

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
via Microsoft Teams or Call: +1 605.679.7263, ID: 783 612 988#
Thursday, May 25, 2023, 9:00 a.m. CDT

By general consent, Commissioner Zoe Hiller was chosen to preside over the May 25, 2023, meeting of the Cosmetology Commission.

Hiller called the meeting to order at 9:01 a.m. CDT and called the roll. A quorum was present.

Members Present: Annette Petersen
Renee Graf
Zoe Hiller

Members Absent: Debbie Pageler

Others Present: Tyler Evins, Executive Director
Jerry McCabe, Senior Staff Attorney, DLR
Angela Larson, Member of Public
Angela Taylor, Member of Public

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

Petersen made a motion to approve the April 13, 2023, meeting minutes. Graf seconded the motion. **MOTION PASSED.**

Hiller reported that, as of May 13, 2023, the available cash balance was \$228,245.90.

Executive Director Evins presented his report.

There was no public comment during the comment period.

The Commission reviewed a request from Stewart School for its students to begin testing at Lake Area Technical College for the South Dakota Cosmetology State Board Examination.

Petersen made a motion to allow Stewart School students to test at Lake Area Technical College. Graf seconded the motion. **MOTION PASSED.**

The Commission reviewed the guest speaker request submitted by Appoise Esthetics School.

Graf made a motion to approve the guest speaker request submitted by Appoise Esthetics School. Petersen seconded the motion. **MOTION PASSED.**

The Commission reviewed the field trip request and corresponding lesson plans submitted by Paul Mitchell, the School.

Petersen made a motion to approve the field trip request and corresponding lesson plans submitted by Paul Mitchell, the School. Hiller seconded the motion. **MOTION PASSED.**

The Commission reviewed the curriculum revision request submitted by Paul Mitchell, the School, as well as the corresponding updated curriculum.

Graf made a motion to approve the curriculum revision request and corresponding updated curriculum. Hiller seconded the motion. **MOTION PASSED.**

No action was taken on agenda item L as the school license renewal application was inadvertently left out of the meeting packet.

The Commission reviewed an education certification course provider application for Anne Barnhart of Hollywood Style.

Petersen made a motion to approve the education certification course provider application for Anne Barnhart of Hollywood Style. Graf seconded the motion. **MOTION PASSED.**

The Commission reviewed an education certification course provider application for Adriana Tilberg of Hollywood Style.

Graf made a motion to approve the education certification course provider application for Adriana Tilberg of Hollywood Style. Hiller seconded the motion. **MOTION PASSED.**

The Commission directed the Executive Director to determine a date for the next Commission meeting.

Hiller made a motion to enter executive session at 9:35 a.m. CDT. Graf seconded the motion. **MOTION PASSED.**

The Commission exited executive session at 9:38 a.m. CDT.

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

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

The Commission adjourned at 9:40 a.m. CDT.

BUDGET UNIT 1033

AVAILABLE FUNDS
AS OF: 06/29/2023
FY YEAR REMAINING: 0.5%
PAY DAYS REMAINING: 0

SEMI-FINAL #1

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CENTER NAME COSMETOLOGY COMMISSION - INFO

DATE 07/01/2023

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	403,790.00	30,621.00	0.00	0.00	376,036.93	58,374.07	229,010.44
BUDGETED TOT	403,790.00	30,621.00	0.00	0.00	376,036.93	58,374.07	
ALL COMP TOT	403,790.00	30,621.00	0.00	0.00	376,036.93	58,374.07	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	205,272.00	0.00	0.00	21,581.32	179,999.29	12.3
5102 EMPLOYEE BENEFITS	69,315.00	0.00	0.00	4,052.82	43,293.53	37.5
5203 TRAVEL	42,268.00	0.00	0.00	3,379.99	28,996.16	31.4
5204 CONTRACTUAL SVCS	104,375.00	0.00	0.00	17,153.49	94,637.44	9.3
5205 SUPPLIES & MATRLS	13,181.00	0.00	0.00	3,341.65	24,937.87	0.0
5207 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	4,172.64	0.0
TOTALS	434,411.00	0.00	0.00	49,509.27	376,036.93	13.4

BREAKOUT BY COMPANY:

COMPANY	PROFESSIONAL & LICENSING BOARDS	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
COMPANY 6503-I	PROFESSIONAL & LICENSING BOARDS	205,272.00	0.00	0.00	21,581.32	179,999.29	12.3
5101000	EMPLOYEE SALARIES	69,315.00	0.00	0.00	4,052.82	43,293.53	37.5
5102000	EMPLOYEE BENEFITS	42,268.00	0.00	0.00	3,379.99	28,996.16	31.4
5203000	TRAVEL	104,375.00	0.00	0.00	17,153.49	94,637.44	9.3
5204000	CONTRACTUAL SVCS	13,181.00	0.00	0.00	3,341.65	24,937.87	0.0
5205000	SUPPLIES & MATRLS	0.00	0.00	0.00	0.00	4,172.64	0.0
5207000	CAPITAL OUTLAY	274,587.00	0.00	0.00	25,634.14	223,292.82	18.7
PS SUBTOTALS		159,824.00	0.00	0.00	23,875.13	152,744.11	4.4
OE SUBTOTALS		434,411.00	0.00	0.00	49,509.27	376,036.93	13.4
COMPANY 6503-I	TOT						

SOUTH DAKOTA COSMETOLOGY COMMISSION

EXECUTIVE DIRECTOR'S REPORT

July 27, 2023

South Dakota State Board Examinations:

State board examinations are on schedule, and we currently have no backlog of applications for examination. We have also added three additional examination dates to allow applicants for examination retakes and instructor examinations to have additional scheduling options.

Personnel Updates:

The Commission office has hired Miranda Wilson to fill the position of Senior Secretary. Miranda comes to the Commission with over two years of experience working in State government as a senior secretary with the Board of Regents.

Fiscal Year 2023:

The Commission office worked with the Department of Labor & Regulation (DLR) fiscal division to close out fiscal year 2023, which ended on June 30, 2023. Net revenue decreased by \$14,851.00, and current trends indicate that operating costs will exceed revenue going forward. The largest encumbrances for the Commission are employee salaries, computer maintenance fees, examination proctoring & licensing fees, education and instruction supplies, printing costs (license paper), and postage.

STATE OF SOUTH DAKOTA
DEPARTMENT OF LABOR AND REGULATION
COSMETOLOGY COMMISSION

IN THE MATTER OF:

NOTICE OF
PROPOSED DECISION

Perla Samantha Olivares-Johnson,
Licensee.

OHE Case No. DLR 23-001
Commission File No. 02-2023

License Nos. CO-14681-2023,
IC-15395-2022


TO: PERLA SAMANTHA OLIVARES-JOHNSON, 825 W 10th St, Sioux Falls, SD 57104, and via email at samantha@ksstudios.co.

PLEASE TAKE NOTICE that the Proposed Decision, issued by Hearing Examiner Ryan Darling on June 15, 2023, a copy of which is enclosed and served upon you with this notice, will be presented to the Cosmetology Commission for review and consideration at their regularly scheduled meeting on **July 27, 2023 at 10:00 a.m. CDT**. A copy of the Meeting Notice with the login information for that meeting is also enclosed.

The Commission office will request that the Commission adopt the Proposed Decision and impose discipline upon your license(s), which may include suspension and/or revocation of your license(s). If you wish to file any exceptions and/or present briefs on the matter, pursuant to SDCL 1-26-24, you should do so by emailing such documents to the undersigned attorney no later than July 26, 2023 at 8:30 a.m. CDT. Any oral argument must be presented to the Commission during its regularly scheduled meeting on July 27, 2023.

If you do not attend the meeting on July 27, 2023, the Commission may proceed with this matter based on the Proposed Decision.

Dated this 7th day of July 2023.



Gerald M. McCabe
Senior Staff Attorney
Department of Labor and Regulation
420 S. Roosevelt Street
Aberdeen, SD 57401
605-906-8919

**STATE OF SOUTH DAKOTA
DEPARTMENT OF LABOR AND REGULATION
COSMETOLOGY COMMISSION
Heard by the
Office of Hearing Examiners
Pierre, South Dakota**

IN THE MATTER OF:

Perla Samantha Olivares-Johnson,
Licensee.

**License Nos. CO-14681-2023,
IC-15395-2022**

PROPOSED DECISION

OHE Case No. DLR 23-001
Commission File No. 02-2023

The above-entitled matter came on for hearing before Hearing Examiner Ryan Darling, Office of Hearing Examiners. The South Dakota Department of Labor and Regulation, Cosmetology Commission (Commission) appeared and was represented by Gerald M. McCabe, Senior Staff Attorney. Tyler Evins, Executive Director, and Mary Rasmussen, Inspector, appeared and testified as witnesses for the Commission. There was no appearance by or on behalf of Perla Samantha Olivares-Johnson (Licensee). This Proposed Decision is sent to the Commission after a substantial review of all documentation, argument, and evidence presented.

ISSUES

1. Whether Perla Samantha Olivares-Johnson (Licensee) violated ARSD 20:42:04:01.02 and/or SDCL 36-15-60(7) and (10) by permitting an unlicensed worker to perform services in her licensed salon.
2. Whether Licensee violated SDCL 36-15-51, 36-15-54, and/or 36-15-60(8) and (10) by continuing to operate her salon without an active salon license.
3. Whether, if any of the above violations are proven, Licensee is subject to discipline pursuant to SDCL 36-15-56(2) and/or (6).

FINDINGS OF FACT

1. Perla Samantha Olivares-Johnson (Licensee) is licensed by the Commission as a cosmetologist with the license number CO-14681-2023 and has been so licensed since May 18, 2021.
2. Licensee was licensed by the Commission as a cosmetology instructor (license number IC-15395-2022) which lapsed on September 21, 2022.
3. K & S Studios Salon (Salon) is a business and previously held a salon license issued by the Commission. The Salon was licensed (license number CS-10749)

but that license lapsed on November 10, 2022. Licensee and an individual named Kevin Valeriofrausto were listed as owners of the Salon on its application for licensure. The address of the Salon is 825 W. 10th Street, Sioux Falls, SD 57104.

4. On March 5, 2021, Licensee and Valeriofrausto were featured in an Argus Leader newspaper article about "K&S Studios, a barbershop" which they were preparing to open in May located at 825 W. 10th Street in Sioux Falls.
5. Valeriofrausto has never been licensed by the Commission or the South Dakota Board of Barber Examiners.
6. On February 7, 2022, an Commission inspector, Mary Rasmussen, went to the Salon and performed an inspection of the salon upon its initial licensing. Rasmussen instructed Valeriofrausto, as a non-licensee salon owner, that although he could perform non-license required work in the salon, he could not do any hair appointments or work on a client.
7. On August 19, 2022, Rasmussen performed an inspection of the Salon. When the inspector arrived, the inspector found Valeriofrausto performing services requiring a license upon a client. Valeriofrausto was told to stop cutting hair and Licensee was instructed to take over.
8. On September 13, 2022, a written complaint was filed against the Salon alleging that Valeriofrausto was practicing services requiring a license without a license.
9. On September 26, 2022, the Commission received a response from Valeriofrausto sent using Licensee's email address. In his response, he stated, in part, "I Kevin Valerio acknowledge the complaint made about me being an unlicensed worker is true, and have no objection to the complaint."
10. As of February 22, 2023, the Salon's website:
 - a. Listed its address as 825 W. 10th St, Sioux Falls, SD 57104.
 - b. Displayed photos of three providers with their Instagram usernames listed underneath and a "Follow me on Instagram" button under each provider. These service providers include "Kev The Barber" and "SammyBlendz".
 - c. Displayed a "BOOK NOW" button which links to a third-party software booking interface that allows for the booking of various services, including of an "After Hour Haircut" with "Kevin V" and a "Standard Haircut" with "Samantha O".
11. On February 24, 2023, the Commission initiated a Formal Complaint against Licensee in this matter.

12. As of May 16, 2023, the Salon's website continued to offer a booking portal that allows for the booking of various services, including an "After Hour Haircut" with "Kevin V" and a "Standard Haircut" with "Samantha O".

CONCLUSIONS OF LAW

1. The Commission has jurisdiction over this matter pursuant to SDCL Chapter 36-15.
2. The Commission may take disciplinary action against a licensee on any of the grounds listed in SDCL 36-15-56, including, but not limited to:
 - (2) Failure of any person to comply with any of the requirements of this chapter or rules adopted pursuant to this chapter; and
 - (6) The employment of any unlicensed person to perform work which under this chapter can lawfully be done only by licensed persons.
3. Disciplinary action may include suspension or revocation of the license pursuant to SDCL 36-15-55.2.
4. SDCL 36-15-51 prohibits the operation of a salon or booth without a license.
5. SDCL 36-15-54 provides, with limited exceptions, that cosmetology "may only be practiced in a licensed salon or booth".
6. SDCL 36-15-60 prohibits anyone from doing the following:
 - (7) employ or allow any unlicensed person to perform work which under this chapter may lawfully be done only by licensed persons;
 - (8) operate a salon, booth, or school for any of the practices of cosmetology without having first obtained the applicable license as provided in this chapter; and
 - (10) do any act prohibited by this chapter.
7. ARSD 20:42:04:01.02 states that a "salon must ensure that any individual providing licensed services in the salon has the required booth or individual license, or both."
8. The burden of proof for the Commission to impose discipline in this case is preponderance of the evidence.
9. The burden of proof for the Commission to impose a suspension or revocation is clear and convincing evidence.

10. The Commission has demonstrated by clear and convincing evidence that Licensee violated ARSD 20:42:04:01.02 and SDCL 36-15-60(7) and (10) by permitting an unlicensed worker to perform services in her licensed salon.
11. The Commission has demonstrated by clear and convincing evidence that Licensee violated SDCL 36-15-51, 36-15-54, and 36-15-60(8) and (10) by continuing to operate her salon without an active salon license.
12. The Commission has demonstrated by clear and convincing evidence that Licensee's conduct constitutes grounds for discipline pursuant to SDCL 36-15-56(2) and (6).

PROPOSED ORDER

It is the Proposed Order of the Office of Hearing Examiners that, by clear and convincing evidence, Licensee be found to have violated ARSD 20:42:04:01.02 and SDCL 36-15-51, 36-15-54, 36-15-60(7), (8), and (10). Licensee is subject to discipline pursuant to SDCL 36-15-56(2) and (6), which may include suspension or revocation. The Commission should discipline Licensee as the law allows and as the Commission deems appropriate based upon the Commission's experience, practice, and knowledge of others similarly situated.

Dated this 15 day of JUNE 2023.


SOUTH DAKOTA OFFICE OF HEARING EXAMINERS



Ryan Darling
Hearing Examiner

CERTIFICATE OF SERVICE

I certify that on June 15, 2023, at Pierre, South Dakota, a true and correct copy of the Decision in the above-entitled matter was sent via U.S. Mail or Inter-Office Mail to each party listed below.



Julie McClelland
Legal Secretary

PERLA OLIVARES-JOHNSON
825 W 10TH ST
SIOUX FALLS SD 57104

GERALD MCCABE
420 S ROOSEVELT ST
ABERDEEN SD 57401

**STATE OF SOUTH DAKOTA
DEPARTMENT OF LABOR AND REGULATION
COSMETOLOGY COMMISSION**

In the Matter of:

CONSENT AGREEMENT

Nicole Johnson and Appoise Esthetics
School,
Licensees.

Case No. 05-2023

**License Nos. SCL-00001, EO-15183, IE-
15945**

Pursuant to South Dakota Codified Laws (SDCL) 36-1C-6 and 1-26-20, in consideration of the above-captioned matter, and as the full and final resolution of this matter, the undersigned parties do hereby consent and agree to the following:

1. The South Dakota Department of Labor and Regulation, Cosmetology Commission (Commission) has jurisdiction over this matter pursuant to SDCL Chapter 36-15.
2. The Commission may take disciplinary action against a licensee on any of the grounds listed in SDCL 36-15-56, including under subdivision (2) the failure "of any person to comply with any of the requirements of this chapter or rules adopted pursuant to this chapter".
3. Disciplinary action may include suspension or revocation of an existing license or the refusal to issue a new license under SDCL 36-15-55.2.
4. SDCL 36-15-25 provides that no "person may teach in a school unless that person is licensed by the commission as an instructor."
5. ARSD 20:42:06:10 states that "[a]ll students must be under direct supervision of an instructor while earning clock hours."

6. Nicole Johnson (JOHNSON) is licensed by the Commission as a cosmetologist (license number EO-15183) and cosmetology instructor (license number IE-15945). JOHNSON has also been certified to offer eyelash extensions.
7. JOHNSON operates a licensed salon (license number CS-10502) and an esthetics school named Apoise Esthetics School (APPOISE) (license number SLC-00001).
8. On July 11, 2023, a Commission inspector conducted an inspection at APPOISE.
9. During the inspection, the inspector learned that APPOISE on March 25 and 26, 2023 used Melia Mounga to teach the school's eyelash extension curriculum to 16 students. However, Ms. Mounga did not possess an instructor's license issued by the Commission.
10. JOHNSON acknowledges and agrees that as the owner and operator of APPOISE, she is responsible for the school's compliance with Commission laws and rules. However, JOHNSON asserts that she used Ms. Mounga to teach the course based on a misunderstanding and miscommunication with prior Commission staff on the ability of Ms. Mounga to teach the course. JOHNSON is licensed to teach the eyelash extension curriculum and was present at the school while the Ms. Mounga taught the course. JOHNSON acknowledges that this is no legal defense to the violation.
11. JOHNSON agrees that the above-described conduct constitutes grounds for discipline pursuant to SDCL 36-15-56(2) with reference to ARSD

20:42:06:10 and SDCL 36-15-25.

12. JOHNSON and the Commission mutually agree that the required written complaint, response, and investigation under SDCL 36-1C-2 through 36-1C-4 is waived as authorized by SDCL 36-1C-12. This Consent Agreement serves as an informal disposition as contemplated by SDCL 36-1C-6. JOHNSON is aware of and understands the nature of this matter.
13. JOHNSON acknowledges that she has been informed of various rights she has in this matter. These rights include, but are not limited to, the right to:
 - a. be represented by a lawyer in this matter;
 - b. receive notice of any hearing in this matter;
 - c. have a contested case hearing, as defined in SDCL 1-26-1(2). A contested case hearing includes the right of the JOHNSON to be present at the hearing, be represented by legal counsel, introduce evidence, present testimony, call witnesses to testify, cross-examine all witnesses present, and submit argument on her own behalf; and
 - d. appeal any decision based on the contested case hearing to circuit court and the South Dakota Supreme Court, as provided by law.JOHNSON agrees that, by signing this Consent Agreement, JOHNSON voluntarily waives all of these rights, procedures, and proceedings before the Commission. JOHNSON further waives any other rights to which she may be entitled under state or federal law as applicable to this matter.
14. JOHNSON is represented by an attorney in this matter, Jim Cremer of Bantz, Gosch & Cremer of Aberdeen, South Dakota.

15. JOHNSON understands that by entering into this Consent Agreement, the Commission is making a finding that JOHNSON violated ARSD 20:42:06:10 and SDCL 36-15-25. In addition, JOHNSON understands that by entering into this Agreement, the Commission is taking formal disciplinary action against JOHNSON and APPOISE.
16. In return for JOHNSON's agreement to the provisions of this Consent Agreement, the Commission agrees not to initiate a formal complaint or proceed to formal hearing in this matter and agrees that this Consent Agreement will constitute the final Commission disposition of this matter.
17. JOHNSON agrees that this Consent Agreement shall serve as the final resolution of this matter, including any appeal. JOHNSON also agrees, in lieu of further contesting this matter, that:
 - a. JOHNSON shall pay a fine in the amount of **\$300**, due to the Commission office within 30 days of the effective date of this Consent Agreement.
 - b. JOHNSON shall inform in writing each affected student at APPOISE who took non-qualifying coursework from the unlicensed provider that their coursework was not qualifying and that the coursework will need to be redone. JOHNSON shall provide copies of said notifications to the Commission within 15 days of the effective date of this Consent Agreement.
 - c. JOHNSON shall provide all affected students replacement education by a qualified instructor, at no additional cost to the students, and

such education is to be completed within six months of the effective date of this Consent Agreement. JOHNSON shall notify the Commission office in writing when the coursework has been redone and JOHNSON shall include an addendum to each student's education records reflecting the licensed instructor who provided the new qualifying education.

- d. Within 10 days of the effective date of the Consent Agreement, JOHNSON shall provide the Commission with a complete list of all teachers and providers, both current and former, at APPOISE along with documentation of their licensure status with the Commission, including their instructor licensure status. If any other persons are found to be or have been at any time during their employment with APPOISE, not appropriately licensed as required by Commission laws and rules, that would constitute new grounds for discipline against JOHNSON and APPOISE.
- e. APPOISE shall successfully pass a random follow up inspection by a Commission inspector within three weeks of the failed inspection as required by ARSD 20:42:09:05.
- f. JOHNSON agrees that all terms of this Consent Agreement must be met before the Commission will review a change of ownership for APPOISE.
- g. JOHNSON shall comply with all provisions of SDCL Chapter 36-15 and ARSD Article 20:42 during the pendency of this Consent

Agreement.

18. This Consent Agreement shall be deemed complete upon JOHNSON's compliance with the terms of the agreement and the Commission office shall notify JOHNSON in writing upon completion.
19. If JOHNSON fails to comply with any of the terms of this Consent Agreement, JOHNSON agrees that any such violation would constitute new grounds for further discipline.
20. JOHNSON understands and agrees that the terms of this Consent Agreement shall be public.
21. JOHNSON consents, agrees, and acknowledges that this Consent Agreement must be submitted to the Commission at a public meeting for acceptance or rejection. If the Commission rejects this Consent Agreement, JOHNSON waives any right to claim prejudice or to request recusal of any Commission member by reason of any factual basis submitted to the Commission in an effort to resolve this matter by Consent Agreement rather than by formal proceeding.
22. JOHNSON understands that nothing in this Consent Agreement will be deemed to restrict the Commission from raising facts in reference to JOHNSON outside of those set forth in this Consent Agreement, if there are other material facts related to the matters under investigation that have not been set forth or disclosed herein.
23. If this Consent Agreement is approved by the parties, the Commission agrees not to use the conduct described in this agreement as a basis to

deny JOHNSON's currently pending application to open another school in Sioux Falls.

24. Except as limited under paragraph 23, JOHNSON understands that this Consent Agreement may be considered in any future licensing matters with the Commission and for the purposes of determining the appropriate sanctions in any future actions by the Commission for any violations of laws or regulations of the State of South Dakota or for failing to abide by any order or decision of the Commission.
25. JOHNSON has read, understands, and agrees to this Consent Agreement and is freely and voluntarily signing it. This Consent Agreement contains the entire agreement between the parties relating to the matters referenced in the Consent Agreement. JOHNSON is not relying on any other representations of any kind, verbal or otherwise.
26. JOHNSON agrees to waive any rights and procedures afforded her under SDCL Chapters 1-26, 36-15, 36-1C, and ARSD Article 20:42.
27. If this Consent Agreement is approved by the Commission, a copy of the executed Consent Agreement will be served upon JOHNSON by emailing a copy to her attorney.
28. This Consent Agreement shall be effective on the date it is signed by the Commission member designated by the Commission.

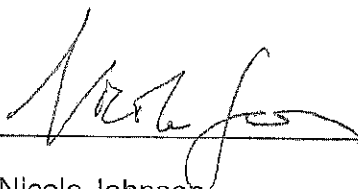
Dated this _____ day of _____ 2023.
(month)

Printed Name: _____
Commission Member

CONSENT AND ACKNOWLEDGMENT

By signing below, I accept and agree to the terms of this Consent Agreement. I agree that I have read and understand the terms of this Consent Agreement and I understand that I am waiving my due process rights and my right to a hearing. I am freely and voluntarily entering into this agreement.

Dated this 21 day of July 2023.
(month)



Nicole Johnson
Licensee

I, Angela Taylor, of Stewart School, 604 N West Ave Sioux Falls, SD 57104, am the School Director, and do hereby petition the South Dakota Cosmetology Commission for its declaratory ruling in regard to the following:

(1) *The statutes or rules or order in question is:*

36-15-37 Separation of salon and school required. No owner, employer, manager, or any other person may conduct simultaneously a salon and a school, unless the salon is conducted separately from the school so as not to be construed by the public as one enterprise.

(2) *The facts and circumstances that give rise to the issue to be answered by the professional or occupational board or commission's declaratory ruling:*

To benefit our instructors and increase their hands-on skills, we would like to license our facility as a Salon, as well as a School. In recognition of the law 36-15-37:

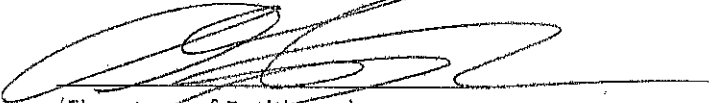
-The law does not specify a separate location, only that it be conducted separately. The School & Salon would not be conducted simultaneously, as the instructors would only offer services to their friends and family during closed hours/days of the school.

-We would not advertise the Salon to the public or offer services to the general public.

(3) *The precise issue to be answered by the professional or occupational board or commission's declaratory ruling:*

Can we be approved to apply for a salon license for our facility if we are not operating the school simultaneously?

Dated at Sioux Falls, South Dakota this 31 day of May, 2023


(Signature of Petitioner)

RECEIVED JUN - 5 2023

36-15-37. Separation of salon and school required.

No owner, employer, manager, or any other person may conduct simultaneously a salon and a school, unless the salon is conducted separately from the school so as not to be construed by the public as one enterprise.

Source: SDC 1939, § 27.1506 (6) as enacted by SL 1957, ch 118, § 1; SL 1963, ch 156; SL 1972, ch 206, § 32; SL 1997, ch 218, § 15; SL 2003, ch 202, § 46.



SOUTH DAKOTA
DEPT. OF **LABOR**
& **REGULATION**

COSMETOLOGY COMMISSION

Tel: 605.773.6193 | Fax: 605.773.7175
dlr.sd.gov/cosmetology | cosmetology@state.sd.us

June 6, 2023

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

RE: Petition for Declaratory Ruling; Case No. 04-2023

Dear Ms. Taylor:

The Cosmetology Commission office received your petition for a declaratory ruling regarding your school being operated as a salon. Pursuant to SDCL 36-1C-15, I am requesting the following additional and clarifying information about the facts and circumstances that give rise to the issue to be answered. Please provide the following clarifying and/or additional information:

1. Will the salon license be held by the same business entity as the school?
 - a. If not, will the ownership of the salon and the school be the same?
 - i. If not, please explain the proposed ownership arrangement.
2. Will the services be performed in the same building that the school is operated? If so, please also answer:
 - a. Will there be separate entrances? If so, please explain and provide any diagrams.
 - b. Will there be separate signage? If so, please explain.
 - c. Will the salon use any of the same rooms in the building as the school?
 - i. If so, please explain how those spaces are used by the school and how they will be used by a salon.
 - d. What equipment, if any, will be shared between the school and salon?
 - e. What fixtures, if any, will be shared between the school and salon?
 - f. What utilities, if any, will be shared between the school and salon?
3. Will the services be performed for any fee or other remuneration?
 - a. If yes, how will fees be collected, and which individuals or entities will receive any portion of such fees?

Please provide your responses to these questions within 14 days of the date of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tyler Evins'.

Tyler Evins
Executive Director

June 7, 2023

Dear Mr. Evins,

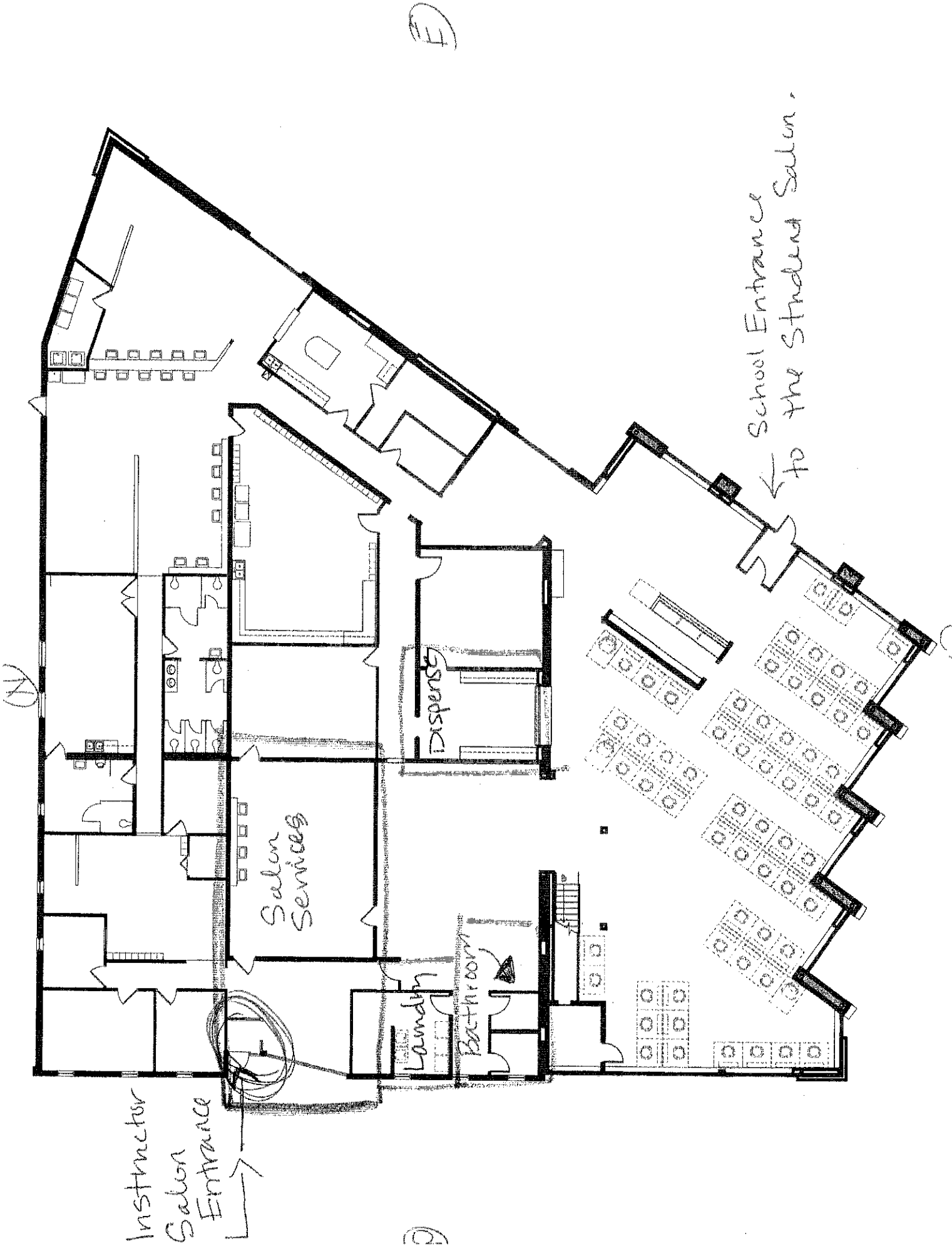
Please find our response to your request below:

1. The salon license will be held by Matthew Feigen, owner of the building and Stewart School. There will be no payments to Mr. Feigen (for rent of space or any other reason), this is a benefit to the Instructors and to promote their development and skill as stylists/instructors.
2. The salon services will be provided in the same building as the school.
 - a. There will be a separate entrance. The diagram is attached.
 - b. There will be separate signage. We will have a small sign on the west door and will post the license in the room where the services will be performed.
 - c. The instructors will provide their own equipment and products.
 - d. They will utilize our shampoo bowls, hydraulic chairs, and vanity. They will also use our washer and dryers, towels and dispense area.
 - e. Utilities will be taken care of by Mr. Feigen.
3. This salon will only be for our instructors to perform services on their friends and family. It will not be advertised. They will only be permitted to do services when the school is closed. They will be required to get a booth license and sales tax license. They can charge for their services if they wish.

Sincerely,



Angela Taylor
Stewart School
605-336-2775 ext. 3



Instructor
Salon
Entrance

Salon
Services

Dispense

Landing

Bathroom

School Entrance
to the Student Salon.

(N)

(E)

(D)

(S)

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: STEWART SCHOOL
 Current On-site Director: ANGELA TAYLOR
 School Address: 604 WEST AVE NORTH
 City/State/Zip SIOUX FALLS, SD 57104
 Telephone: 605-336-2775 Fax: 605-357-0288 Email: ANGELA.TAYLOR@STEWARTSCHOOL.COM
 Programs Offered:

Cosmetology	<u>YES</u>	NO	Number of clock hours	1580
Nail Technology	<u>YES</u>	NO	Number of clock hours	400
Esthetics	<u>YES</u>	NO	Number of clock hours	600

 Are the courses in clock or credit hours? **CLOCK** CREDIT If in credit hours, attach the conversion.
 Days/Times Open: Attach a separate sheet with this information Attachment #1
 Days and Times of Theory Classes: Attach a separate sheet with this information Attachment #2
 Days and Times of Clinic: Attach a separate sheet with this information Attachment #3
 What months are programs started? Cos: March, May, July, October & December Est: March & August NT: May
 Current Enrollment in - - - - Cosmetology Program: 87 Nails Program: 0 Esthetics Program: 7
 Approximate Square Footage of school physical premises: 15,799

3. SCHOOL OWNER INFORMATION

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

Owner Name	Owner Residence Address/City/State/Zip	Telephone Number
Matthew Fiegen		

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. Stewart School, 604 West Ave. North, Sioux Falls, SD 57104
 If the corporation has a registered agent in South Dakota authorized to accept legal service, list the name and address of the agent. Angela Taylor 2013 S Shaw Ave Sioux Falls SD 57106

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) instructor for every 15 students of a faction thereof. IF THIS LIST CHANGES, THE SCHOOL NEEDS TO SUBMIT THIS NEW INSTRUCTOR NAME TO THE COMMISSION OFFICE TO ADD TO THIS FORM. Attachment #4

MAR 27 2023

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

List of required and non-required equipment (ARSD 20:42) Attachment #5

School's current catalog Attachment #6

List of textbook(s) and workbook(s) used Attachment #7

School advertising brochures and website address Attachment #8 and www.stewartschool.edu

School rules and regulations Attachment #9

Student policies and procedures Attachment #10

Explanation of procedure to track student hours Attachment #11

Explanation of how student records are kept and stored Attachment #12

Schedule of days and times open, showing theory and practical times, holidays closed Attachment #13

Listing of proposed field trips on Commission form Attachment #14

Listing of substitute instructors and guest demonstrators Attachment #15

List any changes made since the last renewal application Attachment #16

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: _____

Dated: 3/22/23

Owner or School Director Signed: _____

Dated: _____

Notary

Subscribed and sworn to before me this 22nd day of March, 2023.

SEAL

[Signature]
Notary Public – South Dakota

My Commission expires: 11/12/26

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

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

APPRENTICESHIP APPLICATION

Please print or type:

Name: Adrianna Tilberg Date of Birth: _____

Address: _____
Street City State Zip

Social Security Number: _____ Email Address: _____

Education: _____ Date: _____
Name of High School or GED

Type of apprenticeship training (check one):

COSMETOLOGY (1,500 hours) ESTHETICS (600 hours) NAIL TECHNOLOGY (400 hours)

Suggested Start Date of Apprenticeship (tentative): 6/19/23

Name of Instructor(s): Trish Bates

Salon Name: Hollywood Style Phone: 605-990-4247

Address: 2100 Highland Way City: Mitchell Zip: 577301

I understand that any cosmetology school training will not be credited towards my apprenticeship. If I am granted an apprentice license, I agree to take continuous training as applicable, receiving no less than 40 hours per week. I also agree to abide by all of the provisions of the Cosmetology Laws and Rules.

Adrianna Tilberg
Signature of Applicant

Subscribed and sworn to before me this 9 day of June 2023

(SEAL)

[Signature]
Notary Public Signature

NOTE: The following must accompany this application:

- \$25.00 Apprentice application fee (non-refundable)
- Copy of driver's license or state-issued ID (showing date of birth and clear photo of apprentice), **OR**
 - Copy of birth certificate and current photograph of apprentice

Office use only:	Apprentice License Number: <u>AE-16382-2023</u>
	Start date: _____

Tilberg, Adrianna

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

500 E Capitol Ave, Pierre, SD 57501
Tel: 605.773.6193 Fax: 605.773.7175 cosmetology.sd.gov

AFFIDAVIT FOR INSTRUCTOR OF APPRENTICE

I, Trish Bates, a licensed Cosmetologist Nail Technician Esthetician
(print or type Instructor Name)

and licensed Instructor in the State of South Dakota, agree to instruct Adrianna Tilberg
(print or type Apprentice Name)

as an apprentice in both the theory and practical work in the art of
 COSMETOLOGY (1,500 hours) ESTHETICS (600 hours) NAIL TECHNOLOGY (400 hours)

I further agree to abide by the provisions of the Cosmetology Laws and Rules as they relate to both the training of an apprentice in a salon and in general practice.

Trish Bates
Signature of Instructor

Signature of Instructor

** Each instructor must sign this statement in the presence of a notary.

Subscribed and sworn to before me this 9 day of June 2023

(SEAL)

Lincoln
Notary Public Signature

Step two

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.
Missouri

- 1. Salon Name: Hollywood Style
- 2. Salon Address: 2100 Highland way Jk. C, Mitchell 57301
- 3. Salon Telephone: 605-990-4247 Email: trishbates@hollywoodstylemi.com
- 4. Type of Apprenticeship: Cosmetology Nail Technology
 Esthetics
- 5. Instructor(s):

Name: Trish Bates Instructor Lic #: IC-15191-2023

Name: _____ Instructor Lic #: _____

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

- 6. Apprentice(s): (only two per instructor, maximum of ⁸four apprentices per salon)

1. Name: Adriahna Tilberg

Address: _____ City: _____

Telephone: _____

2. Name: _____

Address: _____ City: _____

Telephone: _____

(Attached)

7. Proposed starting date: 8/14/23

8. Proposed Ending Date: 11/11/23

9. Textbook to be used: Pivot Point - Esthetics

Publisher: ISBN 978-1-951862-27-5 Copyright Date: 2000, 2004, 2020-22

10. Student workbook to be used: Pivot Point Esthetics Study Guide
Publisher: ISBN 978-1-951862-27-5 Copyright Date: 2000, 2004, 2020-22

11. Lesson plans Self Prepared: Yes ___ No Purchased: Yes ___ No

If purchased, company name: Pivot Point

(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 requirements understood by instructor and apprentice? Yes ___ No

14. Typical curriculum schedule for the 13 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, infection control, hair. Month 2 – instruction in massage, hair. Month 3 – hair procedures continued, nails, etc. See the required curriculum in step one information)

15. Weekly apprentice training schedule must be attached. 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 4/24/23
Inspection

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 Brochure 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. Instructor license requirements met: Yes ___ No ___ Pending
 If pending, attach a statement on how the requirements will be met and the anticipated completion date.

Esthetics Curriculum

Week	Subject	Hours	Reference	Theory/Practical	Due Date
Week 1		40 hours			
	Orientation	3	Handbook, Checklist, State Policy/Procedure, Text Book	Theory	
	Kits	3	What you will get...What you will need	Practical	
	Laws/Rules	8	Laws/Rules Book	Theory	
	Glo Beauty Videos	4	https://pro.gloskinbeauty.com/professionals/glo-expert-studio-beauty/ login: hollywoodstyle01@yahoo.com ~ password: *Charlie34	Theory	
	Makeup Application	4	Student or Instructor Application	Practical	
	Glo PK	4	Presentation of Makeup PK	Practical	
	Instructor Class	4	Glo PK/Application	Practical	
	Weekly DeBrief	1	Debrief Sheet w/ Instructor	Theory	
	Safety/Sanitation Check	1	Check Vanities	Practical	
	Front Desk	8	Training at the Desk	Practical	
	HOMEWORK		Pivot Point Life Skills 101 - Makeup 111	Theory	
		40			
Week 2		40 hours			
	Consultations	4	Inspiring Champions Perfect Consultation	Theory	
	Consultations	4	Consultation on each other	Practical	
	Laws/Rules	2	Presentation	Practical	
	Glo Skin Videos	4	https://pro.gloskinbeauty.com/professionals/glo-expert-studio-beauty/ login: hollywoodstyle01@yahoo.com ~ password: *Charlie34	Theory	
	Facial Protocols (2)	4	Study the massage and steps	Theory	
	Facials	4	Student or Instructor Model	Practical	
	Glo PK	4	Presentation of Skin PK	Practical	
	Instructor Class	4	Glo Skin PK/Demo	Practical	
	Weekly DeBrief	1	Debrief Sheet w/ Instructor	Theory	
	Safety/Sanitation Check	1	Check Vanities	Practical	
	Front Desk	8	Front Desk Duties	Practical	
	HOMEWORK		Pivot Point Business 103 - Skin 106	Theory	
		40			
Week 3		40 hours			
	Goal Setting	4	MDP/Smart Goals	Theory	
	Goal Setting	4	Vision Boards	Theory	
	Vision Boards	2	Presentations	Practical	
	Brow Wax/Tint/Stain	8	www.browwax.com	Theory	
	Brow Model	8	Student or Instructor Model	Practical	
	Instructor Class	4	Brow Demo	Practical	
	Weekly DeBrief	1	Debrief Sheet w/ Instructor	Theory	
	Safety/Sanitation Check	1	Check Nail Area	Practical	
	Front Desk	8	Front Desk Duties	Practical	
	HOMEWORK		Pivot Point Science 102 - Hair Removal 108	Theory	
		40			
Graduate to the Floor					
Week 4		40 hours			
	Ideal Guest	4	Inspiring Champions	Theory	
	Roadmaps	4	Inspiring Champions	Theory	
	Ideal Guest Presentation	2	Presentations	Practical	
	Airbrush Tanning	4	http://www.airbrush.com/login.aspx	Theory	
	Airbrush HS Model	2	Get on Done	Practical	
	GLO Skin PK	2	Give one to a Student or Instructor	Practical	
	Instructor Class	8	www.gloskinbeauty.com	Theory	
	Weekly DeBrief	4	Glo PK	Theory	
	Safety/Sanitation Check	1	Debrief Sheet w/ Instructor	Theory	
	Front Desk	1	Check Vanities	Practical	
	HOMEWORK	8	Front Desk Duties	Practical	
			Pivot Point Client Centered Experience 104 - Facial Treatments	Theory	
		40			
Week 5		40 hours			
	Subject		Reference		Theory/Practical Due Date

Retailing
 What Why How Love
 WWHL Presentation
 Glo Makeup PK
 Facial Manipulations
 Instructor Class
 Weekly DeBrief
 Safety/Sanitation Check
 Front Desk
 HOMEWORK

4 Inspiring Champions
 4 Inspiring Champions
 4 Presentations
 6 www.clickitbeauty.com
 6 Mannequin or Student/Instructor work
 6 Facial Simulation
 1 Debrief Sheet w/ Instructor
 1 Check Vanities
 8 Front Desk Duties
 Pivot Point Anatomy and Physiology 105

Theory
 Theory
 Practical
 Theory
 Practical
 Practical
 Theory
 Practical
 Practical
 Theory

Week 6
Subject
 Daily Game Plan
 The Bump
 Ideal Day
 Facial Equipment
 Instructor Class
 Weekly DeBrief
 Safety/Sanitation Check
 Front Desk
 HOMEWORK

40
40 hours
Reference
 4 Inspiring Champions
 4 Inspiring Champions
 4 Presentations
 8 Mannequin or Student/Instructor work
 10 Facial w/ Steamer/Hydroderm
 1 Debrief Sheet w/ Instructor
 1 Check Vanities
 8 Front Desk Duties
 Pivot Point Facial Treatment with Devices - 108

Theory/Practical Due Date
 Theory
 Theory
 Practical
 Practical
 Theory
 Practical
 Practical
 Theory

Week 7
Subject
 PreBooking
 Referrals
 Lash Extension Class
 Opportunity Day
 Instructor Class
 Weekly DeBrief
 Safety/Sanitation Check
 Front Desk
 HOMEWORK

40
40 hours
Reference
 2 Inspiring Champions
 2 Inspiring Champions
 16 Bella Lash Training
 6 Models, Requests or Tested Out services
 4 Pro Lashes
 1 Debrief Sheet w/ Instructor
 1 Check Vanities
 8 Front Desk Duties
 Pivot Point Body Treatments - 110

Theory/Practical Due Date
 Theory
 Theory
 Practical
 Practical
 Theory
 Practical
 Practical
 Theory

Week 8
Subject
 Rate/Hour
 Industry Standards
 Training Hours
 Shadow Day #1
 Shadow Day #2
 Opportunity Day
 Instructor Class
 Weekly DeBrief
 Safety/Sanitation Check
 Front Desk

40
40 hours
Reference
 2 Inspiring Champions
 2 Inspiring Champions
 4 Lash Lift/Tint
 6 Instructor #1
 6 Instructor #2
 6 Models, Requests or Tested Out services
 4 Lash Lift/Tint
 1 Debrief Sheet w/ Instructor
 1 Check Vanities
 8 Front Desk Duties

Theory/Practical Due Date
 Theory
 Theory
 Practical
 Practical
 Practical
 Theory
 Theory
 Practical
 Practical

Week 9
Subject
 Finalize Roadmap
 Monthly Goal Form
 Training Hours
 Shadow Day #1
 Opportunity Day
 Instructor Class
 Weekly DeBrief
 Safety/Sanitation Check
 Front Desk

40
40 hours
Reference
 2 Inspiring Champions
 2 Inspiring Champions
 8 Microderm Abrasion Training
 8 Instructor #1
 6 Models, Requests or Tested Out services
 4 Microderm Model
 1 Debrief Sheet w/ Instructor
 1 Check Vanities
 8 Front Desk Duties

Theory/Practical Due Date
 Theory
 Theory
 Practical
 Practical
 Practical
 Theory
 Theory
 Practical
 Practical

Week 10
Subject
 Checklist
 Opportunity Day
 Instructor Class

40
40 hours
Reference
 4 Hollywood Style Checklist/Test Out
 10 Models, Requests or Tested Out services
 16 Volume Lashes

Theory/Practical Due Date
 Practical
 Practical
 Theory

Weekly DeBrief	<input type="checkbox"/>	1 Debrief Sheet w/ Instructor	Theory
Safety/Sanitation Check	<input type="checkbox"/>	1 Check Vanities	Practical
Front Desk	<input type="checkbox"/>	8 Front Desk Duties	Practical
40			
Week 11		40 hours	
Subject		Reference	Theory/Practical Due Date
Checklist	<input type="checkbox"/>	4 Hollywood Style Checklist/Test Out	Practical
Training Hours	<input type="checkbox"/>	4 Sugaring	Practical
Opportunity Day	<input type="checkbox"/>	6 Models, Requests or Tested Out services	Practical
Opportunity Day	<input type="checkbox"/>	6 Models, Requests or Tested Out services	Practical
Opportunity Day	<input type="checkbox"/>	6 Models, Requests or Tested Out services	Practical
Instructor Class	<input type="checkbox"/>	4 Sugaring	Theory
Weekly DeBrief	<input type="checkbox"/>	1 Debrief Sheet w/ Instructor	Theory
Safety/Sanitation Check	<input type="checkbox"/>	1 Check Vanities	Practical
Front Desk	<input type="checkbox"/>	8 Front Desk Duties	Practical
40			
Week 12		40 hours	
Subject		Reference	Theory/Practical Due Date
Checklist	<input type="checkbox"/>	4 Hollywood Style Checklist/Test Out	Practical
Training Hours	<input type="checkbox"/>	4 Body Waxing	Practical
Opportunity Day	<input type="checkbox"/>	6 Models, Requests or Tested Out services	Practical
Opportunity Day	<input type="checkbox"/>	6 Models, Requests or Tested Out services	Practical
Opportunity Day	<input type="checkbox"/>	6 Models, Requests or Tested Out services	Practical
Instructor Class	<input type="checkbox"/>	4 Body Waxing	Theory
Weekly DeBrief	<input type="checkbox"/>	1 Debrief Sheet w/ Instructor	Theory
Safety/Sanitation Check	<input type="checkbox"/>	1 Check Vanities	Practical
Front Desk	<input type="checkbox"/>	8 Front Desk Duties	Practical
40			
Week 13		40 hours	
Subject		Reference	Theory/Practical Due Date
Checklist	<input type="checkbox"/>	4 Hollywood Style Checklist/Test Out	Practical
Training Hours	<input type="checkbox"/>	4 Lash Extensions - Bella & Pro Lash	Practical
Opportunity Day	<input type="checkbox"/>	6 Models, Requests or Tested Out services	Practical
Opportunity Day	<input type="checkbox"/>	6 Models, Requests or Tested Out services	Practical
Opportunity Day	<input type="checkbox"/>	6 Models, Requests or Tested Out services	Practical
Instructor Class	<input type="checkbox"/>	4 Lash Extensions - Bella & Pro Lash	Theory
Weekly DeBrief	<input type="checkbox"/>	1 Debrief Sheet w/ Instructor	Theory
Safety/Sanitation Check	<input type="checkbox"/>	1 Check Vanities	Practical
Front Desk	<input type="checkbox"/>	8 Front Desk Duties	Practical
40			
Week 14		40 hours	
Subject		Reference	Theory/Practical Due Date
Checklist	<input type="checkbox"/>	4 Hollywood Style Checklist/Test Out	Practical
Training Hours	<input type="checkbox"/>	4 Dermaplane	Practical
Opportunity Day	<input type="checkbox"/>	6 Models, Requests or Tested Out services	Practical
Opportunity Day	<input type="checkbox"/>	6 Models, Requests or Tested Out services	Practical
Opportunity Day	<input type="checkbox"/>	6 Models, Requests or Tested Out services	Practical
Instructor Class	<input type="checkbox"/>	4 Dermaplane Model	Theory
Weekly DeBrief	<input type="checkbox"/>	1 Debrief Sheet w/ Instructor	Theory
Safety/Sanitation Check	<input type="checkbox"/>	1 Check Vanities	Practical
Front Desk	<input type="checkbox"/>	8 Front Desk Duties	Practical
40			
Week 15		40 hours	
Subject		Reference	Theory/Practical Due Date
Checklist	<input type="checkbox"/>	4 Hollywood Style Checklist/Test Out	Practical
Training Hours	<input type="checkbox"/>	4 Test Prep	Practical
Opportunity Day	<input type="checkbox"/>	6 Models, Requests or Tested Out services	Practical
Opportunity Day	<input type="checkbox"/>	6 Models, Requests or Tested Out services	Practical
Opportunity Day	<input type="checkbox"/>	6 Models, Requests or Tested Out services	Practical
Instructor Class	<input type="checkbox"/>	4 Test Prep	Theory
Weekly DeBrief	<input type="checkbox"/>	1 Debrief Sheet w/ Instructor	Theory
Safety/Sanitation Check	<input type="checkbox"/>	1 Check Vanities	Practical
Front Desk	<input type="checkbox"/>	8 Front Desk Duties	Practical
40			

Adriahna's Training Schedule

Monday 1:00-9:00 (8 hours)

Tuesday 8:30-4:30 (8 hours)

Wednesday 8:30-4:30 (8 hours)

Thursday 1:00-9:00 (8 hours) – every other week

Friday 8:30 – 5:30 (9 hours)

Saturday 7:30-3:30 (8 hours) – every other week

Total hours 41

LESSON CHALLENGE

Multiple choice. Indicate one correct answer for each question.

- Which of the following steps must be done when draping every makeup client?
 - secure cape tightly
 - use a laundered cape
 - place tissue over head
 - remove clips from hair
- Which of the following makeup procedural steps comes first?
 - analyze
 - pre-cleanse
 - match color
 - prepare skin
- While analyzing your makeup client Jenae's skin, you observed tiny red blemishes on her skin that need correction. Which corrective concealer would you choose to correct her blemishes?
 - green
 - violet
 - orange
 - yellow
- What is a technique used during makeup application to keep your hands steady and keep the client safe?
 - bracing
 - arching
 - framing
 - chiseling
- All of the following guidelines are considered when selecting products for a bridal makeup design EXCEPT:
 - use waterproof mascara
 - stay with a palette that is neutral-to-warmer
 - use a brow color that is 3 shades darker than the natural brow
 - use a lip color about 2-3 shades darker than the natural lip color
- Products used for camouflage makeup are:
 - light
 - sheer
 - tinted
 - opaque
- Which facial shape can be visually shortened by applying deeper tones under the chin and horizontally at the hairline?
 - pear
 - round
 - oblong
 - square
- Contouring the forehead and highlighting the jawline are recommended for which face shape?
 - pear
 - heart
 - square
 - diamond
- How can the outer corners of the eyes be visually lifted?
 - connect eyeliner on top and bottom
 - highlight the inner and outer corners
 - only apply eyeliner on the lower lashline
 - extend eyeliner downward at outer corner
- When should the tint be prepared for an eyebrow or eyelash tinting service?
 - during the consultation
 - at the beginning of the service
 - after preparing the skin
 - immediately after analyzing the skin

LESSON CHALLENGE REFERENCES

Check your answers. Place a check mark next to the page number for any incorrect answer. On the lines, jot down topics that you still need to review.

- | | |
|------------------|-------------------|
| 1. PAGE 54 _____ | 6. PAGE 77 _____ |
| 2. PAGE 55 _____ | 7. PAGE 8 _____ |
| 3. PAGE 57 _____ | 8. PAGE 74 _____ |
| 4. PAGE 65 _____ | 9. PAGE 81 _____ |
| 5. PAGE 74 _____ | 10. PAGE 90 _____ |

GROW WHAT YOU KNOW

Reflect on what you have learned and predict how this information will be used in the future.



Reference Materials:

Pivot Point Esthetics Textbook/Workbooks

www.behindthechair.com

Salon Today

Summit Salon Over the Top Training

Bella Lash Extension Training Module

Evolv Spray Tan Certification

Glo Skincare and Makeup Product Guides

Esthetics Kit

Mirror

Rolling Cart for Supplies

Brow Tint Supplies

Simulated Human head forms

Wax & Waxing Supplies

Lashing Supplies and Tools

Salon Equipment Available for Use:

Esthetics Chair

Esthetics Table

Microderm Abrasion Machine

Magnifying Lamp

Steamer

CONTRACT TYPE IS - FULFILLING
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SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

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

APPRENTICESHIP APPLICATION

Please print or type:

Name: Merari Salazar Aguilar Date of Birth: _____

Address: _____
Street City State Zip SD 57401

Social Security Number: _____ Email Address: _____

Education: _____ Date: 5/27/17
Name of High School or GED

Type of apprenticeship training (check one):
 COSMETOLOGY (1,500 hours) ESTHETICS (600 hours) NAIL TECHNOLOGY (400 hours)

Suggested Start Date of Apprenticeship (tentative): 7/28/2023

Name of Instructor(s): Courney Vichota

Salon Name: Revive Day Spa & Salon Phone: 605-725-4242

Address: _____ City: _____ Zip: _____

I understand that any cosmetology school training will not be credited towards my apprenticeship. If I am granted an apprentice license, I agree to take continuous training as applicable, receiving no less than 40 hours per week. I also agree to abide by all of the provisions of the Cosmetology Laws and Rules.

M Salazar
Signature of Applicant

Subscribed and sworn to before me this 11th day of July 2023



Suzan Eichler
Notary Public Signature

Commission expires 12/07/2028

- NOTE: The following must accompany this application:
- \$25.00 Apprentice application fee (non-refundable)
 - Copy of driver's license or state-issued ID (showing date of birth and clear photo of apprentice), OR
 - Copy of birth certificate and current photograph of apprentice

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

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

500 E Capitol Ave, Pierre, SD 57501
Tel: 605.773.6193 Fax: 605.773.7175 cosmetology.sd.gov

AFFIDAVIT FOR INSTRUCTOR OF APPRENTICE

I, Courtney Vreeta, a licensed Cosmetologist Nail Technician Esthetician
(print or type Instructor Name)

and licensed Instructor in the State of South Dakota, agree to instruct Mercin Aguilar
(print or type Apprentice Name)

as an apprentice in both the theory and practical work in the art of
 COSMETOLOGY (1,500 hours) ESTHETICS (600 hours) NAIL TECHNOLOGY (400 hours)

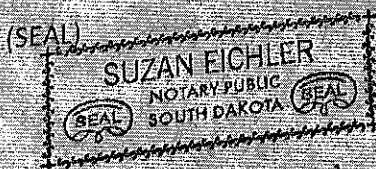
I further agree to abide by the provisions of the Cosmetology Laws and Rules as they relate to both the training of an apprentice in a salon and in general practice.

Courtney Vreeta
Signature of Instructor

Courtney Vreeta
Signature of Instructor

** Each instructor must sign this statement in the presence of a notary.

Subscribed and sworn to before me this 13 day of July 2023.



Suzan Eichler
Notary Public Signature

My commission expires 12/07/2028



Step two

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 Aberdeen SD 57401

3. Salon telephone: 605-725-4242-4437

Email: revive.r3@gmail.com

4. Type of Apprenticeship: cosmetology nail technology

5. Senior instructor(s):

Name: Courtney Vrchota

Sr. Instruc Lic #: IC-14202-2023

Name: _____ Sr. Instruc Lic #: _____

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

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

1. Name: Merari Salazar Aguilar

Address: _____ City: _____

Telephone: _____

2. Name: _____

Address: _____ City: _____

Telephone: _____

7. Proposed starting date: 7/27/2023

8. Proposed ending date: _____

9. Textbook to be used: Milady _____

Publisher: _____ copyright date: 2022 _____

10. Student workbook to be used: Milady _____

Publisher: _____ copyright date: 2022 _____

11. Lesson plans Self prepared?: Yes No Purchased?: Yes No

If purchased, company name: Milady We have both _____

(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)

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.)

Revive Day Spa

Instructor Lesson Plan Apprentice Manual

A Valuable Step-by-Step Instructional Resource Manual for Salon Career Apprentices



Prepared By

Document Owner(s)	Project/Organization Role



Apprentice Program
Lesson Plans

REVIVE DAY SPA

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Instructor Lesson Plan Apprentice Manual

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Apprentice Program
Lesson Plans

Part 1: Orientation

Revive Day Spa

Apprenticeship Training Manual

A Valuable Step-by-Step Instructional Resource Manual for Cosmetology Apprentices



Prepared By

Document Owner(s)	Project/Organization Role

Apprenticeship Training Manual Version Control

Version	Date	Author	Change Description

Apprenticeship Training Manual

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Apprenticeship Training Manual

BENEFITS OF AN APPRENTICESHIP

The benefits of having an apprentice are countless and an extra pair of hands is always needed. An Apprenticeship program is the perfect way to train and influence a candidate to work as a nail technician, esthetician, and/or cosmetologist in a salon and/or day spa. Many salon owners have learned that training an apprentice saves valuable time and resources. Having an apprentice provides a salon owner peace of mind, a sense of control, and the opportunity to share the salon's culture versus the alternative of hiring a cosmetologist who may not have experience with on-site training and service performance. The salon owner may even know the prospective apprentice and is aware of their work ethic and capabilities prior to offering the apprentice a position.

Training an apprentice also eliminates many other issues that exist with new graduates such as credibility, self-confidence, and/or experience with clientele and retail. Remember the big picture – training an apprentice allows the opportunity to mentor the candidate and teach the salon's way of thinking and performing. Of course, individuality is respected, and diversity is encouraged, and in the long run, the apprentice learns a way of delivering what the client needs most effectively. An apprentice can build relationships with clients and will start to build a clientele during their program. During an Apprenticeship, the salon owner can observe the growing strengths of the apprentice, measure the capacity of their skill set, and share with them positive feedback and potentially offer them a career in the industry.

The goal of a salon owner is the retention of qualified staff. An apprentice has a greater retention rate in a salon than new graduates and the apprentice has job security in knowing the ethic, education, expectation, and culture of the salon. An apprentice is educated from the beginning of their Apprenticeship on the salon philosophy and learns what it takes to earn respect of clients and co-workers.

According to the State of South Dakota and most states, an apprentice does not receive compensation for Apprenticeship hours, unless otherwise decided before the apprentice starts. An apprentice receives a complimentary education/experience in exchange for the time input required by the state; over the course of the program. The apprentice saves the cost of tuition and/or experience that a traditional education and has the advantage of hands-on training and experience as a salon associate.

The salon has the advantage of the increased productivity that an apprentice affords with the added benefit of decreased overhead. Additionally, the program offers the apprentice the opportunity to perform service on clients at a discounted apprentice rate during training and at full rate after testing out. The salon succeeds when the apprentice succeeds.

A career in the cosmetology field has perfect balance, really. It provides an outlet to help people and create a sense of well-being. The responsibility of a cosmetologist is to guide the salon guest to look their best; this is fun, and they are compensated to do so. The student's can network and develop long-term guests, friends and acquaintances. Career stylists are encouraged to stay current on beauty and fashion trends. The cosmetology industry provides a great income and a flexible schedule for people with families. This career consists of so many benefits and provides a great sense of balance. Growing a business with loyal, credible, like-minded team members through an Apprenticeship is a fantastic opportunity!

PHILOSOPHY OF APPRENTICESHIP PROGRAMS

Having passion for the cosmetology industry and wanting to share that passion to grow a business isn't the only thing a successful program needs. Choosing an apprentice that has the potential of completing the program is significant. Anyone wishing to become an

Apprenticeship Training Manual

apprentice must possess the desire to succeed, education, some natural ability or talent in the field they choose, good listening, interpretation skills, the ability to follow through with instruction, the ability to work independently, and the passion to not only receive their license but to pursue their career in the industry and excel. Personality traits are very important in this field and should also be heavily considered.

Remember, the apprentice will represent the salon and interact with patrons. A 6 to 12-month Apprenticeship program may not be enough time to teach personality, problem-solving, social skills, or drive. Positive attitudes can be shaped, cynicism can be reversed, but there is no cure for laziness. Personal drive is a must to succeed.

The apprentice should be eager for education and committed to pleasing the owner, instructor, and the other staff. The chance of an apprentice not completing the program could be high and precious time of all involved wasted if they do not execute their fullest potential. A candidate may be an acceptable apprentice at another salon and not at Revive Day Spa. Managing the apprentice is necessary and micro-managing them is not always necessary. Remember, an Apprenticeship program requires the dedication of everyone involved.

Organizational skills are not usually at the top of the list for creative people, however, are very important to the Revive Day Spa Apprenticeship Program. Systems, strategies, policies, and procedures are provided to assist to accomplish everything and complete the Revive Day Spa Apprenticeship Program in steps and show the apprentice how to organize everything necessary into educational binders. Maximizing time and efficiency is important to run a smooth, efficient, effective, and gratifying program.

SALON CULTURE

All salons have a culture that defines and represent the salon. Culture is important to identify through a salon Mission Statement and a salon Code of Honor. A salon that is considering implementing an Apprenticeship program should have a Policy and Procedure Manual. An owner uses this internal salon resource to establish guidelines, expectations, and goals for the benefit of the business, team and clientele. The Policy & Procedure Manual also states the salon's Mission Statement and salon ethics (Code of Honor), which helps to identify the salon culture. These items serve as a reference for the staff to operate by. The development of these items are necessary if they are not already in place. Staff should understand that these items state the mission of the business and are in place for providing the best opportunity for the entire team's success.

Apprenticeship Training Manual

MISSION STATEMENT

This statement identifies the client, the environment, and the employees. It states that the salon's intent is to assist the staff to continue to thrive in their career daily. It states the intent to provide what the staff needs to meet that goal. It states that the salon respects the fact that everyone is different and encourages originality. The most important thing is providing an atmosphere the client enjoys and is comfortable in.

Our goal is to provide cosmetic treatments to the surrounding communities, with a unique and alternative experience in high quality, including hair (cuts, colors, extensions, perming, and/or styling), spray tanning, massage therapy, steam shower, aromatherapy, pedicures, manicures, facials, waxing, body wraps, body scrubs, piercing, eyelash extensions, make-up, and actively pursuing the industry's innovative opportunities in products and services. Our goal is to promote health inside and out via services and products, serving as a solution, at an exceptional level of satisfaction to provide cosmetic treatments to the surrounding communities, with a unique and alternative experience in high quality, including: hair (cuts, colors, extensions, perming, and/or styling), spray tanning, massage therapy, steam shower, aromatherapy, pedicures, manicures, facials, waxing, body wraps, body scrubs, piercing, eyelash extensions, make-up, and actively pursuing the industry's innovative opportunities in products and services. Revive Day Spa represents professional career stylists and our salon operates to educated elevate and illuminates success.

MOTTO

A salon motto is providing essential maintenance, to create beauty, reduce stress, achieve balance, and maintain well-being. This statement explains what the staff tries to achieve on a daily basis. This example states that staff works to achieve what the client wants and to make the client happy. Whatever it takes, the staff shall try to meet this goal.

***Revive Day Spa is where history meets luxury for the mind,
body, and soul
Relax | Refresh | Rejuvenate***

REVIVE DAY SPA CODE OF HONOR

RESPECT- Treating each other as you wish to be treated; not gossiping or making excuses, being on time to promote promptness and professionalism resulting in good business practice; both internal (Revive) and external (our clients) benefits. Being responsible and upholding our code will encourage a productive work atmosphere guaranteeing us to succeed.

INTEGRITY- We believe in the true spirit of service requires an honest, candid, and responsible approach. We strive to conduct our business with the highest ethical standards. We will make responsible decisions even when no one is watching.

PROFESSIONALISM- Quality assurance to Revive means never having to guess and ensuring the suitability of our products/services to the needs of our clients. We accomplish this by listening to our clients and applying their expectations of success to the services we deliver and products that help us achieve their highest level of satisfaction.

TEAMWORK- The actions of individuals brought together for a common purpose or goal, which subordinate the needs of the individual to the needs of the group. In essence, each person on the team puts aside his or her individual needs to work towards the larger group

Apprenticeship Training Manual

objective. The interactions among the members and the work they complete; together everyone achieves more!

EXCELLENCE- We will stay focused and give 100% as active team members to our clients and to each other. We will accomplish this by hearing our clients/team mates' concerns and applying our services and products as solutions in order to deliver maximum satisfaction.

DIRECTOR OF EDUCATION

The Director of Education in a salon is an honor with a great deal of responsibility. Many stylists strive to earn recognition in their field and take pride in this title. It is a big accomplishment to achieve recognition for their talent and knowledge. It is an even bigger accomplishment to be asked to share this knowledge through an Apprenticeship program. Earning this title also builds credibility and trust in the stylist, the apprentice, and the program. A big perk to being the Director of Education is gaining an assistant (the apprentice) to help with their busy daily activities. Each Apprentice will be designated and taught via the Director of Education.

The instructor selected is aware of and is committed to the responsibilities the apprenticeship requires and shares the same professional value system that the salon owner holds. A few characteristics the Director of Education has are being passionate about their career, eager to grow their business with the use of the apprentice, being a responsible stylist, and being a model employee of the salon. The best well-rounded stylists should train the apprentice.

A Cosmetology Apprenticeship allows the apprentice to practice all fields of cosmetology. A Nail Technician Apprenticeship is a 2-month program and allows only the practice of manicuring and pedicuring. An Esthetician apprenticeship is a 2-month program and only allows the practice of skincare and waxing. Whatever Apprenticeship is chosen, the salon needs the appropriate instructor to train them. A licensed Nail Technician should be the instructor for a nail apprentice and a licensed Esthetician should be the instructor for an esthetics apprentice. However, a licensed Cosmetologist may be the instructor for any of these licenses as long as they possess the skills and ability to train in the specialty.

To take on the responsibility of training an apprentice, the prospective instructor must be licensed and have at least 3 years of licensed experience in the profession. The State also requires the instructor to be on the premises while the apprentice is training.

EXPECTATIONS AND GOALS

A meeting to go over everything that will be taught during the time period of the Apprenticeship program will be scheduled and approved prior to the Apprenticeship beginning the program. It is very important to follow **Form Timeline for Completion** & document accurately with record of hours for the apprentice to stay on track and gain the education by the state and experience required to be eligible for future employment with Revive Day Spa. There is a **Commitment Form** at the end of The Cosmetology Apprenticeship Guide for the apprentice, Instructor and/or Director of Education to sign. This will help to solidify the relationship and responsibilities of all involved.

The Director of Education will inform the instructors of responsibilities that are required of them. Confidential meetings to clarify expectations and goals that will be expected over the next year regarding the standard duration and production of the Apprenticeship Program will be mandatory for assessment. Commitment to the program is critical for all parties to be successful.

**STATE OF SOUTH DAKOTA
DEPARTMENT OF LABOR AND REGULATION
COSMETOLOGY COMMISSION**

In the Matter of:

Gina Sommers and Appoise Esthetic
School,
Applicants.

STIPULATED DISPOSITION

Case No. 06-2023

Pursuant to South Dakota Codified Laws (SDCL) 36-1C-6 and 1-26-20, in consideration of the above-captioned matter, and as the full and final resolution of this matter, the undersigned parties do hereby consent and agree to the following:

1. Gina Sommers (SOMMERS) has applied for a change of ownership and new license for the Appoise Esthetics School which is currently licensed and owned by Nicole Johnson (JOHNSON).
2. The school has a pre-existing violation which is being resolved by the attached Consent Agreement.
3. SOMMERS agrees that the Commission shall approve her application, subject to the attached Consent Agreement and SOMMERS agrees that any ownership change for the license will be final only upon the successful completion of the terms of the Consent Agreement by JOHNSON.
4. SOMMERS is aware of and understands the nature of this matter. SOMMERS acknowledges that she has been informed of various rights she has in this matter regarding her application. These rights include, but are not limited to, the right to:
 - a. be represented by a lawyer in this matter;
 - b. receive notice of any hearing in this matter;

- c. have a contested case hearing, as defined in SDCL 1-26-1(2). A contested case hearing includes the right of the SOMMERS to be present at the hearing, be represented by legal counsel, introduce evidence, present testimony, call witnesses to testify, cross-examine all witnesses present, and submit argument on her own behalf; and
- d. appeal any decision based on the contested case hearing to circuit court and the South Dakota Supreme Court, as provided by law.

SOMMERS agrees that, by signing this Stipulated Disposition, SOMMERS voluntarily waives all of these rights, procedures, and proceedings before the Commission. SOMMERS further waives any other rights to which she may be entitled under state or federal law as applicable to this matter.

- 5. SOMMERS is not represented by an attorney in this matter and is representing herself in this matter.
- 6. The Commission and SOMMERS agree that this Stipulated Disposition shall serve as the final resolution of her application, including any appeal.
- 7. SOMMERS understands and agrees that the terms of this Stipulated Disposition shall be public.
- 8. SOMMERS consents, agrees, and acknowledges that this Stipulated Disposition must be submitted to the Commission at a public meeting for acceptance or rejection. If the Commission rejects this Stipulated Disposition, SOMMERS waives any right to claim prejudice or to request recusal of any Commission member by reason of any factual basis

submitted to the Commission in an effort to resolve this matter by Stipulated Disposition rather than by formal proceeding.

9. SOMMERS understands that nothing in this Stipulated Disposition will be deemed to restrict the Commission from raising facts in reference to SOMMERS outside of those set forth in this Stipulated Disposition, if there are other material facts related to the matters under investigation that have not been set forth or disclosed herein.
10. SOMMERS has read, understands, and agrees to this Stipulated Disposition and is freely and voluntarily signing it. This Stipulated Disposition contains the entire agreement between the parties relating to the matters referenced in the Stipulated Disposition. SOMMERS is not relying on any other representations of any kind, verbal or otherwise.
11. SOMMERS agrees to waive any rights and procedures afforded her under SDCL Chapters 1-26, 36-15, 36-1C, and ARSD Article 20:42.
12. If this Stipulated Disposition is approved by the Commission, a copy of the executed Stipulated Disposition will be served by first class mail on SOMMERS by mailing a copy to her address on file with the Commission.
13. SOMMERS agrees that the Commission may provide a copy of this Stipulated Disposition to JOHNSON at any time after signing by SOMMERS.
14. This Stipulated Disposition shall be effective on the date it is signed by the Commission member designated by the Commission.


Dated this 24 day of July 2023.
(month)

Printed Name: _____
Commission Member

CONSENT AND ACKNOWLEDGMENT

By signing below, I accept and agree to the terms of this Stipulated Disposition. I agree that I have read and understand the terms of this Stipulated Disposition and I understand that I am waiving my due process rights and my right to a hearing. I am freely and voluntarily entering into this agreement.

Dated this 24 day of July 2023.
(month)


Gina Sommers
Applicant

For office use only:

LICENSE NUMBER _____
DATE ISSUED _____

RECEIVED JUN 08 2023

South Dakota
School License Application
 Cosmetology Commission | 217 W Missouri Ave | Pierre SD 57501
 Office: 605.773.6193 | Email: cosmetology@state.sd.us | Web: dlr.sd.gov/cosmetology

School Licenses are issued by the South Dakota Cosmetology Commission under the SDCL 36-15. **Print or type all information.** Use the reverse side if additional space is required. Attach a non-refundable School License fee of \$300.00 for one school license.

1. Type of school: (check one)

This is an application for: New school New program to existing school
 Branch school Ownership change Address change

Type of school/branch:

A. Cosmetology School B. Esthetics School C. Nail Technology School
 (Check cosmetology only (includes hair, skin, and nails)
 all that nail technology
 applies) esthetics

Proposed opening date of new school: _____ OR
 Proposed opening date of branch school: _____ OR
 New ownership/address change start date: 10/1/23 OR
 Proposed new program start date: 11/1/2023 Type of program? esthetics nail technology

2. Basic School Information.

Name of School: Appraise Esthetic School
 School owner(s) or Corporation name: Gina Sommers
 Physical address of school: 701 N. Main St.
 Mailing address for school: _____
 City: Aberdeen, SD Zip: 57401
 School Telephone Number: (605) 216-1718 Fax number: _____ email address: Sommersgina@gmail.com
 Federal ID # in process web page address: _____

3. Basic School Information (continued)

PAID JUN 08 2023
\$ 300.00

Days & times School open: Tuesday 8-5, Wed 4-9pm Th 8-5 all weekends Sat

Days & times of Programs if different from School hours above: _____

Start month(s) for Programs: 11/1/23

	cosmetology	esthetics	nail technology
Estimated opening enrollment:	_____	<u>10</u>	_____
Estimated maximum enrollment:	_____	<u>16</u>	_____

Square footage of main school physical premises: 3,300 sq-ft

Prior to beginning operation, will the proposed school/branch school have all facilities and equipment required of schools as set forth in the rules of the commission. YES NO If no, explain:

Will you seek accreditation? Yes No Already accredited Explain: _____

4. Program(s) information. South Dakota requires 1500 hours for a cosmetology program, 600 hours for an esthetics program, and 400 hours for a nail technology program.

For Cosmetology school, which programs are offered:

cosmetology	<input type="checkbox"/>	Number of clock hours: _____	date starting: _____
nail technology	<input type="checkbox"/>	Number of clock hours: _____	date starting: _____
esthetics	<input checked="" type="checkbox"/>	Number of clock hours: <u>600</u>	date starting: <u>11/1/23</u>

For Nail Technology school: Number of clock hours _____ date starting: _____

For Esthetics school: Number of clock hours 600 date starting: 11/1/23

5. Branch School Information.

Name of Branch School: _____

Branch school address: _____

Branch school telephone number: _____ fax number: _____

What programs are offered at the branch school? _____

5. Branch School Information (continued).

Name of Branch School Director: _____

Square footage of branch school physical premises: _____ Maximum enrollment: _____

Days & Times Branch school open: _____

Is any space to be used at the main school? Explain: _____

The branch school is located _____ miles from the main school.

6. School Owner(s) Information

A. List the name and address of each individual, partner or corporate officer who own the above school.

Name	Residence address/city/zip	telephone number
<u>Gina Sommers</u>	<u>Aberdeen, SD 57401</u>	_____

B. This school will be owned by (check one): Sole proprietorship Corporation
Partnership

C. If the school is owned by a corporation or partnership, give the name and address of the principal place of business of the partnership or corporation. _____

D. Give the start date of partnership or incorporation and the state in which it was formed. _____

E. If the school is owned by a corporation, give the name and address of the South Dakota agent authorized to accept legal services. _____

F. Mark the appropriate answer below. If any question asked below requires a yes answer, submit an explanation with this application.

- A. Have any principal owner(s), officer(s), or any person in a management capacity:
1. Ever been involved in a bankruptcy? Yes ___ No X
 2. Ever been convicted of a felony or are charges pending? Yes ___ No X
 3. Ever been convicted of a misdemeanor other than a minor traffic violation or are charges pending? Yes ___ No X
 4. Ever been dismissed from any position for immoral or unprofessional conduct? Yes ___ No X
 5. Ever had a license or permit denied or revoked in this or any other state? Yes ___ No X
 6. Ever been denied (re)accreditation by any accrediting agency? Yes ___ No X

7. Instructor(s) and Qualifications. Instructors must have a South Dakota instructor license. Cosmetology instructors may teach/supervise cosmetology, esthetics, or nail technology programs/students. Nail Technology

School Equipment Required and Non-Required

Appoise Esthetics School

Aberdeen, SD 57401

Milady Esthetics Textbooks 2

Steamers

Tables and Chairs for students

Lash and Brow Wands

Chairs/Bed/Table for Practicals

Whiteboard x 2

Ipads

Barbicide Disinfectants

Microdermabrasion Machine

Esthetic Implements and tools: including extractors, tweezers

Dermoscopes and Magnifying Lamps

Ring Lights

Wax pots and wax supplies, including sugar wax

Hot Towel Steamer

Sinks and Bathrooms

Bowls for mixing products

Hydrafacial Machine

Mirrors and handheld mirrors

4 X 4 gauze

Washer and Dryer

Clean, labeled containers for all waste supplies

Clean labeled containers for dirty towels

Labeled and enclosed shelving for clean towels, sheets, skincare products, waxing supplies, tools, etc.

Counters for supplies, student needs, products

Stimulated head forms

Signage

Time Sheets/School forms/Student forms for services

Projector for study/theory

Current Law and Rule Book for each student

Waste receptacles labeled x 2

APPOISE

Esthetics School

**Appoise Esthetics
School Catalog**

A message from the owner:

Welcome to Appoise Esthetics School! Everyone has a face to love, skin to love and body to love at Appoise. We aim to service our students and career goal oriented students into learning the ever-changing skin care industry, beauty industry and more.

When we started Appoise, we crafted a name that sounded like "Poise" - and we aim to live up to that standard and definition each and every day.

Poise: graceful and elegant bearing in a person

Balance, gracefulness, control and presence.

OUR MISSION:

To develop, educate and prepare all walks of life with a keen sense and direction into the skin and beauty industry via Esthetician training.

Appoise Esthetician School
10 Railroad Ave SW
Aberdeen SD, 57401
appoisesd@gmail.com
www.appoise.com/estheticsschool
605-846-0725

Founder/Owner:
Nicole Johnson Lic Esthetician, since 2003

A little about our founder, Nicole.

Nicole graduated from Esthetics school in 2003, in Bloomington, Minnesota. She initially started cosmetology school in 2002, but after she gave her first facial (a requirement of cosmetology), she knew that she needed to change directions. She dove right in and began loving what she was doing. She stayed in Minnesota for several years after she graduated and worked at beautiful locations across the Twin Cities area. She studied in California to learn advanced techniques that focused on lymphatic work, organic compounds and more. She later moved to New York and was trained on multiple skin care lines, laser technology for advanced esthetics, and quickly learned that her midwestern quietness was not going to work in a big city. She later moved to Las Vegas, worked for amazing high-end spas, learned the art of Pilates and more. She moved on to Fort Collins and Denver, Colorado to follow her passion in waxing. From there she worked in Chicago and then later moved back home to South Dakota. It was a 20 year exploration - and it's hard for her to sit back and think of all of the faces she was blessed to meet. She owns Appoise Spa and has a yoga school, Pilates school and amazing students that have allowed her to grow and blossom.

School Objective:

Our school's objective is to help educate and inspire some of the most successful entrepreneurs in the esthetics industry. Our knowledge is rooted in experience and our grace of being able to physically see different skin types from working across the country. Our knowledge of movement, function and anatomy are well understood from our shared skills in the wellness fields. We cover cosmetics, face analysis, skin function, oncology esthetics, advanced skin care practices, business and entrepreneurial practices and more. We aim to provide you a well-rounded education that focuses on the whole person.



Appoise Goals for students:

Successfully complete 600+ required hours for the state licensure exam in South Dakota.

Provide reciprocity for students needing transfers, if applicable.

Provide the opportunity for students to learn technical, communication and personal and professional business development skills through individualized goal setting and focused training.

Prepare students to be able to find work, work independently, and learn the art of the skin and esthetics industry to be successful wherever the land.

Prepare you for the state written and practical examinations.

Job Opportunities Upon Completion

esthetician / makeup artist / sales representative / PMU specialist / salon manager / salon or spa owner/ educator / state board member or inspector /educational director for a product / manufacturer consultant/trainer / school owner / free-lance makeup artist/ makeup artist for film, theater, fashion, or print / brow specialist /waxing specialist / and more

Campus:

Our school and location are quaint. We desired it to be practical, relatable and individualized so we can educate to our best ability. We have all of the necessary tools and room for students to learn in a classroom setting, as well as being able to provide practical, hands-on services.

Program Hours:

Part time hours/week: 5pm - 9pm

Weekends: no holidays

Transfer Hours from other Institutions:

To be determined on a case by case basis, based on the state, institution and hours accumulated. Any individual seeking credit for coursework completed at an institution not teaching the practices of cosmetology or esthetics, shall submit an official transcript from that institution. For education earned in a credit hour program, each credit hour is equal to 30 clock hours.

Leave of Absence:

Any student that takes more than 10 days off, consecutively, will need to make up those hours at an additional cost to the student.

Any student that submits their resignation, and wants to come back to school at a later date, will need to reapply. The hours that they have accumulated will stay, but they will need to pay additional fees if they a:) lost their kit, b:) lost their books, c:) left for any period longer than 90 days. After 90 days, you will need to reapply and pay the tuition difference, plus additional fees, for our staff to manage your hours and makeup work.

Admission Requirements:

1. Have an informal interview and meeting with an Admissions Representative
2. Complete an Admissions Application and submit a \$100 non-refundable application fee.
3. Submit a statement of intent describing your reasons and goals for enrolling in the program.
4. Submit your high school transcripts showing graduation date or a copy of your General Education Diploma (GED).

For those students who are homeschooled, we will review the necessary documentation.

Holidays:

New Years Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and day after, Christmas Eve, Christmas Day, New Years Eve. Additional holidays may be honored as well.

**We do not provide Financial Aid at this time. We do provide payment plans that must be outlined prior to the first day of school. The EFT forms will be signed by the student directly. The full tuition price must be paid prior to graduation unless you use a third party service per their discretion.

Tuition and Fees

Appoise Esthetics School charges tuition defined as 600 clock hours of attendance. Charges for the entire program are listed below. Any balance due the school, must be paid according to the payment plan based on the unpaid balance for the entire program. If a student withdraws and the amount of money collected exceeds any balance due, the student will receive two thirds of the money paid back. There will be fees for withdrawing, as listed above and pertinent to if the student comes back within 90 days.

\$100 Application fee* non-refundable

\$550.00** non-refundable

\$8,000.00 Tuition

\$250.00 Books

**Lash Extension Training:: extra \$500.00

Total Cost \$8,900.00 without lashes

With lashes: \$9,400

Deposits for kits must be paid prior to the first day of school. 20% of the total tuition is due prior to the first day. No exceptions. In order to make sure that we can keep our school small and guarantee that our students show up, we require deposits to hold your space. If you quit after

the first 5 days, you will get a full refund, minus your kit fee and your application fee. Once your kit has been opened, it is considered yours to keep. We will not buy kits back.

Payment Plans:

Payment plans must be facilitated on a monthly basis. You are free to pay more as you progress, but the balance must be paid in full prior to your graduation date. The school will work out the payment plan that is attainable for you, within our guidelines of monthly payments.

Returned checks will incur a \$35.00 check fee.



Esthetics Course Outline

The 600-hour Esthetics course is a comprehensive combination of lecture, demonstration, practical experience and professional business-building skills. The basic license will permit you to work in a spa without additional supervision and can lead to obtaining an independent contractors license. A diploma will be awarded upon graduation. This program only leads to licensure in the state of South Dakota.

The three primary aspects of training are:

Theoretical knowledge, the foundation of all learning;

Practical experience, the application of the acquired knowledge;

Professional business-building skills that are vital for success.

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

Time commitment:

44 - Weeks total Part-Time Schedule Based on 14-25 Scheduled Hours per week

Does not include the scheduled days off or holidays if they apply.

Total Hours:

Infection Control: 60 hours

Anatomy: 30 hours

Equipment: 20 hours

Massage: 60 hours

Chemistry: 60 hours

Skin care Procedures and Practices: 200 hours

Make up: 70 hours

Lashes: 18 hours

Laws and Rules: 20 hours

Communication Skills: 40 hours

Hair Removal: 30 hours

Ingredients: 20 hours

Graduation

In order to be considered a graduate of his/her program of study, a student must:

Meet the 600 hours minimum to graduate, including all courses outlined.

600 hours for Esthetics

Earn a cumulative GPA of 80% and cumulative attendance percentage of 90%

Having completed tuition and fee obligations

Licensing / Testing Requirements may change yearly for the state of South Dakota. We will cover those in length prior to graduation.

Kits:

Student kits are prepared for the student enrolled at Appoise Esthetics School. *The student will receive all or part of the kit as needed within the first six weeks. Students need to inventory their kit. If there are any challenges, the student needs to contact their educator to resolve the challenge. If anything needs to be repaired at the time the student receives the kit, items will be sent to the proper vendor for repair. Each student is responsible to have their complete kit available and all of its contents maintained during school hours. If any kit items are missing or damaged, the student will be required to replace the items within two weeks. Students are not permitted to take kit items out of the building unless permission is received from the educator. The student kit is to be used on clients and is not intended for personal use.

*Subject to change due to items back ordered, or delayed shipments from manufacturers.

Kits are non-refundable.

Refunds:

The school's refund policy is as follows: If a student's application is rejected by the school or if the student or legal guardian cancels enrollment within three business days of signing the enrollment contract, all money collected by the school will be refunded (except for the non-refundable \$100.00 application fee), whether or not the student has begun the course of instruction. If a student completes the enrollment and decides to change their start date, a re-application fee of \$50.00 will apply. Note the 5 day cancellation listed above if the student starts school and withdraws during the school session. If, for any reason, the school is permanently closed and no longer offers instruction after a student has enrolled and instruction has begun, the student is entitled to a pro rata refund of tuition.

After the student attends the first day of school, the following items are considered non-refundable: kit, books, supplies, and uniform unless a student or legal guardian cancels enrollment within three business days of signing the enrollment contract, in which case, all money collected by the school will be refunded except for the non-refundable \$50.00 application fee. There is no refund of tuition after the student has been offered at least 50% of the hours scheduled in the academic year. Any money due to the applicant or student shall be refunded

within 45 business days of the official withdrawal date or the date the school discovers that the student has unofficially withdrawn

NON-REFUNDABLE ITEMS INCLUDE APPLICATION FEE, STUDENT KIT, UNIFORM, BOOKS AND SUPPLIES. THIS POLICY APPLIES TO TUITION AND FEES CHARGED OTHER MISCELLANEOUS CHARGES THE STUDENT MAY HAVE INCURRED AT THE INSTITUTION (EG. EXTRA KIT ITEMS, UNRETURNED SCHOOL PROPERTY, ETC.) WILL BE CALCULATED SEPARATELY AT THE TIME OF WITHDRAWAL.

Collection Policy Students who have terminated their course of study are expected to pay any balance due to the Institute within 30 days from date of determination. The Institute reserves the right to make reasonable payment arrangements for any balance due to the school. Failure to make arrangements and/or to make payments as agreed will result in the implementation of collection proceedings.

Course Incompletes, Course Withdrawals, Repetitions and Non-Credit Remedial Course

A student will receive a grade in all coursework. A student may not withdraw from a course unless withdrawing from the Institute entirely. There are no course repetitions at Appoise Esthetics School, nor does it offer non-credit remedial coursework.

Student Services

Academic and Individual Advising

Appoise may provide, at their discretion, academic advising, as well as tutoring for students who experience challenges in meeting the minimum performance standards and course requirements set by the State Board of Cosmetology.

Exit Interviews/Transcripts

The student will be given an exit interview date and time prior to their anticipated graduation date. Prior to reporting to this exit interview, please be sure that you are aware of all tuition and fees that are still outstanding as well as any course requirements that still need to be met. Please note that you will receive one copy of your transcript with your Diploma after passing the South Dakota Cosmetology and Barber Board examination for your records at no charge. To receive a copy of your academic transcript a student must submit a written request and check or money order payable to Appoise Esthetics School.

Make-up Work Procedure

Students not in attendance at testing time must: a) Contact educators immediately upon returning to school to schedule make-up examinations. b) Accept no higher than an 80%

passing score for make-up exams with up to three attempts if necessary. c) Make arrangements with their educator to take examinations or practical testing prior to absence (if absence is known ahead of time) to be eligible for full score value (applies only if student obtained an approved Leave of Absence or approved time away from school). d) Arrange with their educator to take missed examinations or practical testing immediately upon their return to receive full score value (applies only for students on emergency and/or medical leave).

Client Services

Our clinic operates by pre-booked appointments or walk-ins. Walk-in clients are accepted on a first come, first serve basis. Students are assigned clients on a rotation style each day, where the next student on the list receives the next client. Students can make appointments or walk in for services in our clinic. They may also request a particular student at the time the appointment is made or upon walking in. After investigating whether that student needs those particular services to meet their quotas, a decision will be made at that time on whether we can accommodate the client's request.

All clinics have discounted prices, no exceptions. Reasonable prices will be established on an ongoing basis, based on the market prices, supply costs and more.

Student Check In and Time Clocks:

We will consider a student unofficially withdrawn if the student does not report to school or call for 72 hours (3 consecutive school days). Reporting is no emails, no prior form, no phone calls.

Students are required to use the time clock every day of attendance. Students must clock in upon arrival, clock in and out for lunch (when applicable) and clock out at the time of departure on a daily basis. In case of any dispute regarding hours of attendance, the student's time clock data will be used to determine the actual hours of attendance the student has earned for the day. Students will only receive hours for time documented by the time clock

Students who forget to use the time clock should clock in or out as soon as they remember to. In order to receive hours for the time they were not clocked in, a "Time Clock Form" form must be filled by the student and signed by an educator that can verify the student was in clinic or in the classroom during the time the student was not clocked in. Additional time will be lost if not all of the time the student was not clocked in can be verified. A student who fails to clock in and out for lunch, will have their hours adjusted for the lunch. Additional time will be lost if an educator cannot verify the student returned from lunch with the allotted hour.

Each program has predetermined start times. Students are expected to have clocked in and be at their station or desk ready to begin training at that time. Students are encouraged to arrive 15 minutes prior to their scheduled start time to allow sufficient time to prepare for the day. Students not clocked in by their scheduled start time will be considered absent. Students are expected to complete their scheduled hours for every day of attendance.

Leave of Absences:

An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA. In the event a student finds it necessary to be absent from school for an extended period of time, he/she may request an official leave of absence. The leave of absence extends a student's contract end date. The Maximum time frame is extended by the number of days the student is on a leave. A student who takes a leave of absence will return in the same satisfactory academic progress status as when he/she began the leave.

Allowed Leave of Absences:

Leaves may be requested for the following reasons: Active military duty Jury duty Medical reasons Financial reasons, Travel Personal reasons / Vacation Bereavement/ Lack of Transportation

Uniform Policies:

One (1) apron must be worn during clinic hours.. They are to be clean, not torn, unstained, unaltered and worn during all clinic-floor hours. If it does not meet these standards, or if the student comes to school without it, he/she will be sent home to retrieve it with loss of hours. If a student needs to purchase an additional apron, notify your educator immediately and the cost to replace will be \$75.00.

Students are encouraged to dress comfortably during lecture and clinical hours. Anything that you wish to wear, without being offensive in any way, is acceptable. If we find anything unacceptable, we will let you know personally and privately.

Other Specifics and Opportunities:

Students may leave the property during lunch, but must clock in and out. Please be aware that only students and staff are permitted in our lunch room during school hours. Students must remain on the property and inside the building during their break. (State Board requirement) Services may not be performed on fellow students unless it is for a class demonstration or fashion show and be supervised by an Educator.

We will engage in guest speakers as much as we can, so you have the opportunity to learn from various industry leaders.

Appoise asks that you do not smoke in or around our building; that you are free of alcohol at all times during lecture and clinical hours, and that you are not obviously intoxicated at any time.

We encourage our students to be positive, kind and open learners to one another and the instructors. We don't allow mistreatment to any person that comes into Appoise. We always honor a strong code of ethics. If at any time you feel that you need to speak with someone, please contact your direct instructor.

We do not allow firearms into our school for any reason.

Appoise Esthetics School has the right to terminate your education based on misconduct, abuse, neglect, foul play, guns, violence or anything else deemed unsafe or not adhering to a professional code of conduct.

Safety at Appoise Esthetics School

Safety Reports

For all minor or serious accidents, a staff person must be called to the scene to gather the following information on a written Incident Report for the files or have injured party submit report on document provided to include: name, address, phone number of the injured person; name of student(s) and educator working on the client (if applicable); date and time of accident; description on how the accident happened; and name, address, phone number of other witnesses to the accident.

Medical Emergencies and Accidents

It is the goal of our Institute to provide and maintain a safe and nonviolent academic and working environment. In an effort to consistently reach this goal, we have established the following procedures in the event that a student witnesses or becomes involved in an occurrence.

Emergency (medical)

Notify staff immediately, who will call 911, in case of a medical emergency such as: serious fall; apparent heart attack; unconsciousness; chemical product; (spills in the eye or swallowing); or violent acts, assault, or rape. The staff must provide the following information: nature of medical problem; address of the building; and location of the person in the building

Fire Drills

From time to time, for your safety, fire drills may be conducted. These may be in conjunction with the local Fire Department. Everyone must follow the above procedures in evacuation and re-entering of the building.

Tornado Warnings

Our staff will notify you if there is danger of a tornado touchdown. Based on the weather service information, we will make a decision on when to evacuate the students and staff to protected areas of the building where there are no windows, such as restrooms, hallways, basement, etc.

Equal Educational Opportunities

Appoise Esthetics School is committed to providing a learning environment conducive to the personal and professional development of each individual student free of harassment, discrimination and retaliation. No student will be discriminated against (including but not limited to employment, admission, instruction and graduation policies), excluded from participation in, or denied the benefits of, any program or activity sponsored or conducted at the Institute on the basis of race, color, gender, age, sex, ethnic origin, physical or mental disability, pregnancy, sexual orientation, religion, national origin, veteran status or any other basis protected by the federal, state or local law.

Transcripts:

Third Party Requests. In order for our school to release any student information to a third party, such as an insurance company, potential employer, parent, etc., we will need your signature on a Release Form. Please ask your educator for this form, fill out completely and return to the office or your educator. Please plan ahead and allow 14 - 21 business days for this information to be released.

You can request your own transcripts anytime, but please allow 14 business days for our office to complete.

Disability Accommodation & Grievance Policy

We do not discriminate on the basis of a disability. Individuals with disabilities are entitled to reasonable accommodations to ensure that they have full and equal access to the educational resources at Appoise Esthetics School, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act of 1990 (42 U.S.C. § 12182) ("ADA") and their related statutes and regulations. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designee who has been designed to coordinate the efforts of the school to comply with Section 504 and ADA.

What is a disability?

A disability is defined as a physical, intellectual, or mental impairment that substantially limits one or more major life activities. Accommodations are designed to provide students with disabilities with full access to the educational experience. Accommodations are arranged on an individual, case-by-case basis, based on the documentation of limitations and recommendations and an interactive process between the student and the ADA Compliance Coordinator. Individuals with disabilities wishing to request a reasonable accommodation must contact our team in a reasonable effort and timeline.

What Medical Documentation is Required?

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability.

Thank you for trusting the first step of a wonderful career in your life. Every chance to learn is a blessing and you'll never know where that road takes you.

For further information, please email us, call us or stop by our school during our business hours.

Appoise Esthetics School
10 Railroad Ave SW
Aberdeen, SD 57401
605-846-0725
www.appoise.com/estheticsschool
appoisesd@gmail.com

instructors may only teach/supervise nail technology programs/students. Esthetics instructors may only teach/supervise esthetics programs/students. There must be 1 instructor for every 20 students.

List all the persons who will be instructors, their license number, and what program they are teaching.

Name	license number	Program teaching
Nicole Johnson	will get	(Any) Esthetics
Wendi Owens	student will get	any Esthetic
Candace Briscoe	student will get	any Chemistry

8. Required Attachments

✓ Outside photograph of the school showing school sign.

Floor plan of school with the various areas indicated. - *should be on file*

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

✓ Copies of required signage.

✓ School's current catalog.

Program(s) outline curriculum. – a curriculum plan which shows the daily schedule that incorporates the required number of education hours for a program (2100, 400, or 600) and the number of curriculum areas (see the rules).

Lesson plans for the offered programs. *MILADY CIMA*

8. Required Attachments (continued).

Sample project sheets for practical and clinic floor assignments

School rules and regulations.

List of textbook(s) and workbook(s) to be used.

Milady

School advertising brochures

Explanation of procedure to track student hours.

Time works Plus time clock

Schedule, with days and times open; showing theory and practical times; holidays closed.

Resume of school manager and each instructor.

(Need Candace resume)

in progress

9. 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 the 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. And it is understood a listing of field trips must be submitted along with the renewal fee.

It is further understood and acknowledged that this is an application only, and the completion of this application does not entitle one to begin operation of a school or new program until authorized to do so by the Cosmetology Commission upon satisfactory proof being shown as to the compliance with the laws of the State of South Dakota, the Rules and Regulations of the Cosmetology Commission and the sanitary rules and regulations.

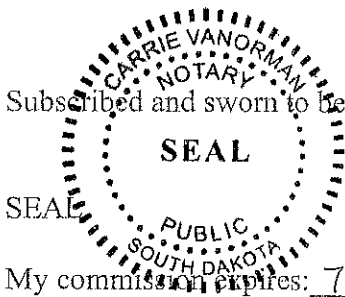
It is further understood and acknowledged that the Commission may revoke or suspend the license of such school for any violation of the law relating to cosmetology, esthetics or nail technology, any rules of the Commission, or of any of the above noted requirements or if further investigation reveals 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 to the best of my knowledge and belief, is in all things true and correct.

Signed: Carrie VanOrman

Signed: _____

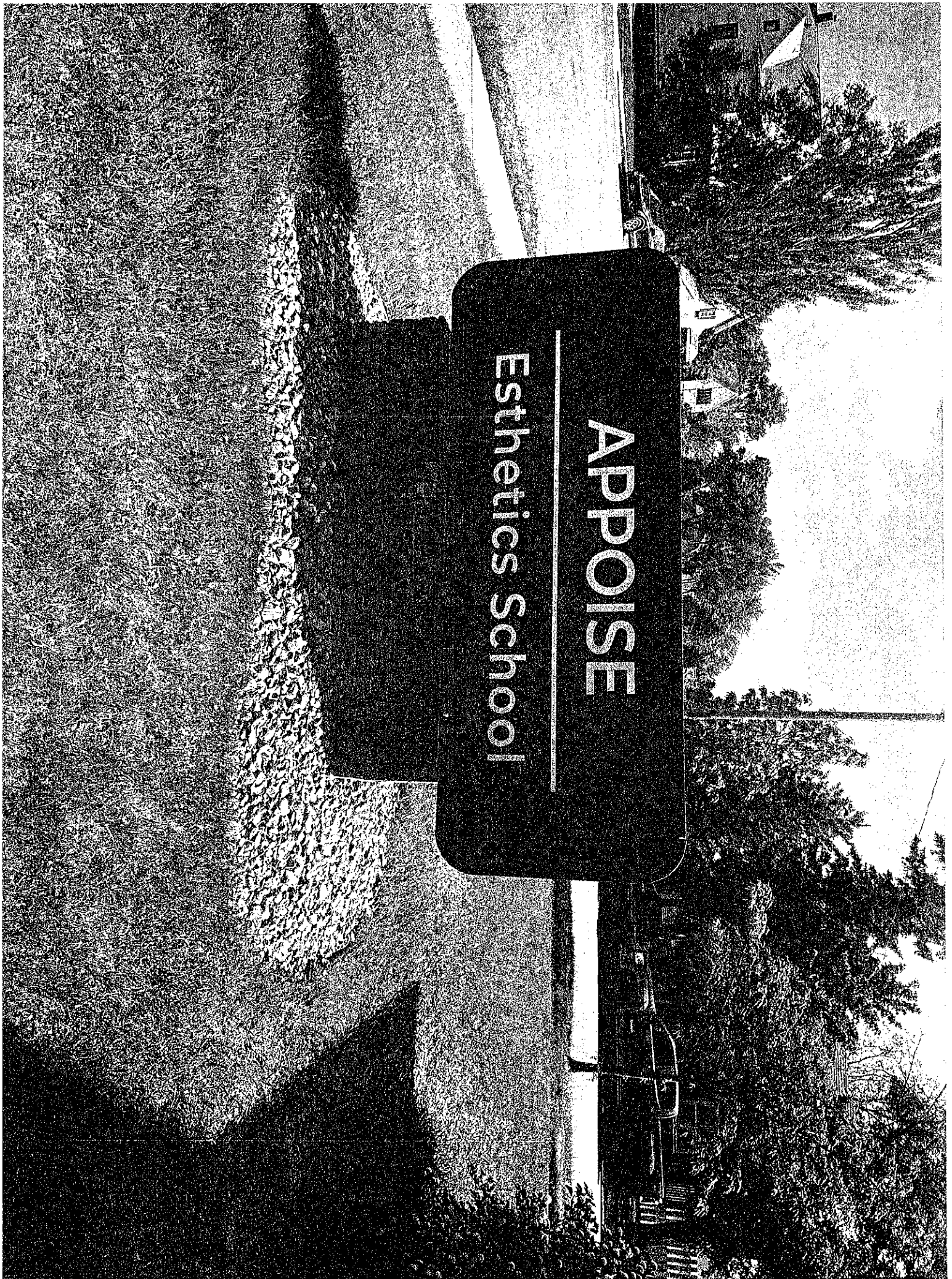
Subscribed and sworn to before me this 7th day of June, 2023.



Carrie VanOrman
Notary Public - South Dakota

My commission expires: 7-12-2023

APPOISE
Esthetics School



GINA SOMMERS

EDUCATION

Appoise, Aberdeen
Esthetics, Esthetics, Expected in 07/2023

Presentation College, Aberdeen
Associate of Science, Nursing, 05/1993

Fashion Institute of Design And Merchandising, Los Angeles
Associate of Arts, Fashion Merchandise Marketing, 04/1990

WORK HISTORY

APPOISE ESTHETICS WELLNESS SPA 03/2022 to Current
Self Employed, Aberdeen, SD

- Assessed condition of clients' skin in order to make recommendations to improve skin quality.
- Advised clients on proper home-care regimens.
- Discussed procedures and treatment options with clients.
- Informed guests of appropriate products available to increase retail sales.
- Performed consultations for patients before scheduling treatments.
- Performed special anti-oxidant, acne and microdermabrasion facial services.
- Developed individualized, therapeutic skin care programs.
- Performed waxing, body wrap application and gentle exfoliation to improve overall skin condition.
- Suggested appropriate therapy based on current health of client.
- Executed laser hair removal and microdermabrasion procedures.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.

CATCHING FIREFLIES BOUTIQUE 10/2017 to Current
Self Employed, Aberdeen, SD

- Managed team of full-time and part-time staff, trained new workers and monitored performance.
- Created comfortable and inviting boutique environment to make customers feel welcomed and happy to make purchases.
- Tracked store inventory and coordinated new purchases to keep adequate merchandise on hand for sustained sales.
- Empowered customers to make informed decisions by educating on product and service offerings and current industry trends.
- Oversaw merchandising strategies to effectively showcase [Type] products with eye-catching displays.
- Kept morale high with high-energy, collaborative leadership style, regularly incorporating employee feedback and tapping employees for important projects.

ESTHETICS STUDENT 01/2023 to 07/2023

Appoise Esthetics School, Aberdeen, SD

- Built strong and lasting rapport with clients through consistent delivery of requested services and exceptional results.
- Educated clients about products and self-maintenance for healthy hair based on needs and preferences.
- Consistently received positive performance reviews from guests.
- Evaluated client needs and recommended treatments and strategy to achieve desired result, while maintaining skin health.
-

DIRECTOR OF NURSING 04/2003 to 10/2018

Bethesda Towne Square, Aberdeen

- Collaborated with staff, management and external groups to coordinate patient care.
- Performed rounds to observe care and interview staff, residents and families.
- Established new policies and updated existing policies to improve standard of care for patients.
- Developed positive employee relations, incentives and recognition programs to promote teamwork and mutual respect.
- Evaluated work performance of 15 nursing personnel to determine wage increases and implement discipline.
- Established and monitored infection control programs to provide safe, sanitary environment to prevent transmission of disease and infection.
- Recruited, hired and trained all staff, providing direct supervision, ongoing staff development and continuing education to employees.
- Developed and updated policies and procedures, maintaining compliance with statutory, regulatory and local, state and federal guidelines relating to HIPAA, benefits administration and general liability.

Nicole Johnson

Business Owner
Aberdeen SD

EXPERIENCE

Appoise Spa, Aberdeen, SD – Owner

June 2020- Present

Successfully working as an esthetician/spa owner with an average of 23 clients a week.

Massage Envy, Chicago, IL — Regional Director of Sales

August 2013- August 2015

Regional Director overseeing 400+ employees in a high-volume sales industry with attention to EFT and Key Performance Indicators.

European Wax Center, Denver, CO & Minneapolis, MN

Regional Director of Operations and Sales

August 2010-August 2013

Regional Director implementing high-volume Esthetic sales and business growth for several regions in the Midwest.

Siegel Properties, Las Vegas, NV -Asst Operations

June 2009-August 2010

Siegel Properties owns and manages several Casinos in Las Vegas. My role was to increase sales and capacity volume in two locations.

Haven Spa, Rhinebeck, NY – Medical Esthetician & Operations

August 2006- February 2009

Medical Esthetics in a high-end spa with attention to medical procedures under a Plastic Surgeon and Dermatologist. High volume, high profile clientele with attention to sales and growth of the spa.

LifeTime Fitness, Minneapolis, MN

Assistant Director of Operations

January 2003-August 2009

Minnesota's leading gym - high-end operation with attention to membership sales and closing. I opened 5 Life Spas through LifeTime Fitness in the MN region.

SKILLS

High volume sales closer

Esthetician in 4 states

Laser-Hair Removal Certified:
NYC, 2009

CRM & Quickbooks Certified

RYS Lead Program

AWARDS

Highest sales closing new
location: 2015 *2MM sales

Abby Award 2017

EDUCATION

Normandale Community
College, MN - A.S. Business

Capella University, MN - B.S.
Business

Scot Lewis School of
Esthetics, MN - Esthetician

Corepower Yoga, MN -
RYT/RYS LEAD

Volunteer

*1 Million Cups Aberdeen Lead
Organizer

*TEDx Lead Aberdeen, SD



Wendi
Owens

RN ESTHETICIAN

ABOUT ME

I have been an RN for over 20 + years in many different settings. I love the caring aspect of my job but am looking for a new way to take care of people and to encourage them to take care of themselves. I'm always up for a new adventure and this may be one of the biggest ones yet.

WORK EXPERIENCE

Zen Glo

2022-present

- Setting up Zen Glo as a personal business, offering medical esthetician services to the Aberdeen and Redfield communities
- Expanding services and continuing education to include an esthetician license

CONTACT

[Redacted contact information]

Med/Surg Nurse and EMT

Community Memorial Hospital

- Performed RN/EMT services to patients
- Duties included passing meds, giving nebs, helping with activities of daily living, assisting with post surgical needs, driving the ambulance, assisting in the ER

EDUCATION

- **South Dakota State University**
Bachelor of Science with a Major in Nursing
1998
- **Sioux Falls Christian High School**
Graduated
1986-1988

SKILLS | EXTRAS

- Owner of the Zen Zone Yoga
- Manager for Redfield City Pool for 8 years
- Former Lifeguard/WSI
- Served as an RN in many different settings: school nurse, clinic nurse, hospital nurse, EMT

Appoisse School Hours

Nov 2023 start date

Classroom will be held Tuesday 8-5, Wednesday 4-9 and Thursday 8-5 with alternating Saturdays and possibly Sundays.

Holidays closed:

New Years Day

Easter Sunday

Memorial Day

July 4

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

New Years Eve

Scheduled 21-29 hours a week with classroom

APPOISE

Esthetics School

Appoise Esthetics School Catalog

A message from the owner:

Welcome to Appoise Esthetics School! Everyone has a face to love, skin to love and body to love at Appoise. We aim to service our students and career goal oriented students into learning the ever-changing skin care industry, beauty industry and more.

When we started Appoise, we crafted a name that sounded like "Poise" - and we aim to live up to that standard and definition each and every day.

Poise: graceful and elegant bearing in a person

Balance, gracefulness, control and presence.

OUR MISSION:

To develop, educate and prepare all walks of life with a keen sense and direction into the skin and beauty industry via Esthetician training.

Appoise Esthetician School
701 N. Main St.
Aberdeen SD, 57401
appoisesd@gmail.com
www.appoise.com/estheticsschool
605-216-1718

Founder/Owner:
Nicole Johnson Lic Esthetician, since 2003

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A little about our founder, Nicole.

Nicole graduated from Esthetics school in 2003, in Bloomington, Minnesota. She initially started cosmetology school in 2002, but after she gave her first facial (a requirement of cosmetology), she knew that she needed to change directions. She dove right in and began loving what she was doing. She stayed in Minnesota for several years after she graduated and worked at beautiful locations across the Twin Cities area. She studied in California to learn advanced techniques that focused on lymphatic work, organic compounds and more. She later moved to New York and was trained on multiple skin care lines, laser technology for advanced esthetics, and quickly learned that her midwestern quietness was not going to work in a big city. She later

moved to Las Vegas, worked for amazing high-end spas, learned the art of Pilates and more. She moved on to Fort Collins and Denver, Colorado to follow her passion in waxing. From there she worked in Chicago and then later moved back home to South Dakota. It was a 20 year exploration - and it's hard for her to sit back and think of all of the faces she was blessed to meet. She owns Appoise Spa and has a yoga school, Pilates school and amazing students that have allowed her to grow and blossom.

School Objective:

Our school's objective is to help educate and inspire some of the most successful entrepreneurs in the esthetics industry. Our knowledge is rooted in experience and our grace of being able to physically see different skin types from working across the country. Our knowledge of movement, function and anatomy are well understood from our shared skills in the wellness fields. We cover cosmetics, face analysis, skin function, oncology esthetics, advanced skin care practices, business and entrepreneurial practices and more. We aim to provide you a well-rounded education that focuses on the whole person.



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Appoise Goals for students:

Successfully complete 600+ required hours for the state licensure exam in South Dakota.

Provide reciprocity for students needing transfers, if applicable.

Provide the opportunity for students to learn technical, communication and personal and professional business development skills through individualized goal setting and focused training.

Prepare students to be able to find work, work independently, and learn the art of the skin and esthetics industry to be successful wherever the land.

Prepare you for the state written and practical examinations.

Job Opportunities Upon Completion

esthetician / makeup artist / sales representative / PMU specialist / salon manager / salon or

spa owner/ educator / state board member or inspector /educational director for a product / manufacturer consultant/trainer / school owner / free-lance makeup artist/ makeup artist for film, theater, fashion, or print / brow specialist /waxing specialist / and more

Campus:

Our school and location are quaint. We desired it to be practical, relatable and individualized so we can educate to our best ability. We have all of the necessary tools and room for students to learn in a classroom setting, as well as being able to provide practical, hands-on services.

Program Hours:

Part time hours/week: 8-5 (2) times weekly an 4-9 (1) night a week

Weekends: no holidays

Transfer Hours from other Institutions:

To be determined on a case by case basis, based on the state, institution and hours accumulated. Any individual seeking credit for coursework completed at an institution not teaching the practices of cosmetology or esthetics, shall submit an official transcript from that institution. For education earned in a credit hour program, each credit hour is equal to 30 clock hours.

Leave of Absence:

Any student that takes more than 5 days off, consecutively, will need to make up those hours at an additional cost to the student.

Any student that submits their resignation, and wants to come back to school at a later date, will need to reapply. The hours that they have accumulated will stay, but they will need to pay additional fees if they a:) lost their kit, b:) lost their books, c:) left for any period longer than 90 days. After 90 days, you will need to reapply and pay the tuition difference, plus additional fees, for our staff to manage your hours and makeup work.

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Admission Requirements:

1. Have an informal interview and meeting with an Admissions Representative 2. Complete an Admissions Application and submit a \$100 non-refundable application fee. 3. Submit a statement of intent describing your reasons and goals for enrolling in the program. 4. Submit your high school transcripts showing graduation date or a copy of your General Education Diploma (GED).

For those students who are homeschooled, we will review the necessary documentation.

Holidays:

New Years Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and day after, Christmas Eve, Christmas Day, New Years Eve. Additional holidays may be honored as well.

**We do not provide Financial Aid at this time. We do provide payment plans that must be outlined prior to the first day of school. The EFT forms will be signed by the student directly. The full tuition price must be paid prior to graduation unless you use a third party service per their discretion.

Tuition and Fees

Appoise Esthetics School charges tuition defined as 600 clock hours of attendance. Charges for the entire program are listed below. Any balance due the school, must be paid according to the payment plan based on the unpaid balance for the entire program. If a student withdraws and the amount of money collected exceeds any balance due, the student will receive two thirds of the money paid back. There will be fees for withdrawing, as listed above and pertinent to if the student comes back within 90 days.

\$100 Application fee* **non-refundable**

\$550.00 Kit fee** **non-refundable**

\$500 lash certification *optional

\$8,000 Tuition

\$250.00 books

1 Set of black scrubs

Total Tuition Cost \$8,900 without lash training \$9,400 with lash training

Deposits for kits must be paid prior to the first day of school. 20% of the total tuition is due prior to the first day. No exceptions. In order to make sure that we can keep our school small and guarantee that our students show up, we require deposits to hold your space. If you quit after the first 5 days, you will get a full refund, minus your kit fee and your application fee. Once your kit has been opened, it is considered yours to keep. We will not buy kits back.

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Payment Plans:

Payment plans must be facilitated on a monthly basis. You are free to pay more as you progress, but the balance must be paid in full prior to your graduation date. The school will work out the payment plan that is attainable for you, within our guidelines of monthly payments.

Returned checks will incur a \$35.00 check fee.



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Esthetics Course Outline

The 600-hour Esthetics course is a comprehensive combination of lecture, demonstration, practical experience and professional business-building skills. The basic license will permit you to work in a spa without additional supervision and can lead to obtaining an independent contractors license. A diploma will be awarded upon graduation. This program only leads to licensure in the state of South Dakota.

The three primary aspects of training are:

Theoretical knowledge, the foundation of all learning;

Practical experience, the application of the acquired knowledge;

Professional business-building skills that are vital for success.

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

Time commitment:

44 - Weeks total Part-Time Schedule Based on 21-29 Scheduled Hours per week

Does not include the scheduled days off or holidays if they apply.

Total Hours:

Infection Control: 60 hours

Anatomy: 30 hours

Equipment: 20 hours

Massage: 60 hours

Chemistry: 60 hours

Skin care Procedures and Practices: 200 hours

Make up: 70 hours

Lashes: 18 hours

Laws and Rules: 20 hours

Communication Skills: 40 hours

Hair Removal: 30 hours

Ingredients: 20 hours

Graduation

In order to be considered a graduate of his/her program of study, a student must: Meet the 600 hours minimum to graduate, including all courses outlined.

600 hours for Esthetics

Earn a cumulative GPA of 80% and cumulative attendance percentage of 90%

Having completed tuition and fee obligations

Licensing / Testing Requirements may change yearly for the state of South Dakota. We will cover those in length prior to graduation.

Kits:

Student kits are prepared for the student enrolled at Apopise Esthetics School. *The student will receive all or part of the kit as needed within the first six weeks. Students need to inventory their kit. If there are any challenges, the student needs to contact their educator to resolve the challenge. If anything needs to be repaired at the time the student receives the kit, items will be sent to the proper vendor for repair. Each student is responsible to have their complete kit available and all of its contents maintained during school hours. If any kit items are missing or damaged, the student will be required to replace the items within two weeks. Students are not permitted to take kit items out of the building unless permission is received from the educator. The student kit is to be used on clients and is not intended for personal use. *Subject to change due to items back ordered, or delayed shipments from manufacturers. Kits are non-refundable.

Refunds:

The school's refund policy is as follows: If a student's application is rejected by the school or if the student or legal guardian cancels enrollment within three business days of signing the enrollment contract, all money collected by the school will be refunded (except for the non-refundable \$100.00 application fee), whether or not the student has begun the course of instruction. If a student completes the enrollment and decides to change their start date, a re-application fee of \$50.00 will apply. Note the 5 day cancellation listed above if the student starts school and withdraws during the school session. If, for any reason, the school is permanently closed and no longer offers instruction after a student has enrolled and instruction has begun, the student is entitled to a pro rata refund of tuition.

After the student attends the first day of school, the following items are considered non-refundable: kit, books, supplies, and uniform unless a student or legal guardian cancels enrollment within three business days of signing the enrollment contract, in which case, all money collected by the school will be refunded except for the non-refundable \$50.00 application fee. There is no refund of tuition after the student has been offered at least 50% of the hours scheduled in the academic year. Any money due to the applicant or student shall be refunded within 45 business days of the official withdrawal date or the date the school discovers that the student has unofficially withdrawn

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NON-REFUNDABLE ITEMS INCLUDE APPLICATION FEE, STUDENT KIT, UNIFORM, BOOKS AND SUPPLIES. THIS POLICY APPLIES TO TUITION AND FEES CHARGED OTHER MISCELLANEOUS CHARGES THE STUDENT MAY HAVE INCURRED AT THE INSTITUTION (EG. EXTRA KIT ITEMS, UNRETURNED SCHOOL PROPERTY, ETC.) WILL BE CALCULATED SEPARATELY AT THE TIME OF WITHDRAWAL.

Collection Policy Students who have terminated their course of study are expected to pay any

balance due to the Institute within 30 days from date of determination. The Institute reserves the right to make reasonable payment arrangements for any balance due to the school. Failure to make arrangements and/or to make payments as agreed will result in the implementation of collection proceedings.

Course Incompletes, Course Withdrawals, Repetitions and Non-Credit Remedial Course

A student will receive a grade in all coursework. A student may not withdraw from a course unless withdrawing from the Institute entirely. There are no course repetitions at Appoise Esthetics School, nor does it offer non-credit remedial coursework.

Student Services

Academic and Individual Advising

Appoise may provide, at their discretion, academic advising, as well as tutoring for students who experience challenges in meeting the minimum performance standards and course requirements set by the State Board of Cosmetology.

Exit Interviews/Transcripts

The student will be given an exit interview date and time prior to their anticipated graduation date. Prior to reporting to this exit interview, please be sure that you are aware of all tuition and fees that are still outstanding as well as any course requirements that still need to be met. Please note that you will receive one copy of your transcript with your Diploma after passing the South Dakota Cosmetology and Barber Board examination for your records at no charge. To receive a copy of your academic transcript a student must submit a written request and check or money order payable to Appoise Esthetics School.

Make-up Work Procedure

Students not in attendance at testing time must: a) Contact educators immediately upon returning to school to schedule make-up examinations. b) Accept no higher than an 80% passing score for make-up exams with up to three attempts if necessary. c) Make arrangements with their educator to take examinations or practical testing prior to absence (if absence is

known ahead of time) to be eligible for full score value (applies only if student obtained an approved Leave of Absence or approved time away from school). d) Arrange with their educator to take missed examinations or practical testing immediately upon their return to receive full score value (applies only for students on emergency and/or medical leave).

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Client Services

Our clinic operates by pre-booked appointments or walk-ins. Walk-in clients are accepted on a first come, first serve basis. Students are assigned clients on a rotation style each day, where the next student on the list receives the next client. Students can make appointments or walk in for services in our clinic. They may also request a particular student at the time the appointment is made or upon walking in. After investigating whether that student needs those particular services to meet their quotas, a decision will be made at that time on whether we can accommodate the client's request.

All clinics have discounted prices, no exceptions. Reasonable prices will be established on an ongoing basis, based on the market prices, supply costs and more.

Student Check In and Time Clocks:

We will consider a student unofficially withdrawn if the student does not report to school or call for 72 hours (3 consecutive school days). Reporting is no emails, no prior form, no phone calls.

Students are required to use the time clock every day of attendance. Students must clock in upon arrival, clock in and out for lunch (when applicable) and clock out at the time of departure on a daily basis. In case of any dispute regarding hours of attendance, the student's time clock data will be used to determine the actual hours of attendance the student has earned for the day. Students will only receive hours for time documented by the time clock

Students who forget to use the time clock should clock in or out as soon as they remember to. In order to receive hours for the time they were not clocked in, a "Time Clock Form" form must be filled by the student and signed by an educator that can verify the student was in clinic or in the classroom during the time the student was not clocked in. Additional time will be lost if not all of the time the student was not clocked in can be verified. A student who fails to clock in and out for lunch, will have their hours adjusted for the lunch. Additional time will be lost if an educator cannot verify the student returned from lunch with the allotted hour.

Each program has predetermined start times. Students are expected to have clocked in and be at their station or desk ready to begin training at that time. Students are encouraged to arrive 15 minutes prior to their scheduled start time to allow sufficient time to prepare for the day. Students not clocked in by their scheduled start time will be considered absent. Students are expected to complete their scheduled hours for every day of attendance.

Leave of Absences:

An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA. In the event a student finds it necessary to be absent from school for an extended period of time, he/she may request an official leave of absence. The leave of absence extends a student's contract end date. The Maximum time frame is extended by the number of days the student is on a leave. A student who takes a leave of absence will return in the same satisfactory academic progress status as when he/she began the leave.

Allowed Leave of Absences:

Leaves may be requested for the following reasons: Active military duty Jury duty
Medical reasons Financial reasons, Travel Personal reasons / Vacation Bereavement/
Lack of Transportation

Uniform Policies:

One (1) apron must be worn during clinic hours.. They are to be clean, not torn, unstained, unaltered and worn during all clinic-floor hours. If it does not meet these standards, or if the student comes to school without it, he/she will be sent home to retrieve it with loss of hours. If a student needs to purchase an additional apron, notify your educator immediately and the cost to replace will be \$75.00.

Students are encouraged to dress comfortably during lecture and clinical hours. Anything that you wish to wear, without being offensive in any way, is acceptable. If we find anything unacceptable, we will let you know personally and privately.

Other Specifics and Opportunities:

Students may leave the property during lunch, but must clock in and out. Please be aware that only students and staff are permitted in our lunch room during school hours. Students must remain on the property and inside the building during their break. (State Board requirement) Services may not be performed on fellow students unless it is for a class demonstration or fashion show and be supervised by an Educator.

We will engage in guest speakers as much as we can, so you have the opportunity to learn from various industry leaders.

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Appoise asks that you do not smoke in or around our building; that you are free of alcohol at all times during lecture and clinical hours, and that you are not obviously intoxicated at any time.

We encourage our students to be positive, kind and open learners to one another and the

instructors. We don't allow mistreatment to any person that comes into Appoise. We always honor a strong code of ethics. If at any time you feel that you need to speak with someone, please contact your direct instructor.

We do not allow firearms into our school for any reason.

Appoise Esthetics School has the right to terminate your education based on misconduct, abuse, neglect, foul play, guns, violence or anything else deemed unsafe or not adhering to a professional code of conduct.

Safety at Appoise Esthetics School

Safety Reports

For all minor or serious accidents, a staff person must be called to the scene to gather the following information on a written Incident Report for the files or have injured party submit report on document provided to include: name, address, phone number of the injured person; name of student(s) and educator working on the client (if applicable); date and time of accident; description on how the accident happened; and name, address, phone number of other witnesses to the accident.

Medical Emergencies and Accidents

It is the goal of our Institute to provide and maintain a safe and nonviolent academic and working environment. In an effort to consistently reach this goal, we have established the following procedures in the event that a student witnesses or becomes involved in an occurrence.

Emergency (medical)

Notify staff immediately, who will call 911, in case of a medical emergency such as: serious fall; apparent heart attack; unconsciousness; chemical product; (spills in the eye or swallowing); or violent acts, assault, or rape. The staff must provide the following information: nature of medical problem; address of the building; and location of the person in the building

Fire Drills

From time to time, for your safety, fire drills may be conducted. These may be in conjunction with the local Fire Department. Everyone must follow the above procedures in evacuation and re-entering of the building.

Tornado Warnings

Our staff will notify you if there is danger of a tornado touchdown. Based on the weather service information, we will make a decision on when to evacuate the students and staff to protected areas of the building where there are no windows, such as restrooms, hallways, basement, etc.

Equal Educational Opportunities

Appoise Esthetics School is committed to providing a learning environment conducive to the personal and professional development of each individual student free of harassment, discrimination and retaliation. No student will be discriminated against (including but not limited to employment, admission, instruction and graduation policies), excluded from participation in, or denied the benefits of, any program or activity sponsored or conducted at the Institute on the basis of race, color, gender, age, sex, ethnic origin, physical or mental disability, pregnancy, sexual orientation, religion, national origin, veteran status or any other basis protected by the federal, state or local law.

Transcripts:

Third Party Requests. In order for our school to release any student information to a third party, such as an insurance company, potential employer, parent, etc., we will need your signature on a Release Form. Please ask your educator for this form, fill out completely and return to the office or your educator. Please plan ahead and allow 14 - 21 business days for this information to be released.

You can request your own transcripts anytime, but please allow 14 business days for our office to complete.

Disability Accommodation & Grievance Policy

We do not discriminate on the basis of a disability. Individuals with disabilities are entitled to reasonable accommodations to ensure that they have full and equal access to the educational resources at Appoise Esthetics School, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act of 1990 (42 U.S.C. § 12182) ("ADA") and their related statutes and regulations. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designee who has been designed to coordinate the efforts of the school to comply with Section 504 and ADA.

What is a disability?

A disability is defined as a physical, intellectual, or mental impairment that substantially limits one or more major life activities. Accommodations are designed to provide students with

disabilities with full access to the educational experience. Accommodations are arranged on an individual, case-by-case basis, based on the documentation of limitations and recommendations and an interactive process between the student and the ADA Compliance Coordinator. Individuals with disabilities wishing to request a reasonable accommodation must contact our team in a reasonable effort and timeline.

What Medical Documentation is Required?

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability.

Thank you for trusting the first step of a wonderful career in your life. Every chance to learn is a blessing and you'll never know where that road takes you.

For further information, please email us, call us or stop by our school during our business hours.

Appoise Esthetics School
10 Railroad Ave SW
Aberdeen, SD 57401
605-846-0725
www.apoise.com/estheticsschool
appoisesd@gmail.com

School Equipment Required and Non-Required

Appoisse Esthetics School

Aberdeen, SD 57401

Milady Esthetics Textbooks 2

Steamers

Tables and Chairs for students

Lash and Brow Wands

Chairs/Bed/Table for Practicals

Whiteboard x 2

Ipads

Barbicide Disinfectants

Microdermabrasion Machine

Esthetic Implements and tools: including extractors, tweezers

Dermascopes and Magnifying Lamps

Ring Lights

Wax pots and wax supplies, including sugar wax

Hot Towel Steamer

Sinks and Bathrooms

Bowls for mixing products

Hydrafacial Machine

Mirrors and handheld mirrors

4 X 4 gauze

Washer and Dryer

Clean, labeled containers for all waste supplies

Clean labeled containers for dirty towels

Labeled and enclosed shelving for clean towels, sheets, skincare products, waxing supplies, tools, etc.

Counters for supplies, student needs, products

Stimulated head forms

Signage

Time Sheets/School forms/Student forms for services

Projector for study/theory

Current Law and Rule Book for each student

Waste receptacles labeled x 2

APPOISE

Esthetics School

Appoise Esthetics School Application

Full Name:

DOB:

Phone:

Email:

Address:

Parent's Name(s) and Addresses/Phone:

1. Briefly describe your education goals within the Esthetics

Industry. 2. What is your desired start date?

3. We are privately managed, and we will offer payment plans. What form of payment will you be making? Application fees are \$100 non-refundable.

We aim to allow up to 16 students in our next training course. If for some reason you are not able to attend this start date, please list what other

dates you are wanting.

APPOISE

Esthetics School

—Classes will be held days, evenings and weekends. You are able to miss very few classes, and nearly all classes can be made up. If you are to withdraw, the tuition paid is non-refundable. There are no exceptions, because we aim to fill our classrooms on a first come- first serve basis. Cancellations are allowed, 14 days prior to start date. Refunds are not allowed on application fees or any tuition paid, however.

We do not require that you work with us after graduation. We will help you find work, help you open your own space, or do what is best for you for the lifetime of your career. There will never be any closed doors once you've completed your schooling with Appoise. The more we can help others, the better we all are.

If you live out of state and are wanting reciprocity information, please let us know.

We will confirm your application via email/phone. Prior to submission, please note our application fee is \$100. To be paid to Appoise via credit card, check, Venmo.

We can accept Venmo under "@Gina-Sommers"

Respectfully,
Gina Sommers
Owner Appoise Esthetics School
sommersgina@gmail.com
701 N. Main St.

Aberdeen, SD 57401

APPOISE

Esthetics School

Please use the following page for any additional information you'd like to write.

Appoise Esthetics School Guest Speakers 2023

Listed in no specific order

Dr. Kelly Ming: Botox: when to avoid facials and when facial treatments are acceptable with facial massage. Already Approved Jan 2023

2 hours

Dr. Harvey Hart: physician with two specialties. He will cover years of practice addressing skin care issues, cancer, anatomy, muscle movement and overall health of a client. Feb 2024 2

hours

Dr. Larissa Kempf: Acupuncturist. She will address facial muscles and facial needling. This will be very educational as she also owns a rock and gem shop and knows bountiful information on teas, nutrition, diseases, pain management and more. March 2024

2.5 hours

Dr. Sanjay Mukerji: Plastic Surgeon/MD. He owns four medical clinics, including one in Beverly Hills, CA. He will talk about fillers and skin diseases as well as medical skin care. He uses Obagi skin care, which is medical grade, which is very helpful for Estheticians to learn what treatments can be used with medical grade skincare. Date TBD based on his schedule 2 hours

Scott Ertyl: Radionics: already approved Feb 2023 may come back in 2024

17 hours

Audra Arampatzis: or Jordan Beck DiYanni. Audra owns a salon/spa in Aberdeen and they do lots of costume makeup and bridal makeup for our community. We will have her talk about where she trained in costume makeup and what products she likes to use. Jan 2024 3 hours

Dr. Ryann Waage: Dermatologist. She will address skin allergies, skin care, medical practices and what it's like working in a dermatologist office. Date TBD based on her schedule 1.5

hours

Melissa Kampa: HIP Salon Owner. She will address independent contracts and working in a salon/spa environment. She has a great business that is strictly independent contractors. And I want them to hear from someone who has been in the business for many years. Feb 2024 1 hour

Dixie Mattern: Salon Owner. Addressing lymphatic services since her salon offers a specific lymph treatment. We will go over how the lymphatic system works and how it plays a vital role in facial massage and overall health. April 2024

1.5 hours

Rachel Dix: Rachel works at HAPI is educated in finances and loves to present to young and old. She is an expert in saving money and business finances. 1 hour

Appoise Esthetics School Guest Speakers (page 2)

Natasha Jorgensen: Licensed Counselor. Natasha brings a lot of value when it comes to mental health in the workplace. It can be challenging working with many different females in a small environment, so she has a lot of education and background to help us all find boundaries and be respectful. She has been working in mental health for over 20 years. Jan 2024 2 hours

Megan Johnson: PMU/Tattoo Artist. She is a great speaker for sanitation and cleanliness. Permanent makeup artists have special training and I know the girls all want to learn what she knows about color theory and understanding makeup in relation to color theory. She will also address sanitation, since Tattoo Artists have very high blood-borne pathogen standards. April 2024
2 hours

LuAnne Cunningham: Salon Owner/PMU Artist. LuAnna owns her own studio/spa/salon in town and we want her to talk about going from employee to owner status. How long that takes, when to do it, how to price your services and find your value. April 2023
2 hours

Candace Briscoe: Yoga studio owner, chemist. Candace is a wealth of knowledge. She owns her own yoga studio, spa, massage certified, esthetician and a chemist. She is an expert on ingredients and interactions of products. Feb 2024 3 hours

Wendi Ownens: Wendi is an RN, owns her own yoga studio and is an esthetician. She will be talking about how to integrate nursing and esthetics, scope of practice of the two, and will be teaching hydrofacials. 3 hours

Susan Hoffman, LMT. Susan is a massage therapist educator in the Aberdeen area. She has extensive knowledge on injury, muscle pain, movement, anatomy and more. She also can share her knowledge on how to become an educator and instructor, which is important for those that strive to be educators someday. April 2023
2 hours

Janis Heier: Administrative Director Bethlehem Lutheran Church. She asked me if she could come in and talk about leadership, leading with confidence, addressing ways to stand out, concepts to believe in yourself and more. She helps manage a very large church in our area and she helps facilitate a program called "Spark Joy." This allows anyone to attend free education seminars in our community. June 2023
1.5 hours

LuAnne Cunningham or Melia Mouna (info on file): Eyelash Artist: she will provide eyelash

training as well as eyelash/brow tinting overview and lash and brow lamination. Her eyelash training will be the longest, as the other two she will just touch base on and talk about where she purchases her products from and which brands are a good deal based on quality.

Feb/March 2024

16-20 hours

Nicole Johnson: Nicole opened Appoise Wellness Spa and School. She is an expert esthetician and has lots to offer for education. She would focus on advanced skin practices, and can teach any area. Would request she teach facial massage techniques. 10 hours

Appoise Esthetics School Guest Speakers 2023 (page 3)

**Live Meaux Co skin training. Dates tbd, but there are specific dates of training on the skincare line that we use. Those dates may not be during our regular hours. They have 20 hours of training that Meaux Co's owner, Sash Moreaux will be facilitating. These may be outside our regular hours but I want them to attend if they can via zoom. If they are recorded, we will watch during class hours. Free training sessions are found online under education.

www.meauxcopro.com

Total hours: 20

***Milady offers multiple training courses online. 30 hours of different trainings and a certificate is awarded.

Jessa Jet 10 hours of sugar waxing videos. She owns her own salon and company and is an expert in her field. She offers videos on You tube.

**Do these trainings count as outside educators if it's Milady which is the company we all use their books and workbooks?

Finally, if I have two sessions in 2024, do I need to ask for the same people to be approved twice for different sessions or how does that work? The goal is for me to submit this prior to the school being renewed, but if my school date doesn't need renewing, before my next session starts, how does that work (if they were already approved?)

Thank you

Gina Sommers

605-216-1718

Appoise Esthetic School
Student Pricing
605-216-1718

Facial and Body Services

Basic Facial: \$42
Acne Facial: \$45
Chemical Peel Facial: \$50
Back Facial: \$45
Body Scrub: \$45
Dermafusion Facial: \$50
LED Facial: \$50
Dermaplane: \$25
Dermaplane Facial \$55
Microdermabrasion: \$50

Waxing Services

Eyebrow Wax:\$10
Full Face Wax: \$40
Chin Wax: \$8
Lip Wax: \$8
Underarm Wax: \$12
Full Leg Wax: \$45
Half Leg Wax: \$25
Full Arm Wax: \$30
Half Arm Wax: \$20
Brazilian Wax: \$40
Bikini Wax: \$28
Eyebrow Tint:\$20
Full Back Wax:\$40 Half Back Wax: \$25
Chest Wax: \$30

Lashes

Full set of Lashes: \$100
Lash Retouch: \$25
Lash Tint \$20
Lash Lift: \$20

Makeup Application: Complimentary



Certificate of Completion

This is to certify that

Gina Sommers

Has pursued studies and completed all the requirements of Master Educator course:

Educator Bootcamp Part 1

This course covers 3 hours of teaching methodology while giving beauty & wellness instructors the skills and knowledge to succeed.

A handwritten signature in cursive script, appearing to read "Pamela L. Bruce".

SVP & General Manager, Milady

Issued: 2023-05-22

Expires: 2025-05-21

Certificate ID: 133vjz1tbe



Certificate of Completion

This is to certify that

Gina Sommers

Has pursued studies and completed all the requirements of Master Educator course:

Educator Bootcamp Part 2

This course covers 3 hours of teaching methodology while giving beauty & wellness instructors the skills and knowledge to succeed.

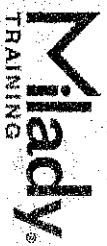
A handwritten signature in cursive script, appearing to read "Janine St. Bruce", written over a horizontal line.

SVP & General Manager, Milady

Issued: 2023-05-22

Expires: 2025-05-21

Certificate ID: ojkfcmvq



Certificate of Completion

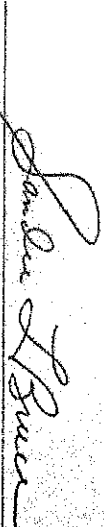
This is to certify that

Gina Sommers

Has pursued studies and completed all the requirements of Master Educator course:

High Impact Teaching Skills and Presentation Techniques

This course covers 3 hours of teaching methodology while giving beauty & wellness instructors the skills and knowledge to succeed.



SVP & General Manager, Milady

Issued: 2023-05-19

Expires: 2025-05-18

Certificate ID: Zrttsdpju4



Certificate of Completion

This is to certify that

Gina Sommers

Has pursued studies and completed all the requirements of Master Educator course:

Education In Action

This course covers 3 hours of teaching methodology while giving beauty & wellness instructors the skills and knowledge to succeed.

A handwritten signature in black ink, appearing to read "Sandra H. Bruce", written over a horizontal line.

SVP & General Manager, Milady

Issued: 2023-05-21

Expires: 2025-05-20

Certificate ID: kx0oqk8mij

Summit - Live Class Outline
EASTERN TIME ZONE



	Start	Stop	Segment
Sunday	9:00 AM	12:00 PM	Introductions/Four Pillars
			Budget Guidelines - Direct Expenses
			Budget Guidelines - Indirect Expenses/Break Even Formula
	1:30 PM	3:00 PM	Budget Guidelines - Indirect Expenses/Break Even Formula
			Stylist Level System Part 1
	3:45 AM	5:00 PM	Stylist Level System Part 1 Associate Program (Training Program)
Monday	9:00 AM	12:00 PM	Front Desk Systems Nails, Massage, Esthetics and Stylist Level System Part II - Setting up prices/levels
	1:00 PM	4:30 PM	45 Minute Private 1:1 Sessions
	1:30 PM	4:30 PM	The Summit Experience: Salon Owner Live Interviews (Virtual)
			Wrap up
Tuesday	9:00 AM	12:00 PM	Leadership
	1:00 PM	4:30 PM	45 Minute Private 1:1 Sessions
	1:30 PM	4:30 PM	The Summit Experience: Salon Owner Live Interviews (Virtual)
			Wrap up
Wednesday	9:00 AM	12:00 PM	Succession Planning
			"To Do's" - Graduation - Wrap Up

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

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

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

APPLICATION FEE: \$100 (Non-refundable)

Check or money order payable to: Cosmetology Commission

GENERAL PROVIDER INFORMATION

Provider's Name: Amazing Lash Studio

Provider's Address: 2101 W. 69th St. Suite 101
STREET
Sioux Falls SD 57108
CITY STATE ZIP

Contact Name: April Buysse Tel: (605) 988 - 4588

Fax () - Email: april.buysse@amazinglashstudio.com

Check one: Individual Provider Company Provider

COURSE INFORMATION

ATTACH a detailed outline or agenda of the course must be attached to application

Subject (Check ONLY ONE): Microdermabrasion Electric Nail File Eyelash Extensions

Name of Course: Eyelash Extensions Clock Hours: 40+
All continuing education in South Dakota must emphasize safety and sanitation *Do not include breaks and meals*

Location of Course: Amazing Lash Studio 2101 W. 69th St. Suite 101
BUSINESS NAME STREET
Sioux Falls SD 57108
CITY STATE ZIP

Initial Course Offering Date: August 2019 Time: 9:00 am

ADDITIONAL OFFERINGS

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

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

Instructor Name: Delaney Larson- SD Cosmetology- License # CO-13954-2024

QUALIFICATIONS AND LICENSURE

ATTACH instructor's resume
 List state(s) of licensure and current license number -- An instructor does not have to be licensed in South Dakota, but must be licensed from another state.

List any relevant information you feel is necessary to assist the Commission in determining approval of this course. At Amazing Lash Studio we pride ourselves on an intensive and comprehensive training. We are the industry leader in eyelash extensions and we have the training materials and resources from our brand "Amazing Lash Studio" We focus on safety and sanitation and offer our employees continuing education.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. At the studio we use Mind Body- all of our attendees will clock in and out on our computer systems.

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

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

AGREEMENT

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

Person completing this application (Please print): April Buysse

Signature:  Date: 6 / 26 / 2023

SUBMISSION

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

Attachments:

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

NOTES

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

COMMISSION USE ONLY

Approved Hours: _____ Course Approval Number: _____

Denied Reason: _____

Reviewed by: _____ Date: ____/____/____

Lash Stylist Training Agenda | Established Studio



Week 1 Day 1 9:00am – 5:00pm	
8:45am	Trainer(s) arrive to studio, get set up and ready to go for the day
9:00am	Intro and overview
9:30am	Franchise Offerings
9:40am	Price Points
9:50am	Career Path
10:00am	Eyelash Growth Cycle
10:10am	Irritations and infections
10:20am	Guest Intake <ul style="list-style-type: none"> Forms, Consultation and Stylist Notes
10:40am	GlamCam consult <ul style="list-style-type: none"> Role play (10 – 15 mins) Stylists partner up, guide each other through a consult by downloading the app and taking a GlamCam selfie.
11:00am	Our Lashes
11:10am	<ul style="list-style-type: none"> Our Styles + Eyes and Face Shapes
11:30am	<ul style="list-style-type: none"> Lash Mapping (15– 20 mins) with map out with lengths of 10, 12, 14, 17
11:50	<ul style="list-style-type: none"> Stylist quiz (5 mins)
12:00pm	Adhesive video (9 mins)
12:10pm	<ul style="list-style-type: none"> Adhesives Overview -Print out Adhesives FAQ and review with adhesives
12:30pm	BREAK
1:30pm	Overview of Classic Lashes
1:40	Featherweight Classic Extensions (all info except mixing curls) (10 mins)
1:50	<ul style="list-style-type: none"> Featherweight video (14 mins)
2:10	<ul style="list-style-type: none"> Stylist quiz (5 mins)
2:20pm	Importance of lash isolation and cleanliness – Picture time! (10 – 15 mins) -Show examples of good and bad lash sets, explain the why behind specific techniques and education
2:30pm	Tape fingers and demo “1,2,3” (15 mins) 1- Making contact with hand before dipping 2- Slow dip in, slow pull out 3- Balance back on brow bone before applying extension
2:50pm	Mannequin Practice <ul style="list-style-type: none"> Isolation right eye (20 mins)
3:10pm	<ul style="list-style-type: none"> Isolation left eye (20 mins)

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Lash Stylist Training Agenda | Established Studio



3:30pm	Pull FW classics (no glue) (15 mins)
3:50pm	Adhesive Handling -Prepping, refreshing, and dipping
4:00pm	Application-Right Eye 5 mins each curl (J,B, C,D, L+) totaling 25 mins
4:30	Repeat on Left Eye
5:00pm	Separation and peeling • Demonstrate "banana peel" and "pop" method
5:10pm	Peel whole strip (20 mins)
5:30pm	Amazing Lash Aftercare and Retail
5:50pm	CLEAN UP & SANITATION
6:00	End of Day Wrap up

Day 1 Core Competencies	
Guest Consultation & GlamCam	Understanding use of GlamCam, what questions must be asked & how to drive conversations through educating the guest
Adhesives	When to use each adhesive & the importance of switching as needed, how to read the hygrometer
Isolation Importance	What full isolation of a lash looks like from root to tip & what lack of isolation can cause to the natural lashes, how to take great before & after pictures!
Aftercare Education	How to drive retail through aftercare education and being ingredient driven for the best extension retention between refill appointments

Lash Stylist Training Agenda | Established Studio



Week 1 Day 2 9:00am – 5:00pm	
8:45am	Trainer(s) arrive to studio, get set up and ready to go for the day
9:00am	Recap of Day 1 and Q&A (20 mins)
9:20am	Mannequin Work • 1,2,3 motion (10 mins)
9:30am	Lash Application
9:50am	Peel lashes using appropriate method
10:00am	Place lashes on peeled strip
10:10am	Tape up and full set procedure overview in workbook (15 mins)
10:20am	Trainer Refill Demo -Trolley Setup -Prepping, Applying, and Sealing the Extensions
11:20am	Tape Up Drills Partner #1 • Three, 10-minute drills • 1 st tape one eye paper tape and one eye gel pad • 2 nd gel pads with paper tape both eyes • 3 rd paper tape both eyes
11:50am	Tape Up Drills Partner #2
12:20pm	BREAK
1:20pm	Quick Review of Full Set Timing
1:30pm	Full Set Partner #1
3:30pm	Room and Tweezer Sanitation
3:40pm	Full Set Partner #2
5:40pm	Room and Tweezer Sanitation
5:50pm	End of Day Wrap Up

Day 2 Core Competencies	
Full Set Timing	Timing efficiency & creating balance/symmetry on both eyes
Lower Lash Covering	Importance of covering the lower lashes with the eyes closed (lifting the guest's eyelids) - only seeing the roots of the lower lashes & why the gel pad or paper tape shouldn't be in the eyes
Room & Tweezer Sanitation	Full understanding of studio cleanliness & able to clean tweezers after each service for the rest of training

Lash Stylist Training Agenda | Established Studio



Week 1 Day 3 9:00am – 5:00pm	
8:45am	Trainer(s) arrive to studio, get set up and ready to go
9:00am	Recap of Day 2 and Q&A (20 mins)
9:20am	Adjustments
9:40	Volume lash mapping (20 – 30 mins)
	<ul style="list-style-type: none"> • Volume full set • Volume refill
10	<ul style="list-style-type: none"> • Stylist quiz (5 – 10 mins)
10:10	Hybrid lash mapping (10 - 15 mins)
10:30	<ul style="list-style-type: none"> • Stylist quiz (5 – 10 mins)
10:40	Review volume/hybrid stylist notes (5 mins)
10:50	Picture time 📸 (5 - 10 mins)
11:00	Mannequin set up
11:10	Pick up ONLY 3D and 6D fans (10 mins)
11:20	Attach volume lashes
	<ul style="list-style-type: none"> • Attach one strip of 6D's and then one strip of 3D's (10 mins) • Keep alternating (30 mins)
11:50	New practice strip lashes – HYBRID application (15 mins)
	Review peeling methods
12:10	Peel all lashes off mannequin (20 mins)
12:30pm	BREAK
1:30	Review REFILL service timing
1:50	<ul style="list-style-type: none"> • Remove WHILE replacing extensions (ensuring eyes stay balanced)
2:10	Partnered volume refills timed (1 hr 10 mins)
3:20	Clean-up flip rooms sanitize tweezers
3:30	Switch (1 hr 10 mins) ADD B&A PHOTOS PARTNERS AT 3:50
5:00pm	CLEAN UP & SANITATION

Day 3 Core Competencies	
Adjustments	What it is, causes with solutions, how to communicate with the guest
Volume & Hybrid Lash Mapping	What lashes can handle 3D vs 6D, mapping understanding and application, ratios of volume lashes and classic lashes for hybrid applications
Refill Service Timing	Refill percentages chart, service timing, service expectations, guest communications – see you in two weeks

Lash Stylist Training Agenda | Established Studio



Week 1 Day 4 9:00am – 5:00pm	
9:00am	Recap of Day 3 and Q&A (20 mins)
9:20	Reminder of full set service timing (build frame, fill frame, balance eyes)
9:30am – 11:40am	MODEL #1
	Make sure you use quality check form to keep track of all stylist work
	Sanitize tweezers
11:40	Review any questions and feedback from first model (20 mins)
12:00pm – 1:00pm	BREAK
1:00pm – 3:10pm	MODEL #2 (including 10-minute room sanitation)
	Sanitize tweezers
	Review any questions and feedback from first model (20 mins)
3:30	Trainer demo 30 MINS MINI FILL (choose one: classic/hybrid/volume)
4:00	Trainer demo for REMOVAL (30 mins)
4:30	A and S in lash journey
5:00pm	CLEAN UP & SANITATION

Day 4 Core Competencies	
Removal Protocol	Protocol, service timing, when a removal is necessary, guest communication(s)
Mini Fill	When to suggest a mini, service timing, service expectations
Week 1 Day 5 9:00am – 5:00pm	
9:00am	Recap of Day 4 and Q&A (20 mins)
9:20	Review consultations (20 mins) Any feedback notes + reminders you have about improving consultations
	Setup for next models
9:50	MODEL #3 (including 10-minute room sanitation + tweezer sanitation)
12:00pm – 1:00pm	BREAK
1:00pm – 3:10pm	MODEL #4 (including 10-minute room sanitation + tweezer sanitation)
3:10pm – 5:20pm	MODEL #5 (including 10-minute room sanitation + tweezer sanitation)
5:20	Recap of models: any major concerns you have
5:40pm	CLEAN UP & SANITATION

Lash Stylist Training Agenda | Established Studio



Week 2 Day 6 9:00am – 5:00pm	
12:00	Welcome back! Recap of Week 1 and Q&A (20 mins)
12:20	Review aftercare & retail education (20 mins) Any feedback notes + reminders you have about improving aftercare education
12:40	Mapping
1:10	Mannequin
1:20	FW
1:30	Volume and Hybrid
1:40	Peeling
1:50	Partnered tape up drills
2:30	break
3:30	Full Set 6
5:40	Full Set 7
7:50	Cleanup
8:00	Wrapup

Week 2 Day 7 9:00am – 5:00pm	
12:00	Set Type Count: Volume vs Classic
12:20	Consultation Roleplay
12:50	Full Set #8
3:00	Full Set #9
5:10	Break
6:10	Full Set 10
8:20	Cleanup
12:00pm – 1:00pm	BREAK
1:00pm – 3:10pm	MODEL #2 (including 10-minute room sanitation + tweezer sanitation)
3:10pm – 5:20pm	MODEL #3 (including 10-minute room sanitation + tweezer sanitation)
	Recap of models: any major concerns you have <ul style="list-style-type: none"> Communicate expectations for start of next day & arrival time
5:00pm	CLEAN UP

Lash Stylist Training Agenda | Established Studio



Week 2 Day 8 9:00am – 5:00pm	
12:00	Mission and Promise
12:20	Review adjustments and troubleshooting
12:50	Full set 11
3:00	12
5:10	Break
6:10	Model 13
8:20	Cleanup
8:30	wrap up
	Recap of models: any major concerns you have <ul style="list-style-type: none"> • Communicate expectations for start of next day & arrival time
5:00pm	CLEAN UP

Week 2 Day 9 9:00am – 5:00pm	
12:00	Lash Bath Demo
12:20	Review Refill
	Setup for next models
12:50	Refill MODEL #1 (including 10-minute room sanitation + tweezer sanitation)
2:00	Refill 2
3:10	BREAK
4:10	Refill 3 (including 10-minute room sanitation + tweezer sanitation)
5:20	Refill 4 (including 10-minute room sanitation + tweezer sanitation)
6:30	• Refill 5
7:40	CLEAN UP
7:50	wrap up

Lash Stylist Training Continued



After stylists have completed their first week of hands-on training, they'll need to continue practicing their application timing on full set services **and** refill services. Application practice for refill services is very important! Refill services should **not** be longer than one hour.

Refill Services - Stylist Do's

- Know your start, halfway and finish timing before the service begins. Writing it down and having on your trolley can help!
- Talk out loud with your guest to confirm the style, length and fullness.
 - Once confirmed, begin covering the lower lashes and priming. You can continue to talk with your guest throughout these steps!
- Build the frame! Just like a full set, balance on both eyes is important. The lashes should start and end at the same points. Each quadrant should have the same amount of extensions.
 - Does one eye or quadrant(s) have more lashes than the other eye? Keep this in mind while building the frame.

Refill Services - Stylist Do Not

- Avoid taking longer than 5 minutes of the beginning of the service to talk with your guest before the lower lashes are covered.
 - This will take away time that is crucial to actual extension application.
- Don't assume anything! Not confirming with your guest can lead to larger guest issues.
- Avoid tunnel vision on one eye or only 1-2 quadrants.
 - Apply 5-10 extensions in a quadrant then move on to the next quadrant to apply 5-10 quadrants.
 - Don't avoid the 1st (inner) and 4th (outer) quadrants. These quadrants will significantly help the lashes look more full and complete.

Page 5 will review two agenda options to utilize for stylists continued practice. One agenda option will be for a full day, the other agenda option for a half day. The time will be generic, should you choose a different starting time than the stylists first week of training.

These agenda suggestions can be utilized on 1-2 days. For ample amount of training guests, models from the first week can be leveraged. \$25 refill training guest fees will be up to the Franchisee to determine.

Lash Stylist Training Continued



Week 2 Day 10 9:00am – 5:00pm	
12:00	Training Recap Q &A
12:20	1:1's with each stylist -May need to add more time at EOD depending on number of stylists
12:50	
1:50	REFILL MODEL #6 (including 10-minute room sanitation + tweezer sanitation)
2	REFILL MODEL #7 (including 10-minute room sanitation + tweezer sanitation)
3:10	BREAK
4:10	REFILL MODEL #8 (including 10-minute room sanitation + tweezer sanitation)
5:20	REFILL MODEL #9 (including 10-minute room sanitation + tweezer sanitation)
6:30	#10
7:40	clean up
7:50	wrap up

Day 10 Core Competencies	
Refill Timing	Refill percentages chart, service timing, service expectations, guest communications – see you in two weeks
Removing & Replacing Extensions	How to peel and twist, remove and replace extensions – what a grown-out extension looks like & importance of removing/replacing

Delaney Larson

Education:

- High School Graduate 2017 (Armour High School)
- Certified Nursing Assistant: Took training classes at DWU in 2016 at Mitchell, SD.
- Mott Community College [Transitions School of Cosmetology (Flint MI)]: Had one semester of beauty school and finished the basic course at Transitions School of Cosmetology there.
- Stewart's School: Graduated May 21, 2019
- Certified Lash Extensions: Since Sept of 2019

Skills and Abilities:

Collaboration

- Collaborated with staff and facility and clients
- Worked together with transferring residents, and assisting them with tasks
- Met high expectations caring for residents and their families

Creative

- Created a Mural at the Golden Living Center & Armour High School
- Problem solving with overbooking at salon

Organized

- Organized a Powder Puff Football Game for two years in High School
- Created parent consent forms
- Organized an Art Camp for the Armour Elementary Children
- Did task at the salon such as checking out clients, sold retail, laundry, and booking appointments

Technical

- Charted vitals and medical records
- Receptioning and taking appointment

Experience:

- Activities Assistant: Golden Living Center Armour, SD [2014-2016]
- InHomeCare: FreeLand MI [July 2017-February 2018]
- Certified Nursing Assistant: Armour Care and Rehab Armour, SD [February 2018-2019]
- Smart Styles Salon: [July 2018- Feb 9,2019] 3209 S Louise Ave, Sioux Falls, SD 57106
- The Man Salon [February 2019- Oct 2019]
- Amazing Lash Studio Stylist, Lash stylist trainer, Studio Director [Sept 2019- Present]

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Advanced Training: Nixion, OPI, JOICO, spray tan, Sebastian, microdermabrasion, diamond tip, body waxing, pharmaceutical grade facial, advanced color training, electric nail file, Lash extensions, Certified Lash Stylist Trainer

References:

Thu	8/4/2022	Clocked in 9:00:56 AM	Clocked out at 3:42:18 PM	hours 6.6894
		Clocked in 1:00:51 PM	Clocked out at 2:00:57 PM	hours 1.0017
Fri	8/5/2022	Clocked in 8:58:34 AM	Clocked out at 3:36:51 PM	hours 6.6361
		Clocked in 1:00:03 PM	Clocked out at 2:00:07 PM	hours 1.0011
Mon	8/8/2022	Clocked in 8:00:15 AM	Clocked out at 11:42:37 AM	hours 3.7061
		Clocked in 12:56:07 PM	Clocked out at 3:24:09 PM	hours 2.6172
Tue	8/9/2022	Clocked in 7:47:49 AM	Clocked out at 11:34:53 AM	hours 3.7789
		Clocked in 11:54:52 AM	Clocked out at 4:18:29 PM	hours 4.3953
Wed	8/10/2022	Clocked in 7:49:11 AM	Clocked out at 10:14:10 AM	hours 2.4164
		Clocked in 10:48:10 AM	Clocked out at 4:39:19 PM	hours 5.8525
Thu	8/11/2022	Clocked in 7:44:59 AM	Clocked out at 1:23:57 PM	hours 5.6494
		Clocked in 1:45:09 PM	Clocked out at 4:40:43 PM	hours 2.9261
Fri	8/12/2022	Clocked in 11:44:30 AM	Clocked out at 5:25:12 PM	hours 5.6781
		Clocked in 5:55:32 PM	Clocked out at 8:21:38 PM	hours 2.4354
Mon	8/15/2022	Clocked in 7:49:21 AM	Clocked out at 3:24:03 PM	hours 7.5763
Tue	8/16/2022	Clocked in 7:49:54 AM	Clocked out at 1:06:47 PM	hours 5.2814
		Clocked in 1:34:44 PM	Clocked out at 4:14:52 PM	hours 2.6689
Wed	8/17/2022	Clocked in 7:48:38 AM	Clocked out at 1:27:59 PM	hours 5.6558
		Clocked in 1:49:35 PM	Clocked out at 4:35:11 PM	hours 2.76
Thu	8/18/2022	Clocked in 8:22:41 AM	Clocked out at 2:28:52 PM	hours 6.1031

* Sample of Certificate of Attendance *

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CERTIFICATE OF COMPLETION

This certificate is granted to

First Name Last Name

In honor of successfully completing the requirements for

Stylist Training

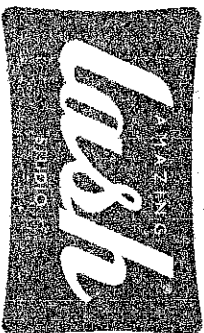
on (Day) of (Month), 20__ (Hours Earned)

Delaney Larson

April & Travis Buysse

Studio Director & Lash Stylist Trainer

Franchise Owner



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Rev. 11/16



Safety/Hygiene/Sanitation/Sterilization

Sterilizing Your Instruments

THIS MUST BE DONE AFTER EACH CLIENT

1. Using a nail brush, wash tweezers with soap and warm water. Brush thoroughly at the tip of the tweezers to remove any residual adhesive. Rinse tweezers, replace nail brush in disinfectant jar with brush down and lid closed.
2. Soak tweezers in the instrument tray in an EPA registered disinfectant solution, such as Barbicide for 10 minutes. Disinfectant container is marked "Used Instruments."
 - A. *Disinfectant solution will consist of an EPA-registered bactericidal, fungicidal, and virucidal disinfectant used in accordance with the manufacturer's instructions.*
3. Using the tongs or rubber gloves remove the tweezers from instrument tray.
4. Rinse tweezers clear of barbicide.
5. Spray or wipe tweezers with rubbing alcohol.
5. **DRY TWEEZERS COMPLETELY** and place into clean, closed container. *No used implements can go into the clean container after this process.*
6. When you are done for the day and completed this process store your container in our designated area.

Sanitation and disinfection of tools

Understanding the basics

→ What is *Sanitation*?

- ◆ Sanitation is the process of cleaning to remove all visible residue and matter.

→ What is *Disinfection*?

- ◆ Disinfectants are chemical agents that destroy all bacteria, fungi, and viruses. Disinfectants are not for use on human skin, hair, or nails.

→ What is *Sterilization*?

- ◆ Sterilization is the complete destruction of all microbial life. Sterilization is commonly achieved through the use of Dry heat autoclave and/or High Pressure Steam.

State Cosmetology Rules and Regulations:

- Stylists are required to ***Disinfect*** and ***Sanitize*** all metal implements used during any service.
 - Tools must be disinfected with a United States Environmental Protection Agency (EPA) approved chemical such as **barbicide**.
-

What happens when we fail to follow protocol?

Because our eyelashes are meant to keep oil, dirt, and bacteria out of our eyes, it's only common sense that our tweezers would become contaminated as well.

Eye infections such as pink eye and styes can easily be spread through tools that are not sanitized properly and/or contaminated barbicide that is not replaced enough.



Proper Steps for Sanitation and Disinfection

Keep a premixed jug of Barbicide ready at all times so barbicide jars are easily filled.

Mixture Ratio: 2 oz of Barbicide per 32 oz of water.
Always pour the solution into water not vice versa.

Barbicide must be replaced a MINIMUM OF 1 TO 2 TIMES PER DAY.

DO NOT leave Tweezers in Barbicide overnight- rusting will occur.

NOTE: Dirty implements should be kept in a tray/pencil box labeled "dirty implements" until ready to begin proper steps below.

1. **Disinfect Tools.** Wash tweezers with a clean nail brush and antibacterial soap.
2. **Spray** tweezers with rubbing alcohol and dry them off.
3. **Sanitize Tools.** Soak in Barbicide mixture for a minimum of 10 mins.
4. Rinse tweezers.
5. Dry tweezers thoroughly.
6. Place tweezers into a separate, clean, closed container.
7. The closed container is labeled "Clean implements"

LASH ROD SANITATION

Sanitizing our lash rods must be done after each guest. If a lash rod is trimmed to better fit a guest eye area, that rod must be thrown away after the service.

For lash rods not trimmed, continue with sanitation:

1. Using a nail brush, scrub lash rods with hot water & soap. Any remaining adhesive must be scrubbed off.
2. Rinse
3. Soak lash rods in instrument tray (separate from tweezers) filled with barbicide mixture for 10 minutes
 - a. Container must be labeled "Used Instruments"
4. Rinse.
5. Dry lash rods
6. Store clean lash rods in a separate, clean, closed and labeled container.

Every rod must be sanitized after each service.

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"To create lasting beauty and confidence through passion, dedication, and excellence so our guests will look and feel amazing!"

Stylist Being Evaluated:	Date of Evaluation:
Evaluation Performed By:	Studio:
Start Time:	End Time:
Total time to complete the service:	Next Timing Goal:

Points ___/30	Objective:	Notes/Feedback
1-5 Score	Suite Set up	
	Suite is thoroughly disinfected after last guest	
	If applicable, new gloves are ready for next guest	
	Nebulizer is clean and filled with fresh water	
	Tools have been disinfected and packaged properly	
	Trolley is organized neatly	
	Lash board is clean and organized, ready for the next guest	

Points ___/30	Objective:	Notes/Feedback
1-5 Score	Greeting/Customer Service	
	Stylist smiles and greets guest - no contact	
	Opens door for the guest and indicates which room they will be in	
	Instructs guest where to hang their bag and where to have a seat	
	Stylist conducts client lash assessment and consultation utilizing the Glam Cam in a timely manner	
	Stylist begins to fill out prescription pad and work ticket notes based off of guest's needs	
	Stylist demonstrates a positive attitude	

Points ___/60	Objective:	Notes/Feedback
1-5 Score	Stylist/Guest Prep	
	Guest is offered a Lash Bath (if they haven't washed already)	

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	Stylist correctly positions themselves - Feet flat on the floor, raises table in order to see through the lash line	
	Turns on lamp away from guests eyes then brings it in slowly	
	Stylist puts on a clean pair of gloves	
	Applies gel pads with guests eyes CLOSED in a timely manner. <ul style="list-style-type: none"> • Gel pads DO NOT pass the inner corner of the eye to sit on the bridge of the nose. (This causes the gel pad to lift) 	
	Applies paper tape in an "x" to secure the gel pad and lower lashes in place. (Paper tape should never be applied straight as this will enter the eye)	
	Roots of the bottom lashes are still visible to ensure safe distance of tape placement.	
	Stylist marks the appropriate quadrants on the gel pad.	
	Uses two lint free applicators and 1 drop of primer to prime the lashes in a swift motion.	
	Applies clear medical tape to lift the lash line while ensuring the eyeball is not exposed.	
	Stylist carefully opens tweezer pouch on the trolley	
	Lash extensions needed for the service are neatly placed on the lash tile.	

NO Score	Objective: Verbal explanation of process	Notes/Feedback
NA Score	Sensitive Application	
	Did the stylist identify any sensitivities the guest may have - Light, gel pads, adhesive fumes, etc	
	Did the stylist offer the guest some eye drops before beginning the application process	
	Did the stylist use sensitive taping if necessary	
	Did the stylist ensure the gel pad/tape isn't sitting too close to the lash line?	
	Stylist discusses the sensitive adhesive option as well as letting the guest know they must come in for refills sooner than later.	



	Stylist attaches the extensions 2-3 mm away	
	Stylist offers the guest to hold the fan should they become irritated.	

Points: ___/40

Objective:

1-5 Score	Adhesive	Notes/Feedback
	Did the stylist select the appropriate adhesive for the humidity percentage in their suite?	
	Is the adhesive bottle labeled with the date opened?	
	Did the stylist shake the bottle for 2 min before dispensing a drop in ring?	
	Did the stylist shake the bottle for 30 seconds for each new drop after the first?	
	Does the stylist refresh the drop of adhesive every 20-30 min	
	Did the stylist dispense the drop on a clean side of the ring?	
	Was the nozzle wiped with table paper?	
	Was the cap secured tightly and the bottle set upright on the trolley?	

Points: ___/25

Objective:

1-5 Score	Application	Notes/Feedback
	<p>Isolation</p> <ul style="list-style-type: none"> • Holds tweezers correctly (3 fingers on tweezer, 2 down on forehead to balance) • Demonstrates dexterity. • Uses tweezer to lift from mid lash to allow isolation tweezer to isolate 1 lash, no lashes crossing at the base. • If open tweezer isolating, stylist does not open tweezer too much or smash bases. 	
	<p>Pick up</p> <ul style="list-style-type: none"> • Balance fingers remain at the brow bone and do not rest on face or cheek bone. • Stylist uses their balance fingers as anchors to come up 	



	Stylist begins reviewing aftercare steps as well as retail education while sealing steps are performed in a timely manner.	
	Separation was thorough and complete while ensuring that each quadrant on both eyes are even.	
	Fan dries lashes for 2-3 minutes.	
	Stylist carefully dispenses 1-2 drops of Super Bonder onto a lint free applicator and applies on top and underneath the natural lashes in a tapping motion. Super Bonder is only applied to the base where the adhesive is. Fan dries lashes for 2 minutes minimum	
	Stylist uses the nebulizer 5 inches away from the guest's eyes applying a light vapor for 30 seconds per eye.	
	Tape and gel pads are gently removed one layer at a time. Extensions are brushed/fluffed to create a uniformed look.	
	Stylist completes prescription pad and work ticket notes	

Points: /15

Objective:

1-5 Score	Manual Lash Removal	Notes/Feedback
	Stylist safely holds bottom natural lash and top extension to separate in a pain free manner. No pulling or ripping through.	
	The stylist's hands are steady and balanced in order to peel the classic extension away from the natural lash	
	The stylist's hands are steady and balanced in order to hold natural lash in place and gently peel the volume fan away.	

Points: /20

Objective:

1-5 Score	Guest Comfort	Notes/Feedback
	Did the stylist ask the guest if they were comfortable throughout the service?	
	Did the stylist remove 1 piece of tape at a time when removing the gel pad to ensure bottom lashes were not pulled out?	



STUDIO

	Was the guest offered the fan before opening their eyes?	
	Was the guest sat up before attempting to step down from the table?	

Points: /15

Objective:

1-5 Score	Lobby	Notes/Feedback
	Did the stylist walk the guest to the retail display and utilize the G.I.V.E. approach when educating the guest on lash retail?	
	Stylist walks the guest to the front counter, sets products down, and hands the prescription pad to the LC.	
	Stylist thanks the guest for coming in and asks that they return in 2 weeks.	

Conversion percentage:	Prebook/Repeat request percentage:
Adjustment percentage:	Upgrade percentage:
Next Steps for Training & Development and Follow Up Date for Trainer & Stylist:	
Overall Score <u> </u> /275	30 day evaluation score range 123-175 60 day evaluation score range 184-225 90 day evaluation score range 205-275

Stylist Signature. _____

Date. _____

Trainer Signature. _____

Date. _____

AFTER EVERY GUEST

AFTER EVERY SHIFT

- Wash hands
- Remove table paper and throw it in the trash
- Throw away all disposable implements used during service
- Disinfect trolley, lash board[s], bolster, neck pillow, and doorknobs with wipes
- Cover table with fresh table paper (can be pulled up over the table from the foot-end of the table)
- Replace used blanket with a clean blanket, and take used blanket to the break room to be laundered
- Sanitize tweezers and scissors in the break room (the break room has three different "used implement" trays: extension tweezers, brow tweezers and scissors, and lash lift rods)
- Scrub tweezers and scissors with antibacterial soap and water, using a nail brush soaked in EPA registered barbicide
- Shake out nail brush and place in barbicide after use - never leave brushes on the counter
- Dry tweezers and scissors completely
- Place tweezers and scissors in EPA registered barbicide, submerging them completely for 10 minutes (must be free of soap and water residue, otherwise it dilutes the barbicide and makes it ineffective) - ensure all implements are separate with their own barbicide containers
- Dry tweezers and scissors
- Spray or wipe tweezers and scissors with alcohol
- Place tweezers and scissors into UV sterilizer for 15-20 minutes (do not put in a UV pouch while in the UV sterilizer)
- Label UV sterilization pouch with "clean, date and time"
- Put on gloves and remove tweezers and scissors from UV sterilizer and place in sterilization pouch

- Complete the tasks below after every shift, in addition to standard tasks after every guest.
- Remove table paper and throw it in the trash (leave table paper off the table overnight)
- Clean and organize lash board[s] - Leave no stray extensions
- Place lash board[s] and items back in bag they were checked out in and check in supplies with manager
- Empty trash and take it out; replace trash bag with a fresh one
- Flip chair and place it at the head of the table
- Sweep floor thoroughly
- Mop/Swiffer floor
- Clean nano mister:
- Turn nano mister upside-down over sink
- Unscrew the cap that holds the distilled water
- Turn cap right-side-up to drain water
- Leave cap off to dry overnight
- Plug in nano mister to charge overnight

BEFORE CLOCKING OUT

- Help with tweezers in need of sterilization
- Remove all necessary food/dishes from the refrigerator and sink
- Check in room supplies to the front designated area
- Check with studio manager, and then clock out
- Obtain credit card slips and cash tips, once the front desk area is clear of guests (do NOT ask consultants for tips while guests are standing at the front desk)

SANITIZING
YOUR
WORK AREA

for

Stylized

lash

2023 CALENDAR

COSMETOLOGY COMMISSION

January	19	Thursday	State Board Exams	Pierre
January	26	Thursday	Commission Meeting (video-conference)	10:00 am CT
March	16	Thursday	State Board Exams	Pierre
March	23	Thursday	Commission Meeting (video-conference)	10:00 am CT
April		NIC Mid-Year Conference		
May	18	Thursday	State Board Exams	Pierre
May	26	Friday	Commission Meeting & School Visits	Watertown/SF
July	20	Thursday	State Board Exams	Pierre
July	27	Thursday	Commission Meeting (video-conference)	10:00 am CT
September	22	Friday	Commission Meeting & School Visits	Rapid City
September	29	Thursday	State Board Exams	Pierre
September/ October		NIC Annual Conference		
November	16	Thursday	State Board Exams	Pierre
November	30	Thursday	Commission Meeting (video-conference)	10:00 am CT

Note: *Calendar is subject to change throughout the year*

South Dakota Cosmetology Commission Examination Schedule (2024)

January 10th

- Session 1: 10:30am CT
- Session 2: 1:30pm CT

February 14th

- Session 1: 10:30am CT
- Session 2: 1:30pm CT

March 13th

- Session 1: 10:30am CT
- Session 2: 1:30pm CT

April 10th

- Session 1: 10:30am CT
- Session 2: 1:30pm CT

May 8th

- Session 1: 10:30am CT
- Session 2: 1:30pm CT

June 12th

- Session 1: 10:30am CT
- Session 2: 1:30pm CT

July 10th

- Session 1: 10:30am CT
- Session 2: 1:30pm CT

August 14th

- Session 1: 10:30am CT
- Session 2: 1:30pm CT

September 11th

- Session 1: 10:30am CT
- Session 2: 1:30pm CT

October 9th

- Session 1: 10:30am CT
- Session 2: 1:30pm CT

November 8th

- Session 1: 10:30am CT
- Session 2: 1:30pm CT

Note: Examination schedule is subject to change throughout the year.

SOUTH DAKOTA COSMETOLOGY COMMISSION

EXECUTIVE DIRECTOR'S REPORT

July 27, 2023

South Dakota State Board Examinations:

State board examinations are on schedule, and we currently have no backlog of applications for examination. We have also added three additional examination dates to allow applicants for examination retakes and instructor examinations to have additional scheduling options.

Personnel Updates:

The Commission office has hired Miranda Wilson to fill the position of Senior Secretary. Miranda comes to the Commission with over two years of experience working in State government as a senior secretary with the Board of Regents.

Fiscal Year 2023:

The Commission office worked with the Department of Labor & Regulation (DLR) fiscal division to close out fiscal year 2023, which ended on June 30, 2023. Net revenue decreased by \$14,851.00, and current trends indicate that operating costs will exceed revenue going forward. The largest encumbrances for the Commission are employee salaries, computer maintenance fees, examination proctoring & licensing fees, education and instruction supplies, printing costs (license paper), and postage.