schedule is submitted to the office and must be maintained. The schedule may be changed, but must be done in writing and submitted to the office at least two weeks in advance. (for example: summer schedule, winter schedule). The apprenticeship has a set schedule. The instructor can work more hours, but the apprentice cannot. Lunch is NOT counted as part of the 8 hours.

- ✓ h. Apprenticeship hours are not transferable to a beauty school. The hours do not apply to another apprenticeship if discontinued.
- ✓ i. The instructor CANNOT charge for providing instruction. A basic kit is provided, although the apprentice may purchase additional tools.
- ✓ j. The apprentice may not work on clients until 300 hours are completed for cosmetology and 60 hours for nails. The apprentice may work on live models.
- ✓ k. The apprentice must be under the constant supervision of the instructor. All work must be checked by the instructor.
- ✓ l. After completion of the apprenticeship, the apprentice is not obligated or required to stay at the salon where they served their apprenticeship.
- ✓ m. All participants must comply with SD rules and laws.
- ✓ n. The apprenticeship is subject to a 3 month probation period. Of consideration will be timeliness and accuracy of timesheets, inspections, and attendance. All parties must agree that the apprenticeship should continue. The Commission will evaluate and approve whether it continues.

3. Meet with the instructor(s) only. Review the below instructions.

*** The most important points to cover ***

- ✓ a. You are now a teacher, not just a cosmetologist or salon owner. You will need to invest additional time from your normal work schedule or instruction schedule to plan and prepare your theory and practical classes.
- ✓ b. Discuss/review the lesson plans, the order in which classes will be taught, and how the instructor plans to meet the curriculum requirements. It is recommended that you follow the order of the chapters in your textbook. It is recommended that you prepare additional tests besides the ones furnished by the publishers.
- ✓ c. State Laws and rules need to be taught within the first 2 weeks (minimum 10 hours).
- ✓ d. Do you understand that the apprenticeship for cosmetology lasts for 18 months and the nail apprenticeship last for 9 months, but they must meet all the curriculum hours. (3000 hours for cosmetology and 960 hours for nails)
- ✓ c. Do you understand that the apprentice cannot work more than 8 hours a day. Your salon can be open for more hours and you can work more hours, but the apprentice cannot.
- ✓ d. Do you understand that the apprentice must work a minimum of 40 hours a week. Since you supervise the apprentice, you must work a minimum of 40 hours.
- ✓ e. Do you understand that the only exception to the 40 hour work week is the leave policy and that time must be made up before the end of the apprenticeship period?
- ✓ f. Do you understand the probation period? This will be based on accurate and timely completion of reports and good attendance.
- ✓ g. Do you understand that any apprentice work on a client must be supervised and inspected by the senior instructor.
- _____ h. Do you understand that the senior instructor must be present at all times that an apprentice is in the salon?

- i. Does the person who will do the teaching have a senior instructor license? (or when will they have it?)
- j. Discuss the daily schedule and time for the apprentice training? (Note both theory and practical schedule.) This schedule is very important.
- k. Do you understand that any changes to the schedule must be communicated to the commission office as soon as possible.
- l. Do you understand that the commission must be notified immediately if any apprentice discontinues training?
- m. Do you understand that the full Commission will review and approve/not approve this request?
- n. Do you understand that there will be random inspections (probably monthly) by the inspector? These inspections will occur during your scheduled training.
- o. The inspector is a resource for you. She will inspect for safety, sanitation, lesson plans, teaching schedule, correct completion of paperwork.
- p. Do you understand that you must have an apprentice-salon license and the cost is \$250. Do you realize that if you do not complete the apprenticeship on the scheduled completion date, you will have to renew the apprentice-salon license for \$250.
- NO q. Do you have any certain concerns or questions at this time? (list these)

4. Meet with the apprentice(s) only. Review the below instructions.

*** The most important points to cover ***

- a. The apprentice license is valid only at the apprentice-salon which is providing the apprenticeship. It is only valid in a licensed salon. You are not allowed to do hair at home.
- b. The instructor cannot charge you for your instruction or supplies. The instructor supplies your basic kit. You may be asked to purchase additional tools or equipment that become your property.
- c. You must be under constant supervision of your instructor, not other salon employees unless they have senior instructor licenses.
- d. Keep track of your hours yourself. You need to confirm you have met the curriculum hour requirements. You and the instructor will sign your timesheets.
- e. The inspector is not your instructor or supervisor. She is there for any questions or concerns that you may have. You may discuss any problems with her.
- f. Your attendance is crucial to success of the program. The allotted time off is for the entire apprenticeship months. The leave policy is there if you have to use it.

5. Review the completed checklist (step two) with all participants. Make sure all questions have been answered to our and their satisfaction.

6. The next step is for the Commission to discuss the apprenticeship and approve. The office staff will notify all parties in writing when the apprenticeship starts and finishes.

This apprenticeship(s) has been recommended for: X approval non-approval.

If not approved, list reasons: _____

Signatures: Commissioner: Laurie Brandon ^{Exec Dir.} Inspector: Kate Boyd

Dated: 6-9-17

Instructor(s): Jayde Keller

Tara Morland

Apprentice(s): M. Williams

Ashley Kern

South Dakota Board of Cosmetology
111 E Capitol Ave.
Pierre, SD 57501

South Dakota Board of Cosmetology-

Revive Day Spa is requesting to be given the option of pairing the Nail Apprenticeship test out process as a part of the Cosmetology Apprenticeship Program offered by the state of South Dakota. This request is intended to better support the experience and the success rate of either/or both programs. With many contingencies and potential challenges the state of South Dakota has had with history apprenticeships this option will offer both the apprentice and the instructor a more supportive and secure program; additionally, the state of South Dakota successful apprenticeships.

The first 60 hours of program proposed below:

(10) Hours for cosmetology laws and rules and the other

Source: South Dakota Board of Cosmetology Rules & Regulations Handbook
Learning Objectives- State Laws, Explanation and importance of Insurance and Professional Business Practice

(50) Hours of theory, demonstrations and practice on a mannequin & hand:

Source: Revive Day Spa Apprenticeship & Revive Day Spa Policy & Procedure Handbook

Daily operations including but not limited to: cleanliness, client check-in, client check out, pre & post service systems, scripts, policies & procedures

Source: Milady

Chapter 1 – The History & Opportunities

- Describes the origins of personal beautification
- Name the advancements made in cosmetology during the twentieth and early twenty-first centuries
- List the career opportunities available to a licensed cosmetologist

Chapter 2- Life Skills

Learning Objectives:

- List the principles that contribute to personal success
- Explain the concept of self management
- Create a mission statement
- Explain how to set short-term and long term goals
- Discuss the most effective ways to manage time
- Describe good student habits
- Define ethics
- List the characteristics of health positive attitudes

(Weeks 2-6)

Chapter 3 Your Professional Image

Chapter 4 Communicating for Success

Chapter 5 General Sciences – Infection Control: Principles and Practices

Chapter 6 General Anatomy and Physiology

Chapter 7 Skin Structure and Growth

Chapter 8 Skin Disorders and Diseases

Thank you, for your time and consideration we look forward to moving forward with the South Dakota Board of Cosmetology's support and approval.

Best Regards,



Fallon Helm

Owner Operator

Revive Day Spa

301 S Main Street

Aberdeen, SD 57401

605-228-4437

WEEKLY SCHEDULE for (name) Aswley Veen, Meagan Williams *Fallon Helm*

Name of Apprentice-Salon Revue Day Spa

SUNDAY ----- CLOSED

MONDAY ----- theory 9am 12pm meal time: _____
start time end time
practical 12pm 5pm

TUESDAY ----- theory 9am 12pm meal time: _____
Practical 12pm 4pm

WEDNESDAY ----- theory 8am 10am meal time: _____
Practical 10am 9pm

THURSDAY ----- theory 9am 11am meal time: _____
Practical 11am 9pm

FRIDAY ----- theory none meal time: _____
Practical 9am 6pm

SATURDAY ----- theory none meal time: _____
Practical 9am 6pm

Under practical is mannequin practice and clinic hours. Theory consists of lectures, demos, tests, workbooks, reading, paperwork, classroom work, laws/rules. If there is no theory on a particular day just enter none. When there is a time indicate a.m. or p.m. We understand that sometimes meal time is flexible so just indicate when you plan meal time will start and end. We do realize that this schedule might need to temporarily change, but you need to call the inspector when this schedule changes. If there is a permanent change, then a new schedule must be submitted at least two weeks before the change takes effect. Meal times do not count as training.

APPRENTICE EDUCATION HOURS

Cosmetology Required		Remaining Cosmetology Hours Needed If First Complete Nail Technician	Nail Technology Required	
Safety & Infection Control	150	75	Safety & Infection Control	75
Scientific Concepts	300	150	Scientific Concepts	150
Massage Manipulations				
Scalp, head, neck	15	15	Manicure, Pedicure, Massage	200
Hands, arms, feet, legs	15			
Nail Technology, Includes Electric File	250		Artificial Nails	340
			Electric File	20
Laws & Rules	25	5	Laws and Rules	20
Business Practices	60		Business Practices	60
Hair Coloring	375	375		
Chemical Hair Relaxing	60	60		
Haircuts	475	475		
Hairstyling	500	500		
Permanent Waving	250	250		
Esthetics	350	350		
Additional Required Hours	175	140	Additional Required Hours	35
TOTAL HOURS	3000	2395	TOTAL HOURS	900

Hours Specific to Nail Tech	265	Hours Specific to Nail Tech	560
-----------------------------	-----	-----------------------------	-----

Nail Tech Apprentice Hours	560
Cosmetology Apprentice Nail Hours	-265
Extra Hours Cosmetology Apprentice Would Need	295

Total Hours a Cosmetology Apprentice Would Have If First Complete Nail Tech (2395 Cosmetology Hours + 900 Nail Tech Hours = 3295 Hours)	3295
--	------

Minimum theory hours	350
----------------------	-----

Minimum theory hours	200
----------------------	-----

Required hours of classroom, theory, demonstrations and practice before working on clients	300
--	-----

Required hours of classroom, theory, demonstrations and practice before working on clients	60
--	----

All apprenticeships require at least 40 hours of training each week with no more than 8 hours of training per day.

Timothy J. Rensch ♦
John S. Rusch
Nathaniel F. Nelson
Becky L. Schmit

RENSCH LAW

OFFICE

A PROFESSIONAL LAW CORPORATION

731 St. Joseph Street, Suite 220
Rushmore Professional Building
Rapid City, South Dakota 57701
Telephone (605) 341-1210

Fax (605) 341-0040

In Memoriam
William M. Rensch
(1925 - 2008)

Please Reply to:
P.O. Box 8311

Rapid City, SD 57709-8311

Sender's Email Address becky.schmit@renschlaw.com

May 25, 2017



MAY 30 2017

Kate Boyd
Executive Director
South Dakota Cosmetology Commission
500 E. Capitol Ave.
Pierre, SD 57501

Re: Tuan Luc Reciprocity Application

Dear Ms. Boyd:

Previously we had a telephone conversation regarding Mr. Luc's application for reciprocity that had been denied. You explained your rationale regarding the denial of the application and indicated that a concern was whether or not Mr. Luc had actually attended the school in California given that the two times he was questioned about being in South Dakota was during the period of time when he was supposed to be undergoing his schooling. With these concerns in mind our office sought evidence showing that Mr. Luc did in fact attend schooling in California.

In an effort to assist Mr. Luc, Tammy Beauty Academy, Inc. was contacted for verification of Mr. Luc's enrollment and attendance. Our office has been provided with the enclosed sealed envelope from Tammy Beauty Academy that includes time cards showing that Mr. Luc was checking into class and was indeed attending classes in California during the period of schooling. As the envelope from the school is in its original sealed state I cannot verify the other contents of the same. Our office is forwarding the sealed envelope as indication that the contents contained therein have not been altered from what was originally provided by the school. Additionally, I have enclosed a photocopy of Mr. Luc's Official Transcript indicating a graduation date of July 3, 2016 and his State of California Board of Barbering and Cosmetology testing label indicating when Mr. Luc took the testing in California.

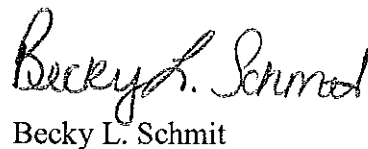
I understand your concern about the two times Mr. Luc was alleged to be practicing while he was supposed to be in school. As far as those two dates, they both coincided with breaks during the school term. Mr. Luc has admitted that he was caught in April and that at that time he was caught working in the nail salon. As far as the second alleged violation, while Mr. Luc was in

Tuan Luc
May 25, 2017
Page 2

South Dakota on the date of the alleged violation, he was not working at that time. This second time was also during a break in the school term. This time coincided with the Memorial Day break from the school.

Mr. Luc would cordially request that with this new information showing that he did in fact attend schooling in California that his application for reciprocity be granted. He would just like to be afforded the chance to take the licensing examination in South Dakota. If you have any questions or would like to discuss this request please feel free to contact me. Thank you for your time and attention.

Sincerely,
RENSCH LAW

A handwritten signature in cursive script that reads "Becky L. Schmit". The signature is written in black ink and is positioned above the printed name.

Becky L. Schmit

BLS
Enclosure



SOUTH DAKOTA COSMETOLOGY COMMISSION

Department of Labor and Regulation

Mailing Address: 500 E. Capitol Ave, Pierre, SD 57501

Location Address: 221 W Capitol Ave Suite 101

Phone: (605) 773-6193 • Fax: (605) 773-7175

E-mail: cosmetology@state.sd.us • Website: cosmetology.sd.gov

March 10, 2017

TUAN DUC LUC
509 E CUSTER ST
RAPID CITY SD 57701

Dear Mr. Luc:

The South Dakota Cosmetology Commission reviewed your nail technician reciprocity application at their February 24, 2017 meeting.

The Commission voted to deny your application for reciprocity due to the fact that you were found to be performing nail technology without a license on two separate occasions in your salon, Regal Nails, 1200 N LaCrosse Street, Suite 102, Rapid City. Our inspector, Georgia Linn found you performing nail technology services on a customer on April 22, 2016 and she informed you that you could not perform nail technician services without a South Dakota nail technician or cosmetology license. In early June, 2016 an instructor from a Rapid City cosmetology school observed you working on a customer. The instructor knew that you were not licensed because you had recently gone to the school to inquire about enrolling in their nail technician program.

You later submitted a reciprocity application showing your dates of nail technology education in California from 4/3/16 - 7/3/16. These dates overlapped with the two occasions that you were observed performing nail technology services and when you approached the cosmetology school in Rapid City to inquire about enrolling in their nail technology program.

As I stated to you on the telephone today, I am not able to approve your reciprocity application when the Cosmetology Commission voted to deny your application. If you do choose to write a letter to the Commission asking them to reconsider your application, it will be presented to the Commission at their May 5, 2017 meeting in Sioux Falls, South Dakota. You may attend the meeting to speak on your own behalf.

Sincerely,

KATE BOYD
EXECUTIVE DIRECTOR

Application Referral to the Commission

July 14, 2017

Raquel Fegueroa
Sioux Falls SD

In 2013, Ms. Fegueroa was convicted of felony drug charges, including intent to distribute methamphetamine, distribution of methamphetamine and possession of stolen property. She was sentenced to 63 months in federal prison. She was released from prison on June 26, 2017 and will have at least six more months of treatment.

Ms. Fegueroa is a licensed cosmetologist from Minnesota. She completed her cosmetology education/licensing while incarcerated.

If approved by the Commission to proceed with pursuing a cosmetology license in South Dakota, she will need to enroll in a South Dakota cosmetology school to complete 550 hours of education to meet our 2100 hour requirement.

The following documents are attached for the Commission's review:

- Reciprocity Application
- Letter from Ms. Fegueroa
- Certificates of completion of various rehabilitation programs
- Letter of support from her aunt
- Copy of Minnesota Board of Cosmetology License Certification

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

1. Personal Information - Print clearly

Name: Raquel Figueroa Social Security Number: _____

Address: _____ City: Sicou Falls State: SD Zip: 57110

Telephone: (home) _____ (Cell) _____ Date of Birth: 12-22-1990

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

Current Valid License Number: 171165410 in the State of: Minnesota Expiration Date: 12-31-2019

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

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

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

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

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

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

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

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

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

Cosmetology School Attended: Riverland Community College City: Waseca State: MIN

Date Started at School: 1-4-2016 Completion Date: 3- Total Hours Completed: 1552

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

High School or GED or ACT: Central High School City: Rapid City State: SD

Graduation Date or GED Date: 5-31-2009 Your Name in high school or when tested: Raquel Figueroa

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

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

Signature of Applicant: Raquel Figueroa Dated: 6-3-17

(OVER FOR ADDITIONAL INFORMATION) Updated 4/16

South Dakota Board of Cosmetology,

My name is Raquel Fequerca and I am writing because I am currently licensed as a Cosmetologist in Minnesota, but would like to transfer my license to South Dakota. I know that I am short 548 hours, and am ready to do what I have to do to get licensed in South Dakota.

I would like to inform you that I was sentenced to 63 months in federal prison, and will be releasing on June 26, 2017. I was arrested in 2013, and was convicted of conspiracy for distributing meth. I was also convicted by the state of South Dakota for distribution ~~of~~ of meth, and possession of stolen property. I am extremely sorry for my actions and while incarcerated I took every opportunity to better myself and learn from my mistakes, and deal with my drug addiction. I completed a 500 hour Residential Drug Abuse Treatment Program, and one year after-care, and will have at least 6 more months ^{treat-}ment once released. I also did the cosmetology program and got licensed. I held a job at Sewing factory called Unicer making Army, and Air Force shorts. I became more involved

with my Higher Power, and this is a few of the most important things I did.

I am very excited to build a career as a Cosmetologist and look forward to hearing from you. My certification of license should be on its way to you from the Minnesota Board of Cosmetology, if you don't have it by now. Thank you so much for your time and I look forward to hearing back from you. My new mailing address on June 26, 2017 will be as follows;

8609 E. Hidden Valley Rd
Sioux Falls, SD 57110

Sincerely,

Raquel Fequerca 6-3-17
Raquel Fequerca

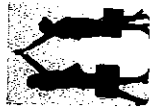
Certificate of Completion

Presented to:

Raquel Fegueroa

In recognition of your completion of the re-entry
Motivational Workshop

"Success Will Not Come Your Way.. You Make Your Own Success"



Federal Correctional Institution
Waseca, MN

March 26, 2015

S. McIntosh, Mentor Coordinator/S. Dunklin, Case Manager

Certificate of Accomplishment

Presented to:

Raquel Fegueroa

In recognition of your completion of the self-help program

Celebrate Recovery



Federal Correctional Institution
Waseca, MN

June 3, 2015

S. McIntosh, Mentor Coordinator

Certificate of Achievement

Presented to

Raquel Fegueroa

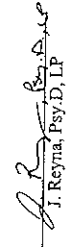
For successfully completing
the residential portion of the

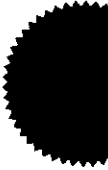
Residential Drug Abuse Treatment Program

This milestone, while significant, is not the completion of the treatment requirements. Raquel Fegueroa is hereby eligible to move forward to the follow-up and/or community treatment components of RDAP.

November 23, 2015


E. Gostomczik, BS
Drug Treatment Specialist


J. Reyna, Psy.D, LP
Drug Abuse Program
Coordinator



Certificate of Appreciation



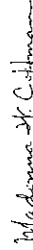
AWARDED TO

Raquel Fegueroa

For selfless dedication and support of our mission to help children
suffering from long-term or permanent medical hair loss.

On behalf of the Locks of Love Board of Directors, staff, volunteers,
and all the children whose lives you will touch,

Thank you!


Madonna W. Coffin

June 3rd 2016

Date

Boyd, Kate

From: Becky Bingham <beckycleans@yahoo.com>
Sent: Wednesday, July 05, 2017 6:55 PM
To: Boyd, Kate
Subject: RE: [EXT] Raquel Fegueroa

Hi Kate,

This letter is being sent in regards to Raquel Fegueroa. I am her aunt and friend from Sioux Falls. My recommendations of her good and honest character may surpass your expectations.

She has shown faithful in every situation that has been thrown at her in spite of any mistakes she has made in the past. Raquel has made every effort to put in hard work and dependability to become successful in the things she does. She not only cares about her work but she cares about the people around her. Her attitude is a breath of fresh air and no doubt a huge asset to anyone who gives her a chance to prove it.

Thank You!
Becky Bingham



Minnesota Board of Cosmetologist Examiners
 1000 University Avenue West, Suite 100 • Saint Paul, MN 55104
 p: 651 201 2742 • f: 651 649 5762 • bce.board@state.mn.us • www.bceboard.state.mn.us

Minnesota Board of Cosmetologist Examiners Certification of Licensure

Raquel M Fegueroa
 8609 E Hidden Valley Road
 Sioux Falls SD 57110

Cosmetologist Operator License

License Number: 17165410
 Active: 5/4/2017 – 12/31/2019

Number of school hours required to obtain a License in Minnesota on or after 4/18/83:

Cosmetologist – 1550 hours
 Esthetician – 600 hours
 Nail Technician – 350 hours

The above named licensee has successfully passed the following exams with a minimum score of 75:

X	National Theory (Cosmetology/Nail Technician/Esthetician) Written Exam
X	Minnesota State Laws and Rules Written Exam
X	Practical Exam
	Our records indicate the above named person became licensed through reciprocity.

X	There has been no enforcement action.
	There has been formal enforcement action.

Additional Information

Our records retention policy requires that we maintain records for 6 years. This is to certify that a good faith search of our computer records reveals the above information.

The information above is the only certification information provided by this Board. If other information is needed, it must be obtained from the above-named individual.

*I do hereby certify that on this day, Wednesday, July 5, 2017,
 the information is true and correct to the best of my knowledge,*

Gina Fast, JD
 Executive Director
 Minnesota Board of Cosmetologist Examiners

STATEMENT OF EMERGENCY NEED FOR CONDITIONAL INSTRUCTOR LICENSE

(to be completed by the school officials)

Please type.

1. **SUBMITTER NAME:** (person completing this document) Joy Polonic
Title: Owner - Black Hills Beauty College
2. **NAME OF APPLICANT** for conditional license: Adrian Ness
Current license number: CO-09155-2017
Graduation date from cosmetology school: 2009
Work experience hours: 1000 +
Other experience (previous instructor license, etc.) —
(Applicant application needs to be attached.)

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

Adrian does meet the hours for an instructor license, as she has been working in a salon since 2009. Adrian has completed the Instructor Training Boot Camp through Milady and is scheduling to complete the State Law Test as required to receive a Jr. Instructor license. Adrian is also currently working in a salon.

Completed Instructor
State Laws Exam -
Kate B

4. **TYPE OF LICENSE REQUESTED** (circle one only): Senior instructor Junior instructor
5. **DATE LICENSE NEEDED:** AS SOON AS POSSIBLE
Why this date?

Difficult to fill all areas needed with a Senior Instructor.

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

Black Hills Beauty College – Sioux Falls

Holly Keszler – temporarily from Rapid City – Senior Instructor

Aliza Goebel – Senior Instructor

Calli Crawford – Senior Instructor

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

Emergency situation because it is difficult to fill all areas as needed due to vacations, sick days and personal leave days. Would like the Senior Instructor license to be granted, so that we are able to have all areas covered to the expectations of Black Hills Beauty College. Without a Senior Instructor license, we are unable to cover the hours and classes as needed.

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

Black Hills Beauty College is hoping to be granted an emergency Senior Instructor license for Adrian Ness to continue the operation of Black Hills Beauty College to fit our need. Adrian has worked in a salon since 2009, far exceeding the 1000 hours required to become a Senior Instructor.


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

In past solutions, we would advertise for instructors, but there doesn't seem to be licensed Cosmetologist who are already licensed as a Senior Instructor, so anyone hired would be in the same situation of going through the Jr. Instructor program prior to becoming a Senior Instructor.

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

If the emergency Senior License is not granted, it would hinder us from operating our Sioux Falls location to the level of expectations that we have for our staff and students. Plus it could also hinder our hours of operation.

I declare and affirm under the penalties of perjury that this information has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I understand that if the Applicant does not complete the conditions for the conditional instructor license the license will be null and void.

Signature of Submitter:  Dated: 6/1/17

STATEMENT FOR CONDITIONAL INSTRUCTOR LICENSE

I, Adrian Ness, understand and agree to the following conditions in
(name of applicant)

order to be granted a conditional Senior instructor license:
(senior or junior)

CONDITIONS

1. Complete the 1,000 work experience hours either before or at the same time as I complete the 1,000 hours of instructor education program. Both should be completed within a year of the education program start date. I will submit a work experience affidavit from my salon employer.
2. I have to complete ~~500~~ work experience hours.
3. Complete and submit proof of the Teacher Boot Camp course within two weeks of the conditional license issue date.
4. Pass the Instructor State laws/rules test within two weeks of the conditional license issue date.
5. If I do not complete these requirements or I leave the school instructor program I will immediately inform the Commission of my changed status.

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

Signature of Applicant: Adrian Ness Dated: 5/6/17

SOUTH DAKOTA COSMETOLOGY COMMISSION

500 E Capitol Ave, Pierre, SD 57501

INSTRUCTOR LICENSE APPLICATION

Mail this completed application and a \$25 license fee (non-refundable) to the above address.

Applying for (check one): Junior Instructor License Senior Instructor License
Have you had an instructor license in South Dakota before? YES NO

Please print all information

1. PERSONAL INFORMATION.

Name: Adrian Ness Telephone Number: 605-545-1586
Address: 231 N. West City: Sioux Falls State: SD Zip: 57104
SD (cosmetologist, esthetician, or nail technician) License number: CO-09877
Social Security Number: _____ Birth Date: 10/23/1986

2. SALON EXPERIENCE REQUIREMENT (needs to be at least 1,000 clock hours for either junior or senior)

Name of Salon: Sola Salon - Pfarr - Ness Design
Salon Owner Name: Adrian Ness Telephone number: 605-545-1586
Beginning Date of Employment: June 2012 Ending date: Current
Total number of clock hours work experience: 6,250

3. 12-CLOCK HOURS COURSE needed for a Junior License (attach copy of certificate)

Name of course: Master Educator Program
Company providing the course: Milady
Date completed: 6/7/17

4. SOUTH DAKOTA INSTRUCTOR STATE LAWS/RULES TEST (must complete for either junior or senior)

Upon receipt of your Instructor application, the Cosmetology Commission will contact you to set up a date/time/location for you to take the Instructor State Laws/Rules Test.

5. INSTRUCTOR EDUCATION PROGRAM (if newly enrolled, attach letter from a school. If from another state, attach a copy of instructor license and information on instructor education)

Name of School: Black Hills Beauty College - Sioux Falls
School Owner or Administrator Name: Holly Keszler
City/State: Sioux Falls SD
Program Start Date: _____ Program Completed Date: _____

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: Lake Area Technical Institute

Current On-site Director: Shawn Venjohn

School Address: 1201 Arrow Ave

City/State/Zip Watertown SD

Telephone: 605 882-5284

Fax: 605 882-6299

Email: www.lakeareatech.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/Rules

List of required and non-required equipment (ARSD 20:42) *Do not offer Microdermabrasion*

School's current catalog *See website*

List of textbook(s) and workbook(s) used *Miledy's Standard Text, Theory, Practical, Study Guide - Exam*

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

School rules and regulations *see handbook*

Student policies and procedures *see handbook*

Explanation of procedure to track student hours *via cell, 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 website*

Listing of proposed field trips on Commission form

Listing of substitute instructors and guest demonstrators *Salem Employers*

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 Vengohr* Dated: *5-18-17*
Owner or School Director Signed: *Brad Steech* Dated: *5-18-17*

Notary
Subscribed and sworn to before me this *18* day of *May*, 20*17*.

SEAL *Carrie Pedanz*
Notary Public - South Dakota

My Commission expires: *May 9, 2019*

Instructor(s) Name	IC-License Number	CO-License Number	Expiration Date
Angela Larson	IC-08478-2017	CO-07242-2017	10/04/2017
Shawn Venjohn	IC-07203-2018	CO-02594-2018	3/14/2018
Rachael Maag	IC-11557-2017	CO-05917-2017	10/04/2017
Elizabeth Lloyd	IC-12014-2017	CO-10881-2017	11/01/2017

We are requesting to take 2 field trips in 2018. We would like to take the students to visit some salons and a supply store. Also we may volunteer for organizations out of school. Both trips combined will equal 16 hours.

There will be approximately 50 students with 4 instructors accompanying the group.

The educational objective will be:

Introduce the students to successful salons.

Understand the elements of how a salon operates daily.

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.

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

SCHOOL FIELD TRIP PLANS for school license year _____, 20 17 through _____, 20 18.

1. School Name: LATI

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.			
2.			
3.			
4.			

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: Sham Vengjoh
 Date: 5-16-17



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 16 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.
5.			
6.			