

MEETING AGENDA
SOUTH DAKOTA COSMETOLOGY COMMISSION
September 20, 2018
Rapid City, SD

Black Hills Beauty College
623 St Joseph St, Rapid City SD

- A. 9:00 am – Call Meeting to Order Tammy Ugofsky
- B. Roll Call..... Crystal Carlson
- C. 1. Tour Black Hills Beauty College Classrooms & Observe Students
2. Meet with Black Hills Beauty College School Representatives
- D. 10:00 am - Recess

Headlines Academy, Inc.
333 Omaha St Ste 6 & &, Rapid City, SD

- E. 10:30 am - Reconvene..... Tammy Ugofsky
- F. Roll Call..... Crystal Carlson
- G. 1. Tour Headlines Academy Classrooms & Observe Students
2. Meet with Headlines Academy School Representatives
- H. 11:30 am– Recess for lunch

Department of Labor & Regulation Office
2330 N Maple Ave Ste 1, Rapid City, SD

- I. 1:00 pm – Reconvene Tammy Ugofsky
- J. Roll Call..... Crystal Carlson
- K. Approval of Agenda
- L. July 27, 2018, Meeting Minutes..... Crystal Carlson
- M. Treasurer’s Report Crystal Carlson
- N. Open for Public Comment
- O. Executive Director’s Report..... Kate Boyd

- P. Disciplinary Actions Violations Committee
1. Case A-2018
 2. Lapsed Case 11-2018
- Q. Executive Session – Exam Content & Inspection Report Forms
1. State Laws/Rules Exam
 2. Instructor State Laws/Rules Exam
 3. Salon/Booth Inspection Report Form
 4. School Inspection Report Forms (Overall school report & individual students)
- R. Commission Policy on Reciprocity Examinations
- S. Two-Tier Esthetics Licensing
- T. Revive Day Spa – Status of Rebecca Wells Apprenticeship (3-month probation)
- U. Pre-approved Provider Applications
1. Electric File Provider Application – Black Hills Beauty College
 2. Electric File Provider Application – Tami Stokes
 3. Eyelash Extensions Provider Application – Black Hills Beauty College
 4. Eyelash Extensions Provider Application – Headlines Academy
 5. Eyelash Extensions Provider Application – Ayla Archer
 6. Eyelash Extensions Provider Application – Kylie Lemke
 7. Eyelash Extensions Provider Application – Tami Stokes
- V. 2019 Meeting & Exam Calendar & Upcoming Meeting Dates for the Remainder of 2018
- 2019 Calendar will be distributed at the September 20 meeting
 - October 4-5, 2018 - NIC Executive Directors Meeting – Seattle, WA
 - October 6-8, 2018 - NIC Conference – Seattle, WA
 - October 25-26, 2018 - State Board Exams - Pierre
 - November 29, 2018 - State Board Exams - Pierre
 - November 30, 2018 – Practical Exam--am & Commission Meeting--pm - Pierre
- W. Other Business
- X. 3:00 pm - ADJOURN

Individuals needing assistance, pursuant to the Americans with Disabilities Act or to join the meeting via teleconference, should contact the Cosmetology Commission (605-773-6193) by Monday, September 17, 2018 to make any necessary arrangements.

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
Pierre, South Dakota
July 27, 2018 (CDT)

President Tammy Ugofsky called the meeting to order at 8:30 am on Friday, July 27, 2018 at the Ramkota Hotel, Lake Lewis & Clark Room located at 920 West Sioux Avenue, Pierre, South Dakota.

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

Secretary-Treasurer Crystal Carlson read the roll and a quorum was established.

Members Present: Crystal Carlson
Lori Little (via teleconference)
Debbie Pageler
Tami Stokes
Tammy Ugofsky

Others Present: Executive Director Kate Boyd
Graham Oey, Staff Attorney, Department of Labor & Regulation
(via teleconference)
Kelsey Skoglund, Cosmetology Commission Staff
Mary Rasmussen, Cosmetology Inspector
Shawn Conder, Utah Esthetician
Rachael Maag, LATI Cosmetology Program
Liz Lloyd, LATI Cosmetology Program
Holly Keszler, Black Hills Beauty College
Wendy Beaumont, Black Hills Beauty College
Joy Poloncic, Black Hills Beauty College
Tom Poloncic, Black Hills Beauty College
Stephanie Williams, Headlines Academy
Desaree Dargatz, Headlines Academy
Caitlin Hoogland, Stewart School
Angela Taylor, Stewart School (via teleconference)

Executive Director Kate Boyd requested that the agenda be amended to include (1) Election of Officers and (2) Violations Committee composition.

Tammy Ugofsky moved approval of the agenda as amended. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Crystal Carlson moved approval of the April 27, 2018 Commission Meeting as presented. Lori Little seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Treasurer Crystal Carlson reported that as of June 30, 2018 the available cash balance is (\$34,811.80) and the Cash Center balance is \$178,326.65. Executive Director Boyd stated that

in the past few years the Commission's revenues are not meeting expenses. She presented five proposed fee increases that could be pursued through administrative rules change. This would result in approximately \$37,000 additional revenues. It was noted that if we raise these fees as proposed, we would be at the cap set by the Legislature for fee amounts. The Commission has not done any fee increases since 2008 when personal license renewals were increased from \$15 to \$20 per year.

Tammy Ugofsky made a motion to pursue an administrative rule change to increase the following fees: Exam Application-raise from \$80 to \$100; Exam Retake Fees-raise from \$40 for one exam, \$50 for 20 exams, and \$60 for 3 exams to, \$60, \$70, and \$80 respectively; Personal License Renewals-raise from \$20 to \$25; Instructor Licenses-raise from \$25 to \$35; Certifications-raise from \$20 to \$25. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Executive Director Kate Boyd's report was included in the Commission meeting packet and is attached to these Minutes. The items reported on included: (1) Effective July 1, 2018 the Cosmetology Commission staff will now provide staff support for the South Dakota Board of Barber Examiners; (2) The administrative rules changes will be presented to the Legislature's Interim Rules Review Committee on August 20, 2018. Following approval by the Rules Review Committee, the rules will be filed with the Secretary of State and become effective 20 days later; HB 1172 became law July 1, 2018 and amends and clarifies the State's open meeting laws. No action is required by the Commission at this time.

Case B-2018 – Tami Stokes made a motion to approve Consent Agreement for Case B-2018 with the following terms:

- a. Nails studio Salon's license, Lic #NS-04791, will be suspended for a period of 14 days beginning September 1, 2018.
- b. The 14 days of suspension will be held in abeyance for a period of 1 year, and Nails Studio Salon's license will not be actively suspended, so long as the following conditions are met;
 - 1) Nails Studio Salon pay a penalty in the amount of \$125.00 to the Commission prior to September 1, 2018, as a condition for the immediate reinstatement of Nails Studio Salon's license pursuant to SDCL 36-15-58.5; and
 - 2) Nails Studio Salon will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission.
- c. Ms. Vuong's license, Lic. #NT-09218, will be suspended for a period of 14 days beginning September 1, 2018.
- d. the 14 days of suspension will be held in abeyance for a period of 1 year, and Ms. Vuong's license will not be actively suspended, so long as the following conditions are met:

- 1) Ms. Vuong pay a penalty in the amount of \$125.00 to the Commission prior to September 1, 2018, as a condition for the immediate reinstatement of Ms. Vuong's license pursuant to SDCL 36-15-58.5; and
 - 2) Ms. Vuong will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission.
- e. Nails Studio Salon and Ms. Vuong will be subject to additional inspections for a period of 1 year from the date of execution of this agreement. Ms. Vuong, as owner of the salon, will make a one-time payment to the Commission for the additional expenses of the inspections in the amount of \$350.00 by September 1, 2018.
- 1) Nails Studio Salon and Ms. Vuong agree and understand that any failed inspection during the abeyance period will result in both licenses being automatically suspended for a period of 24 hours beginning immediately after the failed inspection.
 - 2) Any 24-hour period of suspension shall not count towards the periods of abeyance in paragraph 11 or any of its subdivision above, disciplinary action due to any failed inspection.

12. If, prior to September 1, 2018, Ms. Vuong decides to terminate her salon license and does not apply for a new salon or booth license prior to September 1, 2019, then the \$350.00 for inspections set forth in paragraph 11. e. shall be waived.

- a. if the license termination in paragraph 12 occurs after September 1, 2018, Ms. Vuong shall receive a refund for any inspections not performed up to a maximum of \$300.00

Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Case J-2018 – Tammy Ugofsky made a motion to approve Consent Agreement for Case J-2018 with the following terms:

- a. Ms. Bierwagen's, Cosmetology Lic. #CO-10096 and Darla Bierwagen Booth Lice. #CB-08273 will be suspended for a period of 14 days beginning September 1, 2018.
- b. The 14 days of suspension will be held in abeyance for a period of one year, and neither license will be actively suspended, so long as the following conditions are met:
 - 1) Ms. Bierwagen makes a onetime payment to the Commission in the amount of \$350.00 by September 1, 2018 for the immediate reinstatement of her licenses pursuant to SDCL 36-15-58.5, and to cover the cost of additional inspections.
 - 2) Ms. Bierwagen complies with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of one year beginning on the day this agreement is signed by the Commission.
- c. Any failed inspection during the one year period of abeyance will result in Ms. Bierwagen's personal cosmetology license and Darla Bierwagen Booth's license being automatically suspended for a period of one day beginning immediately after the failed inspection.

Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Lapsed Case 25-2017 – Crystal Carlson made a motion to approve Lapsed Case 25-2017 Consent Agreement with the following terms:

- a. Radiance Day Spa license, Lic. #CS-04071, will be suspended for a period of 10 days with 10 days being held in abeyance; Radiance Day Spa's license will not actively be suspended.
- b. The 10 days of suspension for the salon license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Radiance Day Spa will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:423 for a period of 1 year beginning on the effective date of this agreement;
 - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$175.00, as a condition for the immediate reinstatement of the salon license, to be paid prior to September 1, 2018.

Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Lapsed Case 3-2018 – Crystal Carlson made a motion to approve Lapsed Case 3-2018 Consent Agreement with the following terms:

- a. Ms. Sedy's personal license, Lic. #CO-08314, will be suspended for a period of 5 days beginning May 31, 2018.
- b. The 5 days of suspension will be held in abeyance for a period of 1 year, and Ms. Sedy's personal license will not be actively suspended, so long as the following conditions are met:
 - 1) Ms. Sedy will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission; and
 - 2) Ms. Sedy pay a penalty in the amount of \$100.00 to the Commission prior to May 31, 2018, as a condition for the immediate reinstatement of Ms. Sedy's personal license pursuant to SDCL 36-15-58.5.

Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Lapsed Case 4-2018 – Tami Stokes made a motion to approve Lapsed Case 4-2018 Consent Agreement with the following terms:

- a. Ms. Rische's personal license, Lic. #CO-08409, will be suspended for a period of 10 days beginning September 1, 2018.

- b. The 10 days of suspension will be held in abeyance for a period of 1 year, and Ms. Rische's personal license will not be actively suspended, so long as the following conditions are met:
 - 1) Ms. Rische will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission; and
 - 2) Ms. Rische pay a penalty in the amount of \$100.00 to the Commission prior to September 1, 2018, as a condition for the immediate reinstatement of Ms. Rische's personal license pursuant to SDCL 36-15-58.5.
- c. Camille Rische Booth's license, Lic. #CB-08284, will be suspended for a period of 5 days beginning September 1, 2018.
- d. The 5 days of suspension will be held in abeyance for a period of 1 year, and Camille Rische Booth's license will not be actively suspended, so long as the following conditions are met;
 - 1) Camille Rische Booth will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission.

Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Lapsed Case 8-2018 – Tammy Ugofsky made a motion to approve Lapsed Case 8-2018 Consent Agreement with the following terms:

- a. Davi Nails Salon #2443 license, Lic. #NS-08025, will be suspended for a period of 10 days beginning September 1, 2018.
- b. The 10 days of suspension will be held in abeyance for a period of 1 year, and Davi Nails Salon #2443 license will not be actively suspended, so long as the following conditions are met:
 - 1) Davi Nails Salon #2443 will comply with all laws and regulations relating to their profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission; and
 - 2) Mr. Phung as owner of Davi Nails Salon #2443 pay a penalty in the amount of \$125.00 to the Commission prior to September 1, 2018, as a condition for the immediate reinstatement of Davi Nails Salon #2443 license pursuant to SDCL 36-15-58.5.

Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Lapsed Case 9-2018 – Debbie Pageler made a motion to approve Lapsed Case 9-2018 Consent Agreement with the following terms:

- a. Ms. Fritzsche's personal license, Lic. #CO-06332, will be suspended for a period of 10 days beginning September 1, 2018.

- b. The 10 days of suspension will be held in abeyance for a period of 1 year, and Ms. Fritzsche's personal license will not be actively suspended, so long as the following conditions are met:
 - 1) Ms. Fritzsche will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission; and
 - 2) Ms. Fritzsche pay a penalty in the amount of \$175.00 to the Commission prior to September 1, 2018, as a condition for the immediate reinstatement of Ms. Fritzsche's personal license pursuant to SDCL 36-15-58.5.

Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Lapsed Case 10-2018 – Crystal Carlson made a motion to approve Lapsed Case 10-2018 Consent Agreement with the following terms:

- a. Kerrie Smythe Booth license, Lic. #CB-05400, will be suspended for a period of 10 days beginning September 1, 2018.
- b. The 10 days of suspension will be held in abeyance for a period of 1 year, and Kerrie Smythe Booth license will not be actively suspended, so long as the following conditions are met:
 - 1) Kerrie Smythe Booth will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission; and
 - 2) Kerrie Smythe Booth pay a penalty in the amount of \$100.00 to the Commission prior to September 1, 2018, as a condition for the immediate reinstatement of Kerrie Smythe Booth license pursuant to SDCL 36-15-58.5.

Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to go into Executive Session to review an application for an apprenticeship reinstatement. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

When the Commission returned to regular open session, Lori Little made a motion to deny the reinstatement of the apprenticeship at Leo Thomas Apprentice Salon. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Crystal Carlson made a motion to approve the school license renewal application of Headlines Academy, Rapid City. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Crystal Carlson made a motion to approve the school license renewal application of Lake Area Technical Institute Cosmetology Program. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

In 2012 the Commission began offering State Board Exams in various locations around the state. In the past two years we discontinued Rapid City and Sioux Falls exams and moved the exams back to Pierre. We also continued to administer exams in Watertown two times a year. Crystal Carlson made a motion to move all State Board Exam administration back to Pierre. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Effective January 1, 2018, Cosmetology education hours for licensure in South Dakota are being reduced from 2100 hours to a minimum of 1500 hours. Some of the schools have indicated that they are going to only offer a program of more than 1500 hours. Director Boyd asked the Commission to clarify if the office should certify the minimum required 1500 hours or the actual hours the student earns (if it is more than 1500).

Lori Little made a motion to certify a maximum of 1500 hours of education for any cosmetology education earned after January 1, 2019. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Commission members were reminded of upcoming meeting dates for the remainder of 2018, as noted on the agenda. It was noted that in an effort to combine the November Commission meeting date scheduled for Pierre and the December 2 State Board exam originally scheduled for Watertown, we will instead hold the State Board exams on Thursday, November 29, 2018 in Pierre and Commission meeting on Friday, November 30, 2018 in Pierre.

It was noted that the Governor's Hunt will be held in Pierre the weekend of October 26-28, 2018. State Board exams are scheduled for Thursday and Friday, October 25 and 26. This may affect the availability of hotel rooms for exam administrators and candidates on the night of Thursday, October 25, 2018. The staff was directed to check hotel room availability for October 25 and move the exams to a different date if necessary.

Attorney Graham Oey asked the Commission to decide whether or not they want to continue to have a Commission member service on the Violations Committee with the staff. Staff members who participate on this committee include, attorney, Executive Director, and Disciplinary Action staff member. The Commission would continue to vote on all Consent Agreements or on cases where a formal hearing is held. Oey stated that most boards and commissions rely on staff for the initial violations committee work, with the final voting being done by the board or commission.

Tami Stokes made a motion to have Crystal Carlson service on the Violations Committee for the upcoming year. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tami Stokes made a motion to elect Tammy Ugofsky as President. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to elect Tami Stokes as Vice President. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to elect Crystal Carlson as Secretary-Treasurer. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

The meeting was recessed at 9:45 am and went back into session at 10:00 am.

Shawn Conder was present to provide information on two-tier esthetics licensure. Across the nation states are moving to a basic esthetics license and an advanced or master esthetician license. The advanced esthetics license allows qualified individuals who have completed a higher level of education to perform more invasive procedures. Mr. Conder discussed the different types of microdermabrasion equipment and the safety features of the equipment.

Tami Stokes made a motion to form a task force comprised to two Commission members, cosmetology school representatives and staff to develop draft legislation and request that legislation be introduced in 2019 to allow for two-tier esthetics licensure. The task force will also draft curriculum for the Commission's consideration. If legislation is passed to allow two-tier esthetics licensure, the curriculum would be set later in administrative rule. The motion was seconded by Tammy Ugofsky. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

It was agreed that Tammy Ugofsky and Tami Stokes will serve as the Commission representatives on the task force. The schools will be invited to have an instructor service on the task force as well. Mr. Conder offered to work with the task force. He said that there would be no charge if he participates in conference calls or email discussions.

Tammy Ugofsky made a motion to adjourn. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

President Ugofsky adjourned the meeting at 10:30 am.

Respectfully submitted,

Kate Boyd, Executive Director

Crystal Carlson, Secretary-Treasurer

EXECUTIVE DIRECTOR'S REPORT
July 27, 2018

1. **South Dakota Board of Barber Examiners** – Effective July 1, 2018, the administration of the Barber Board has been assigned to the Cosmetology Commission staff. The two boards will remain as separate entities and it should not affect the Cosmetology Commission members of licensees. It means that the staff will provide services to both cosmetology and barbering.
2. **Cosmetology Administrative Rules** – We have been scheduled to present our updated administrative rules to the Legislature's Interim Rules Review Committee on August 20, 2018. After approval by the Interim Rules Review Committee, the rules get filed with the Office of the Secretary of State and become formally approved 20 days later.
3. **HB 1172 – An Act to revise certain provisions regarding meetings of certain public bodies.** – HB 1172 was passed by the 2018 South Dakota Legislature and signed into law by Governor Dugaard. HB 1172 amends and clarifies requirements for the state's open meeting laws. No action is required by the Commission at this time; this is included in the meeting packets for your information and review.

Aug. 2018

BA20JB60

MONTHLY

PAGE 1,468

BUDGET UNIT 1033

AVAILABLE FUNDS
AS OF: 08/31/2018
FY YEAR REMAINING: 83.38
PAY DAYS REMAINING: 19

DATE 09/01/2018

BUDGET UNIT NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	332,274.00	0.00	0.00	29,649.90	69,439.80	233,184.30	157,802.28
BUDGETED TOT	332,274.00	0.00	0.00	29,649.90	69,439.80	233,184.30	
ALL COMP TOT	332,274.00	0.00	0.00	29,649.90	69,439.80	233,184.30	

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	160,340.00	0.00	0.00	21,190.45	34,536.98	125,803.02	78.5
5102 EMPLOYEE BENEFITS	47,499.00	0.00	0.00	5,511.77	9,005.65	38,493.35	81.0
5203 TRAVEL	40,074.00	0.00	0.00	4,507.81	5,895.41	34,178.59	85.3
5204 CONTRACTUAL SVCS	73,880.00	0.00	29,649.90	12,259.23	18,471.13	25,758.97	34.9
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	867.73	1,530.63	8,950.37	85.4
TOTALS	332,274.00	0.00	29,649.90	44,336.99	69,439.80	233,184.30	70.2

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	160,340.00	0.00	0.00	21,190.45	34,536.98	125,803.02	78.5
5102000 EMPLOYEE BENEFITS	47,499.00	0.00	0.00	5,511.77	9,005.65	38,493.35	81.0
5203000 TRAVEL	40,074.00	0.00	0.00	4,507.81	5,895.41	34,178.59	85.3
5204000 CONTRACTUAL SVCS	73,880.00	0.00	29,649.90	12,259.23	18,471.13	25,758.97	34.9
5205000 SUPPLIES & MATRLS	10,481.00	0.00	0.00	867.73	1,530.63	8,950.37	85.4
PS SUBTOTALS	207,839.00	0.00	0.00	26,702.22	43,542.63	164,296.37	79.0
CE SUBTOTALS	124,435.00	0.00	29,649.90	17,634.77	25,897.17	68,887.93	55.4
COMPANY 6503-I TOT	332,274.00	0.00	29,649.90	44,336.99	69,439.80	233,184.30	70.2

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	157,802.28	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			157,802.28	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			157,802.28	DR **	
BUDGET UNIT TOTAL 1033			157,802.28	DR ***	

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 08/31/2018

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1033 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	4293901	COS-OPERATOR/MANAGER	12,225.00	20,255.00
103300061806	6503	4293969	COS-SALONS LICENSE	6,270.00	10,085.00
103300061806	6503	42939690	LICENSE RENEWAL	35.00	35.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	125.00	150.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	60.00	276.00
103300061806	6503	4293972	COS-PERMITS	2,610.00	3,570.00
103300061806	6503	4293973	COS-SCHOOL LICENSE	300.00	300.00
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIF	1,760.00	2,340.00
ACCT: 4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)			23,385.00	37,011.00 *
ACCT: 42	LICENSES, PERMITS & FEES			23,385.00	37,011.00 **
103300061806	6503	4393903	COS-PENALTY'S	5,000.00	7,490.00
ACCT: 4393	PENALTIES (NON-GOVERNMENTAL)			5,000.00	7,490.00 *
ACCT: 43	FINES, FORFEITS & PENALTIES			5,000.00	7,490.00 **
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	2,610.00	3,770.00
ACCT: 4896				2,610.00	3,770.00 *
ACCT: 48	OTHER REVENUE			2,610.00	3,770.00 **
103300061806	6503	4920045	NONOPERATING REVENUES	2,365.75	2,365.75
ACCT: 4920	NONOPERATING REVENUE			2,365.75	2,365.75 *
ACCT: 49	OTHER REVENUE			2,365.75	2,365.75 **
CNTR: 103300061806				33,360.75	50,636.75 ***
COMP: 6503				33,360.75	50,636.75 ****
B UNIT: 1033				33,360.75	50,636.75 *****

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 08/31/2018

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503								
COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	4293901	C109CC006	08/03/2018	192751L	08/03/2018	1,375.00	DR
6503	103300061806	4293901	C109CC006	08/03/2018	192751L	08/03/2018	1,375.00	CR
6503	103300061806	4293901	C109CC006	08/03/2018	192751L	08/03/2018	1,375.00	CR
6503	103300061806	4293969	C109CC006	08/03/2018	192751L	08/03/2018	840.00	CR
6503	103300061806	4293972	C109CC006	08/03/2018	192751L	08/03/2018	186.00	CR
6503	103300061806	4293901	C109CC007	08/08/2018	192957L	08/03/2018	2,070.00	DR
6503	103300061806	4293901	C109CC007	08/08/2018	192957L	08/03/2018	2,070.00	CR
6503	103300061806	4293901	C109CC007	08/08/2018	192957L	08/03/2018	735.00	CR
6503	103300061806	4293969	C109CC007	08/08/2018	192957L	08/03/2018	50.00	CR
6503	103300061806	4293970	C109CC007	08/08/2018	192957L	08/03/2018	540.00	CR
6503	103300061806	4293972	C109CC007	08/08/2018	192957L	08/03/2018	80.00	CR
6503	103300061806	4293984	C109CC008	08/15/2018	193446AS	08/10/2018	1,300.00	DR
6503	103300061806	4293901	C109CC008	08/15/2018	193446AS	08/10/2018	1,300.00	CR
6503	103300061806	4293901	C109CC008	08/15/2018	193446AS	08/10/2018	1,880.00	CR
6503	103300061806	4293969	C109CC008	08/15/2018	193446AS	08/10/2018	12.00	CR
6503	103300061806	4293971	C109CC008	08/15/2018	193446AS	08/10/2018	300.00	DR
6503	103300061806	4293972	C109CC008	08/15/2018	193446AS	08/10/2018	300.00	CR
6503	103300061806	4293973	C109CC008	08/15/2018	193446AS	08/10/2018	340.00	CR
6503	103300061806	4293973	C109CC008	08/15/2018	193446AS	08/10/2018	945.00	DR
6503	103300061806	4293984	C109CC008	08/15/2018	193446AS	08/10/2018	945.00	CR
6503	103300061806	4293901	C109CC009	08/15/2018	193416AS	08/10/2018	315.00	CR
6503	103300061806	4293901	C109CC009	08/15/2018	193416AS	08/10/2018	300.00	CR
6503	103300061806	4293972	C109CC009	08/15/2018	193416AS	08/10/2018	20.00	CR
6503	103300061806	4293984	C109CC009	08/15/2018	193416AS	08/10/2018	1,275.00	DR
6503	103300061806	4293901	C109CC010	08/22/2018	194105L	08/20/2018	1,275.00	CR
6503	103300061806	4293901	C109CC010	08/22/2018	194105L	08/20/2018	1,275.00	CR
6503	103300061806	4293969	C109CC010	08/22/2018	194105L	08/20/2018	805.00	CR
6503	103300061806	4293970	C109CC010	08/22/2018	194105L	08/20/2018	25.00	CR
6503	103300061806	4293971	C109CC010	08/22/2018	194105L	08/20/2018	48.00	CR
6503	103300061806	4293972	C109CC010	08/22/2018	194105L	08/20/2018	138.00	CR
6503	103300061806	4293901	C109CC011	08/24/2018	194546AS	08/23/2018	955.00	DR
6503	103300061806	4293901	C109CC011	08/24/2018	194546AS	08/23/2018	955.00	CR
6503	103300061806	4293969	C109CC011	08/24/2018	194546AS	08/23/2018	955.00	CR
6503	103300061806	4293970	C109CC011	08/24/2018	194546AS	08/23/2018	595.00	CR
6503	103300061806	4293972	C109CC011	08/24/2018	194546AS	08/23/2018	156.00	CR
6503	103300061806	4293984	C109CC011	08/24/2018	194546AS	08/23/2018	720.00	CR
6503	103300061806	4293901	C109CC012	08/24/2018	194616AS	08/23/2018	2,305.00	DR
6503	103300061806	4293901	C109CC012	08/24/2018	194616AS	08/23/2018	2,305.00	CR
6503	103300061806	4293969	C109CC012	08/24/2018	194616AS	08/23/2018	1,085.00	CR
6503	103300061806	4293972	C109CC012	08/24/2018	194616AS	08/23/2018	840.00	CR

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR	CR
6503	103300061806	4293984	C109CC012	08/24/2018	194616AS	08/23/2018	160.00	CR	
6503	103300061806	4293901	C109CC013	08/31/2018	195157AS	08/30/2018	1,310.00	DR	
6503	103300061806	4293901	C109CC013	08/31/2018	195157AS	08/30/2018	1,310.00	CR	
6503	103300061806	4293901	C109CC013	08/31/2018	195157AS	08/30/2018	1,310.00	CR	
6503	103300061806	4293969	C109CC013	08/31/2018	195157AS	08/30/2018	770.00	CR	
6503	103300061806	4293970	C109CC013	08/31/2018	195157AS	08/30/2018	25.00	CR	
6503	103300061806	4293972	C109CC013	08/31/2018	195157AS	08/30/2018	204.00	CR	
6503	103300061806	4293984	C109CC013	08/31/2018	195157AS	08/30/2018	420.00	CR	
6503	103300061806	4293901	C109CC014	08/31/2018	195203AS	08/30/2018	690.00	DR	
6503	103300061806	4293901	C109CC014	08/31/2018	195203AS	08/30/2018	690.00	CR	
6503	103300061806	4293901	C109CC014	08/31/2018	195203AS	08/30/2018	690.00	CR	
6503	103300061806	4293969	C109CC014	08/31/2018	195203AS	08/30/2018	245.00	CR	
6503	103300061806	4293972	C109CC014	08/31/2018	195203AS	08/30/2018	240.00	CR	
6503	103300061806	4293984	C109CC014	08/31/2018	195203AS	08/30/2018	20.00	CR	
6503	103300061806	4293984	N089080003	08/24/2018	RC19019	08/20/2018	35.00	CR	
6503	103300061806	4293972	R3219RC019	08/10/2018	RC19019	08/10/2018	6.00	DR	
6503	103300061806	4293972	R3219RC019	08/10/2018	RC19019	08/10/2018	6.00	DR	
6503	103300061806	4293972	R3219RC019	08/10/2018	RC19019	08/10/2018	6.00	DR	
TOTAL ACCOUNT GROUP NET CHANGE							23,385.00	CR *	
6503	103300061806	4393903	C109CC006	08/03/2018	192751L	08/03/2018	1,160.00	CR	
6503	103300061806	4393903	C109CC007	08/08/2018	192957L	08/03/2018	820.00	CR	
6503	103300061806	4393903	C109CC008	08/15/2018	193446AS	08/10/2018	340.00	CR	
6503	103300061806	4393903	C109CC009	08/15/2018	193416AS	08/10/2018	240.00	CR	
6503	103300061806	4393903	C109CC010	08/22/2018	194105L	08/20/2018	240.00	CR	
6503	103300061806	4393903	C109CC011	08/24/2018	194546AS	08/23/2018	240.00	CR	
6503	103300061806	4393903	C109CC012	08/24/2018	194616AS	08/23/2018	1,100.00	CR	
6503	103300061806	4393903	C109CC013	08/31/2018	195157AS	08/30/2018	560.00	CR	
6503	103300061806	4393903	C109CC014	08/31/2018	195203AS	08/30/2018	300.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							5,000.00	CR *	
6503	103300061806	4896007	C109CC006	08/03/2018	192751L	08/03/2018	280.00	CR	
6503	103300061806	4896007	C109CC008	08/15/2018	193446AS	08/10/2018	250.00	CR	
6503	103300061806	4896007	C109CC010	08/22/2018	194105L	08/20/2018	320.00	CR	
6503	103300061806	4896007	C109CC011	08/24/2018	194546AS	08/23/2018	1,200.00	CR	
6503	103300061806	4896007	C109CC013	08/31/2018	195157AS	08/30/2018	640.00	CR	
6503	103300061806	4896007	R3219RC019	08/10/2018	RC19019	08/10/2018	80.00	DR	
TOTAL ACCOUNT GROUP NET CHANGE							2,610.00	CR *	
6503	103300061806	4920045	IP18125	08/29/2018	IP18125	08/01/2018	2,365.75	CR	
TOTAL ACCOUNT GROUP NET CHANGE							2,365.75	CR *	
6503	103300061806	52053100	CD907043	08/08/2018		08/01/2018	223.25	DR	
6503	103300061806	52041800	DP907101	08/17/2018		08/08/2018	434.25	DR	
6503	103300061806	52049600	D109CC002	08/08/2018	MC190045AS	08/07/2018	225.13	DR	

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FOR PERIOD ENDING: 08/31/2018

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP CENTER	ACCOUNT	DOCUMENT ID	POST DATE	VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR	
6503 103300061806	52049600	D109CC002	08/08/2018	MC190045AS	08/07/2018	225.13	DR	
6503 103300061806	52049600	D109CC002	08/08/2018	MC190045AS	08/07/2018	225.13	CR	
6503 103300061806	52042300	E109-035	08/31/2018		08/31/2018	6.18	DR	
6503 103300061806	52030100	MP907053	08/24/2018		08/17/2018	130.79	DR	
6503 103300061806	52053500	MS907048	08/10/2018		08/08/2018	432.10	DR	
6503 103300061806	52042000	PL907057	08/17/2018		08/10/2018	328.64	DR	
6503 103300061806	52045300	TL907052	08/08/2018		08/08/2018	169.55	DR	
6503 103300061806	5228000	TI09-014	08/08/2018		08/06/2018	867.28	DR	
TOTAL ACCOUNT GROUP NET CHANGE							2,817.17	DR *
6503 103300061806	82044900	REALE/COSMRNT18	08/24/2018	622559	08/23/2018	1,041.75	CR	
6503 103300061806	82040600	19SC100005 6410	08/24/2018	19SC100005	08/23/2018	2,500.00	CR	
6503 103300061806	82049600	19SC100020	08/08/2018	12358629	08/08/2018	10,500.00	DR	
6503 103300061806	82049600	19SC100020	08/08/2018	12358629	08/08/2018	10,500.00	CR	
6503 103300061806	82049600	19SC100020 1047	08/15/2018	19SC100020	08/14/2018	1,845.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							5,386.75	CR *
TOTAL COMPANY--NET CHANGE							35,930.33	CR **

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MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 08/31/2018

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
COMPANY NO 6503										
COMPANY NAME PROFESSIONAL & LICENSING BOARDS										
6503	103300061806	51010100	CGEX180726	08/01/2018					3,639.33	DR
6503	103300061806	51010100	CGEX180813	08/17/2018					3,809.81	DR
6503	103300061806	51010100	CGEX180828	08/31/2018					3,497.74	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	103300061806	51010200	CGEX180726	08/01/2018					10,946.88	DR *
6503	103300061806	51010200	CGEX180813	08/17/2018					1,718.11	DR
6503	103300061806	51010200	CGEX180828	08/31/2018					4,664.82	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
6503	103300061806	51010300	CGEX180813	08/17/2018					8,383.57	DR *
6503	103300061806	51010300	CGEX180828	08/31/2018					1,500.00	DR
OBJSUB: 5101030 BOARD & COMM MERS FEES										
OBJECT: 5101 EMPLOYEE SALARIES										
6503	103300061806	51020100	CGEX180726	08/01/2018					1,860.00	DR *
6503	103300061806	51020100	CGEX180803	08/03/2018	620680				21,190.45	DR **
6503	103300061806	51020100	CGEX180806	08/17/2018	620679				476.06	DR
6503	103300061806	51020100	CGEX180813	08/08/2018					2.53	DR
6503	103300061806	51020100	CGEX180828	08/17/2018					1.68	DR
6503	103300061806	51020100	CGEX180828	08/31/2018					752.96	DR
6503	103300061806	51020100	CGEX180829	08/29/2018	6365206				438.02	DR
6503	103300061806	51020100	CGEX180829	08/29/2018	640335				4.51	DR
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE										
6503	103300061806	51020200	CGEX180726	08/01/2018					1,678.29	DR *
6503	103300061806	51020200	CGEX180813	08/17/2018					204.96	DR
6503	103300061806	51020200	CGEX180828	08/31/2018					273.78	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	103300061806	51020600	CGEX180726	08/01/2018					738.98	DR *
6503	103300061806	51020600	CGEX180813	08/17/2018					966.54	DR
6503	103300061806	51020600	CGEX180828	08/31/2018					1,050.19	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	103300061806	51020800	CGEX180726	08/01/2018					3,056.93	DR *
6503	103300061806	51020800	CGEX180813	08/17/2018					8.57	DR
6503	103300061806	51020800	CGEX180828	08/31/2018					13.58	DR
OBJSUB: 5102080 WORKER'S COMPENSATION										
6503	103300061806	51020900	CGEX180726	08/01/2018					30.93	DR *
6503	103300061806	51020900	CGEX180813	08/17/2018					1.86	DR
6503	103300061806	51020900	CGEX180828	08/31/2018					2.91	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
OBJECT: 5102 EMPLOYEE BENEFITS										
GROUP: 51 PERSONAL SERVICES										
									6.64	DR *
									5,511.77	DR **
									26,702.22	DR ***

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 08/31/2018

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
6503	103300061806	52030100	MP907053	08/24/2018					130.79	DR
	OBJSUB:	5203010	AUTO-STATE OWNED-IN STATE							
6503	103300061806	52030300	CGEX180803	08/03/2018	620680				130.79	DR *
6503	103300061806	52030300	CGEX180806	08/08/2018	620679				158.34	DR
6503	103300061806	52030300	CGEX180821	08/22/2018	631727				176.40	DR
6503	103300061806	52030300	CGEX180823	08/24/2018	635160				237.72	DR
6503	103300061806	52030300	CGEX180829	08/29/2018	640335				180.60	DR
6503	103300061806	52030300	CGEX180829	08/29/2018	6365206				553.14	DR
6503	103300061806	52030300	CGEX180829	08/29/2018	640336				430.50	DR
6503	103300061806	52030300	CGEX180829	08/29/2018	640336				208.32	DR
6503	103300061806	52031000	AUTO-PRIV (IN-ST.) H/RTE	08/29/2018	00525557	RAMKOTAHOT	12177768	03	1,945.02	DR *
	OBJSUB:	5203100	346916-347208						1,743.00	DR
6503	103300061806	52031400	LODGING/IN-STATE	08/03/2018	620680				1,743.00	DR *
6503	103300061806	52031400	CGEX180803	08/08/2018	620679				22.00	DR
6503	103300061806	52031400	CGEX180806	08/29/2018	6365206				59.00	DR
6503	103300061806	52031400	CGEX180829	08/29/2018	640335				33.00	DR
6503	103300061806	52031500	TAXABLE MEALS/IN-STATE	08/22/2018	631727				147.00	DR *
6503	103300061806	52031500	CGEX180821	08/24/2018	635160				96.00	DR
6503	103300061806	52031500	CGEX180823	08/29/2018	640335				175.00	DR
6503	103300061806	52031500	CGEX180829	08/29/2018	640336				175.00	DR
6503	103300061806	52040600	NON-TAXABLE MEALS/IN-ST TRAVEL	08/29/2018	00525452	NATLINTERS	12114840	02	542.00	DR *
	OBJSUB:	5203150	19SC100005						4,507.81	DR **
	OBJECT:	5203							2,500.00	DR
6503	103300061806	52041600	ED & TRAINING CONSULTANT	08/08/2018	00520634	NATLINTERS	12114840	02	2,500.00	DR *
6503	103300061806	52041600	073118 CC	08/08/2018	00520634	NATLINTERS	12114840	02	445.00	DR
6503	103300061806	52041600	073118 KB	08/08/2018	00520634	NATLINTERS	12114840	02	445.00	DR
6503	103300061806	52041600	073118 KB-2	08/08/2018	00520634	NATLINTERS	12114840	02	100.00	DR
6503	103300061806	52041600	073118 TS	08/08/2018	00520634	NATLINTERS	12114840	02	445.00	DR
6503	103300061806	52041600	073118 TU	08/08/2018	00520634	NATLINTERS	12114840	02	445.00	DR
6503	103300061806	52041800	WORKSHOP REGISTRATION FEE	08/17/2018					1,880.00	DR *
	OBJSUB:	5204160	DP907101						434.25	DR
6503	103300061806	52042000	COMPUTER SERVICES-STATE	08/17/2018					434.25	DR *
	OBJSUB:	5204180	PL907057						328.64	DR
6503	103300061806	52042300	CENTRAL SERVICES	08/31/2018	02260760	SERVALLUNI	12049672		328.64	DR *
6503	103300061806	52042300	E109-035	08/22/2018	02259879	SERVALLUNI	12049672		6.18	DR
6503	103300061806	52042300	2723448	08/15/2018	02259879	SERVALLUNI	12049672		6.18	DR
6503	103300061806	52042300	63238						6.37	DR
6503	103300061806	52042300	JANITORIAL & MAINT SERV						18.73	DR *

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
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AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1033 COSMETOLOGY COMMISSION
CENTER-5 10330 COSMETOLOGY COMMISSION

COMP CENTER ACCOUNT
CNTR: 1033000061806
B. UNIT: 1033

POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
					45,204.27	DR *****
					45,204.27	DR *****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 08/31/2018

AGENCY BUDGET UNIT CENTER-5	10 1033 10330	LABOR & REGULATION COSMETOLOGY COMMISSION COSMETOLOGY COMMISSION	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
<p>COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS</p>							
103300061806	6503	51010100		F-T EMP SAL & WAGES	10,946.88	17,778.00	
103300061806	6503	51010200		P-T/TEMP EMP SAL & WAGES	8,383.57	14,538.98	
103300061806	6503	51010300		BOARD & COMM MBR FEES	1,860.00	2,220.00	
<p>ACCT: 5101 EMPLOYEE SALARIES</p>							
103300061806	6503	51020100		OASI-EMPLOYER'S SHARE	21,190.45	34,536.98	*
103300061806	6503	51020200		RETIREMENT-ER SHARE	1,678.29	2,622.89	
103300061806	6503	51020600		HEALTH/LIFE INS.-ER SHARE	1,738.98	2,622.89	
103300061806	6503	51020800		WORKER'S COMPENSATION	3,056.93	1,264.65	
103300061806	6503	51020900		UNEMPLOYMENT COMPENSATION	30.93	5,055.32	
					6.64	51.70	
						11.09	
<p>ACCT: 5102 EMPLOYEE BENEFITS</p>							
103300061806	6503	52030100		AUTO-STATE OWNED-IN STATE	130.79	149.83	
103300061806	6503	52030200		AUTO PRIV (IN-ST.) L/RTE	.00	94.76	
103300061806	6503	52030300		AUTO-PRIV (IN-ST.) H/RTE	1,945.02	2,990.82	
103300061806	6503	52031000		LODGING/IN-STATE	1,743.00	1,743.00	
103300061806	6503	52031400		TAXABLE MEALS/IN-STATE	147.00	1,375.00	
103300061806	6503	52031500		NON-TAXABLE MEALS/IN-ST	542.00	542.00	
<p>ACCT: 5203 TRAVEL</p>							
103300061806	6503	52040200		DUES & MEMBERSHIP FEES	4,507.81	5,895.41	*
103300061806	6503	52040600		ED & TRAINING CONSULTANT	.00	310.00	
103300061806	6503	52041600		WORKSHOP REGISTRATION FEE	2,500.00	2,500.00	
103300061806	6503	52041800		COMPUTER SERVICES-STATE	1,880.00	1,880.00	
103300061806	6503	52041900		COMPUTER SERVICES-PRIVATE	434.25	868.50	
103300061806	6503	52042000		CENTRAL SERVICES	.00	1,340.40	
103300061806	6503	52042300		JANITORIAL & MAINT SERV	328.64	2,188.56	
103300061806	6503	52044900		RENTS-PRIVATE OWNED PROP.	25.01	25.01	
103300061806	6503	52045100		RENTS-OTHER	1,041.75	2,083.50	
103300061806	6503	52045300		TELECOMMUNICATIONS SRVCS	442.96	442.96	
103300061806	6503	52045400		ELECTRICITY	235.47	471.62	
103300061806	6503	52045500		GARBAGE & SEWER	134.43	242.54	
103300061806	6503	52049600		OTHER CONTRACTUAL SERVICE	8.87	17.75	
					5,234.13	6,100.29	
<p>ACCT: 5204 CONTRACTUAL SERVICES</p>							
103300061806	6503	52050200		OFFICE SUPPLIES	12,259.23	18,471.13	*
103300061806	6503	52050280		OFFICE SUPPLIES	114.95	114.95	
103300061806	6503	52053100		PRINTING-STATE	76.30	95.20	
103300061806	6503	52053500		POSTAGE	223.25	406.90	
103300061806	6503	52055180		HEATING & COOKING FUELS	443.88	896.53	
					9.35	17.05	
<p>ACCT: 5205 SUPPLIES & MATERIALS</p>							
103300061806	6503	5228000		OPER TRANS OUT -NON BUDGT	867.73	1,530.63	*
					867.28	1,721.32	
<p>ACCT: 5228 NONOP EXP/NONBGTD OF TR</p>							
					867.28	1,721.32	*

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 08/31/2018

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
ACCT: 52		OPERATING EXPENSES		18,502.05	27,618.49
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		45,204.27	71,161.12
CENTER: 1033000061806				45,204.27	71,161.12
B UNIT: 1033				45,204.27	71,161.12

**

July 2018

BA20JB60

AVAILABLE FUNDS
AS OF: 07/31/2018
FY YEAR REMAINING: 91.8%
PAY DAYS REMAINING: 22

MONTHLY

PAGE 1,439

DATE 08/04/2018

BUDGET UNIT 1033

BUDGET UNIT NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	332,274.00	0.00	0.00	35,036.65	25,102.81	272,134.54	169,645.80
BUDGETED TOT	332,274.00	0.00	0.00	35,036.65	25,102.81	272,134.54	
ALL COMP TOT	332,274.00	0.00	0.00	35,036.65	25,102.81	272,134.54	

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	160,340.00	0.00	0.00	13,346.53	13,346.53	146,993.47	91.7
5102 EMPLOYEE BENEFITS	47,499.00	0.00	0.00	3,493.88	3,493.88	44,005.12	92.6
5203 TRAVEL	40,074.00	0.00	0.00	1,387.60	1,387.60	38,686.40	96.5
5204 CONTRACTUAL SVCS	73,880.00	0.00	35,036.65	6,211.90	6,211.90	32,631.45	44.2
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	662.90	662.90	9,818.10	93.7
TOTALS	332,274.00	0.00	35,036.65	25,102.81	25,102.81	272,134.54	81.9

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	160,340.00	0.00	0.00	13,346.53	13,346.53	146,993.47	91.7
5102000 EMPLOYEE BENEFITS	47,499.00	0.00	0.00	3,493.88	3,493.88	44,005.12	92.6
5203000 TRAVEL	40,074.00	0.00	0.00	1,387.60	1,387.60	38,686.40	96.5
5204000 CONTRACTUAL SVCS	73,880.00	0.00	35,036.65	6,211.90	6,211.90	32,631.45	44.2
5205000 SUPPLIES & MATRLS	10,481.00	0.00	0.00	662.90	662.90	9,818.10	93.7
PS SUBTOTALS	207,839.00	0.00	0.00	16,840.41	16,840.41	190,998.59	91.9
OE SUBTOTALS	124,435.00	0.00	35,036.65	8,262.40	8,262.40	81,135.95	65.2
COMPANY 6503-I TOT	332,274.00	0.00	35,036.65	25,102.81	25,102.81	272,134.54	81.9

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	169,645.80	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			169,645.80	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			169,645.80	DR **	
BUDGET UNIT TOTAL 1033			169,645.80	DR ***	

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1033 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
	COMPANY NO 6503				
	COMPANY NAME	PROFESSIONAL & LICENSING BOARDS			
103300061806	6503	4293901	COS-OPERATOR/MANAGER	8,030.00	8,030.00
103300061806	6503	4293969	COS-SALONS LICENSE	3,815.00	3,815.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	25.00	25.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	216.00	216.00
103300061806	6503	4293972	COS-PERMITS	960.00	960.00
103300061806	6503	4293984	COS-RECIPROCITY/CERTIF	580.00	580.00
ACCT: 4293		BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		13,626.00	13,626.00 *
ACCT: 42		LICENSES, PERMITS & FEES		13,626.00	13,626.00 **
103300061806	6503	4393903	COS-PENALTY'S	2,490.00	2,490.00
ACCT: 4393		PENALTIES (NON-GOVERNMENTAL)		2,490.00	2,490.00 *
ACCT: 43		FINES, FORFEITS & PENALTIES		2,490.00	2,490.00 **
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	1,160.00	1,160.00
ACCT: 4896				1,160.00	1,160.00 *
ACCT: 48		OTHER REVENUE		1,160.00	1,160.00 **
CNTR: 103300061806				17,276.00	17,276.00 ***
COMP: 6503				17,276.00	17,276.00 ****
B UNIT: 1033				17,276.00	17,276.00 *****

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 07/31/2018

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR	
COMPANY NO 6503								
COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503 1033	71010100	BD07012018	07/02/2018		07/01/2018	160,340.00	CR	
6503 1033	71020100	BD07012018	07/02/2018		07/01/2018	47,499.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE								
6503 1033	72030100	BD07012018	07/02/2018		07/01/2018	40,074.00	CR	
6503 1033	72040100	BD07012018	07/02/2018		07/01/2018	73,880.00	CR	
6503 1033	72050100	BD07012018	07/02/2018		07/01/2018	10,481.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE								
6503 1033	79999999	BD07012018	07/18/2018		07/01/2018	124,435.00	CR *	
TOTAL ACCOUNT GROUP NET CHANGE								
							332,274.00	DR
TOTAL COMPANY--NET CHANGE								
							332,274.00	DR *
							.00	**

COMPANY NO 6503
COMPANY NAME PROFESSIONAL & LICENSING BOARDS

6503 103300061806	4293901	C109CC001	07/06/2018	190373L	07/06/2018	920.00	DR
6503 103300061806	4293901	C109CC001	07/06/2018	190373L	07/06/2018	920.00	CR
6503 103300061806	4293901	C109CC001	07/06/2018	190373L	07/06/2018	920.00	CR
6503 103300061806	4293969	C109CC001	07/06/2018	190373L	07/06/2018	420.00	CR
6503 103300061806	4293971	C109CC001	07/06/2018	190373L	07/06/2018	12.00	CR
6503 103300061806	4293972	C109CC001	07/06/2018	190373L	07/06/2018	18.00	CR
6503 103300061806	4293901	C109CC002	07/09/2018	190425AS	07/06/2018	635.00	DR
6503 103300061806	4293901	C109CC002	07/09/2018	190425AS	07/06/2018	635.00	CR
6503 103300061806	4293901	C109CC002	07/09/2018	190425AS	07/06/2018	635.00	CR
6503 103300061806	4293969	C109CC002	07/09/2018	190425AS	07/06/2018	420.00	CR
6503 103300061806	4293972	C109CC002	07/09/2018	190425AS	07/06/2018	180.00	CR
6503 103300061806	4293984	C109CC002	07/09/2018	190425AS	07/06/2018	20.00	CR
6503 103300061806	4293901	C109CC003	07/20/2018	191448AS	07/20/2018	3,110.00	DR
6503 103300061806	4293901	C109CC003	07/20/2018	191448AS	07/20/2018	3,110.00	CR
6503 103300061806	4293969	C109CC003	07/20/2018	191448AS	07/20/2018	3,110.00	CR
6503 103300061806	4293971	C109CC003	07/20/2018	191448AS	07/20/2018	1,330.00	CR
6503 103300061806	4293972	C109CC003	07/20/2018	191448AS	07/20/2018	150.00	CR
6503 103300061806	4293984	C109CC003	07/20/2018	191448AS	07/20/2018	210.00	CR
6503 103300061806	4293901	C109CC004	07/25/2018	191820AS	07/20/2018	220.00	CR
6503 103300061806	4293901	C109CC004	07/25/2018	191820AS	07/20/2018	2,120.00	DR
6503 103300061806	4293901	C109CC004	07/25/2018	191820AS	07/20/2018	2,120.00	CR
6503 103300061806	4293969	C109CC004	07/25/2018	191820AS	07/20/2018	2,120.00	CR
6503 103300061806	4293970	C109CC004	07/25/2018	191820AS	07/20/2018	840.00	CR
6503 103300061806	4293972	C109CC004	07/25/2018	191820AS	07/20/2018	25.00	CR
6503 103300061806	4293984	C109CC004	07/25/2018	191820AS	07/20/2018	480.00	CR
6503 103300061806	4293984	C109CC004	07/25/2018	191820AS	07/20/2018	40.00	CR

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 07/31/2018

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	4293901	C109CC005	08/01/2018	192189L	07/27/2018	1,245.00	DR
6503	103300061806	4293901	C109CC005	08/01/2018	192189L	07/27/2018	1,245.00	CR
6503	103300061806	4293901	C109CC005	08/01/2018	192189L	07/27/2018	1,245.00	CR
6503	103300061806	4293959	C109CC005	08/01/2018	192189L	07/27/2018	805.00	CR
6503	103300061806	4293971	C109CC005	08/01/2018	192189L	07/27/2018	54.00	CR
6503	103300061806	4293972	C109CC005	08/01/2018	192189L	07/27/2018	72.00	CR
6503	103300061806	4293984	C109CC005	08/01/2018	192189L	07/27/2018	300.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	4393903	C109CC001	07/06/2018	190373L	07/06/2018	300.00	CR
6503	103300061806	4393903	C109CC002	07/09/2018	190425AS	07/06/2018	180.00	CR
6503	103300061806	4393903	C109CC003	07/20/2018	191448AS	07/20/2018	810.00	CR
6503	103300061806	4393903	C109CC004	07/25/2018	191820AS	07/20/2018	800.00	CR
6503	103300061806	4393903	C109CC005	08/01/2018	192189L	07/27/2018	400.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	4896007	C109CC001	07/06/2018	190373L	07/06/2018	480.00	CR
6503	103300061806	4896007	C109CC003	07/20/2018	191448AS	07/20/2018	640.00	CR
6503	103300061806	4896007	C109CC005	08/01/2018	192189L	07/27/2018	40.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	52033100	CD806040	07/05/2018		07/02/2018	183.65	DR
6503	103300061806	52041800	DF806102	07/25/2018		07/18/2018	434.25	DR
6503	103300061806	52049600	D109CC001	07/11/2018	MCI190006AS	07/05/2018	230.16	DR
6503	103300061806	52049600	D109CC001	07/11/2018	MCI190006AS	07/05/2018	230.16	DR
6503	103300061806	52049600	D109CC001	07/11/2018	MCI190006AS	07/05/2018	230.16	DR
6503	103300061806	52030100	E109-016	08/01/2018		07/31/2018	19.04	DR
6503	103300061806	52042000	FM806074	07/25/2018		07/18/2018	1,556.28	DR
6503	103300061806	52053500	MS806047	07/18/2018		07/12/2018	440.80	DR
6503	103300061806	52042000	PL806059	07/18/2018		07/11/2018	277.24	DR
6503	103300061806	52042000	RM806050	07/05/2018		07/02/2018	26.40	DR
6503	103300061806	52045300	TL806052	07/11/2018		07/03/2018	155.68	DR
6503	103300061806	5228000	TL09-005	07/18/2018		07/16/2018	854.04	DR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	82044900	REALES/COSMRNT18	07/27/2018		07/23/2018	12,501.00	DR
6503	103300061806	82044900	REALES/COSMRNT18	07/27/2018	622559	07/23/2018	1,041.75	CR
6503	103300061806	82C40608	18SC100001	07/13/2018	1211484002	07/13/2018	2,500.00	CR
6503	103300061806	82C40608	18SC100001	07/20/2018	1211484002	07/13/2018	2,500.00	DR
6503	103300061806	82C49608	18SC100002	07/13/2018	12358629	07/13/2018	4,245.00	CR
6503	103300061806	82C49608	18SC100002	07/20/2018	12358629	07/13/2018	4,245.00	DR
6503	103300061806	82C41908	18SC100003	07/13/2018	12221150	07/13/2018	8,272.80	CR
6503	103300061806	82C41908	18SC100003	07/20/2018	12221150	07/13/2018	8,272.80	DR
6503	103300061806	82C41908	18SC10011A	07/13/2018	12221150	07/13/2018	2,854.20	CR
6503	103300061806	82C41908	18SC10011A	07/20/2018	12221150	07/13/2018	2,854.20	DR

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 07/31/2018

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR	CR
6503	103300061806	82040600	19SCI000005	07/11/2018	1211484002	07/11/2018	2,500.00	DR	
6503	103300061806	82049600	19SCI00002A	07/18/2018	12358629	07/18/2018	4,245.00	DR	
6503	103300061806	82049600	19SCI00002A	07/18/2018	19SCI00002A	07/18/2018	600.00	CR	
6503	103300061806	82049600	19SCI000020	07/25/2018	12358629	07/24/2018	10,500.00	DR	
6503	103300061806	82041900	19SCI00003A	07/13/2018	12221150	07/13/2018	8,272.80	DR	
6503	103300061806	82041900	19SCI00003A	07/18/2018	19SCI00003A	07/16/2018	1,340.40	CR	
TOTAL ACCOUNT GROUP NET CHANGE							35,036.65	DR	*
TOTAL COMPANY--NET CHANGE							21,938.19	DR	**

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
COMPANY NO 6503										
COMPANY NAME PROFESSIONAL & LICENSING BOARDS										
6503	103300061806	51010100	CGEX180627	07/02/2018					3,586.83	DR
6503	103300061806	51010100	CGEX180711	07/18/2018					3,244.29	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	103300061806	51010200	CGEX180627	07/02/2018					6,831.12	DR *
6503	103300061806	51010200	CGEX180711	07/18/2018					2,260.87	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
6503	103300061806	51010300	CGEX180627	07/02/2018					6,155.41	DR *
6503	103300061806	51010300	CGEX180711	07/18/2018					60.00	DR
OBJSUB: 5101030 BOARD & COMM MBR'S FEES										
OBJECT: 5101 EMPLOYEE SALARIES										
6503	103300061806	51020100	CGEX180627	07/02/2018					13,346.53	DR **
6503	103300061806	51020100	CGEX180711	07/18/2018					441.43	DR
6503	103300061806	51020100	CGEX180712	07/13/2018	603083				485.74	DR
6503	103300061806	51020100	CGEX180718	07/18/2018	604296				3.36	DR
6503	103300061806	51020100	CGEX180718	07/18/2018	604284				5.36	DR
6503	103300061806	51020100	CGEX180718	07/18/2018	604286				2.53	DR
6503	103300061806	51020100	CGEX180718	07/18/2018	604266				2.52	DR
6503	103300061806	51020100	CGEX180718	07/18/2018	604285				1.98	DR
6503	103300061806	51020100	CGEX180718	07/18/2018	604285				1.68	DR
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE										
6503	103300061806	51020200	CGEX180627	07/02/2018					944.60	DR *
6503	103300061806	51020200	CGEX180711	07/18/2018					252.87	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	103300061806	51020600	CGEX180627	07/02/2018					525.67	DR *
6503	103300061806	51020600	CGEX180711	07/18/2018					1,065.93	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	103300061806	51020800	CGEX180627	07/02/2018					1,998.39	DR *
6503	103300061806	51020800	CGEX180711	07/18/2018					9.37	DR
OBJSUB: 5102080 WORKER'S COMPENSATION										
6503	103300061806	51020900	CGEX180627	07/02/2018					20.77	DR *
6503	103300061806	51020900	CGEX180711	07/18/2018					2.00	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
OBJECT: 5102 EMPLOYEE BENEFITS										
GROUP: 51 PERSONAL SERVICES										
6503	103300061806	52030100	E109-016	08/01/2018					4.45	DR *
OBJSUB: 5203010 AUTO-STATE OWNED-IN STATE										
6503	103300061806	52030200	CGEX180718	07/18/2018	604266				3,493.88	DR **
OBJSUB: 5203020										
OBJECT: 51 PERSONAL SERVICES										
GROUP: 51 PERSONAL SERVICES										
6503	103300061806	52030100	E109-016	08/01/2018					16,840.41	DR ***
OBJSUB: 5203010 AUTO-STATE OWNED-IN STATE										
6503	103300061806	52030200	CGEX180718	07/18/2018	604266				19.04	DR *
OBJSUB: 5203020										
OBJECT: 51 PERSONAL SERVICES										
GROUP: 51 PERSONAL SERVICES										
6503	103300061806	52030100	E109-016	08/01/2018					94.76	DR

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
			(IN-ST.) L/RTE							
		AUTO PRIV	(IN-ST.) L/RTE							
6503	103300061806	52030300	CGEX180712	07/13/2018	603083				94.76	DR *
6503	103300061806	52030300	CGEX180718	07/18/2018	604296				213.36	DR
6503	103300061806	52030300	CGEX180718	07/18/2018	604286				415.80	DR
6503	103300061806	52030300	CGEX180718	07/18/2018	604285				234.78	DR
6503	103300061806	52030300	CGEX180718	07/18/2018	604284				114.66	DR
6503	103300061806	52030300	CGEX180718	07/18/2018	604285				67.20	DR
		AUTO-PRIV	(IN-ST.) H/RTE							
6503	103300061806	52031400	CGEX180712	07/13/2018	603083				1,045.80	DR *
6503	103300061806	52031400	CGEX180718	07/18/2018	604296				44.00	DR
6503	103300061806	52031400	CGEX180718	07/18/2018	604284				70.00	DR
6503	103300061806	52031400	CGEX180718	07/18/2018	604286				33.00	DR
6503	103300061806	52031400	CGEX180718	07/18/2018	604286				33.00	DR
6503	103300061806	52031400	CGEX180718	07/18/2018	604266				26.00	DR
6503	103300061806	52031400	CGEX180718	07/18/2018	604285				22.00	DR
		TAXABLE MEALS/IN-STATE TRAVEL								
6503	103300061806	52040200	060118-063019	07/13/2018	00515027	NATLINTERS	12114840	02	228.00	DR *
		DUES & MEMBERSHIP FEES								
6503	103300061806	52041800	DP806102	07/25/2018					1,387.60	DR **
		COMPUTER SERVICES-STATE								
6503	103300061806	52041900	198C10003A 287	07/20/2018	02257048	SMARTSOFTW	12221150		310.00	DR *
		COMPUTER SERVICES-PRIVATE								
6503	103300061806	52042000	FM806074	07/25/2018					434.25	DR
6503	103300061806	52042000	PL806059	07/18/2018					434.25	DR *
6503	103300061806	52042000	RM806050	07/05/2018					1,340.40	DR
		CENTRAL SERVICES								
6503	103300061806	52042300	50721	07/13/2018	02255999	SERVALLUNI	12049672		1,340.40	DR *
		JANITORIAL & MAINT SERV								
6503	103300061806	52044900	REALE/COSMERT18	07/27/2018	02257629	HYDEHOLDIN	12028880		1,556.28	DR *
		RENTS-PRIVATE OWNED PROP.								
6503	103300061806	52045300	TLR06052	07/11/2018					6.28	DR *
6503	103300061806	52045300	1744203570	07/25/2018	00517502	WESTUNIFIE	12142271	02	155.68	DR
6503	103300061806	52045300	8381416X06242018	07/25/2018	00006863	ATTMOBILIT	12279233		14.50	DR
		TELECOMMUNICATIONS SRVCS								
6503	103300061806	52045400	415031401 0618	07/25/2018	02257342	MUNICIPALU	12054968	01	65.97	DR
		ELECTRICITY								
6503	103300061806	52045500	1157898	07/18/2018	00515943	ENVIROTECH	12189816		236.15	DR *
		GARBAGE & SEWER								
6503	103300061806	52049600	D109CC001	07/11/2018	MC190006AS				108.11	DR
									8.88	DR *
									8.88	DR *
									230.16	DR

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 07/31/2018

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	52049600	D109CC001	07/11/2018	MC1900006AS				230.16	DR
6503	103300061806	52049600	D109CC001	07/11/2018	MC1900006AS				230.16	CR
6503	103300061806	52049600	19SC10002A 1039	07/25/2018	00517613	ISOQUALITY	12358629		600.00	DR
6503	103300061806	52049600	6312	07/13/2018	00515027	NATLINTERS	12114840 02		36.00	DR
	OBJSUB: 5204960	OTHER CONTRACTUAL SERVICE							866.16	DR *
	OBJECT: 5204	CONTRACTUAL SERVICES							6,211.90	DR **
6503	103300061806	52050280	18382 JUL18	07/18/2018	00515628	INMANSWATE	12037639		18.90	DR
6503	103300061806	52053100	OFFICE SUPPLIES	07/05/2018					183.65	DR *
	OBJSUB: 5205310	PRINTING-STATE							183.65	DR *
6503	103300061806	52053500	CGEX180712	07/13/2018	603083				4.96	DR
6503	103300061806	52053500	CGEX180718	07/18/2018	604286				6.89	DR
6503	103300061806	52053500	MS806047	07/18/2018					440.80	DR
	OBJSUB: 5205350	POSTAGE							452.65	DR *
6503	103300061806	52055180	68870010003JUN18	07/25/2018	00516939	MONTANADAK	12020954 12		7.70	DR
	OBJSUB: 5205518	HEATING & COOKING FUELS							7.70	DR *
6503	103300061806	5228000	SUPPLIES & MATERIALS	07/18/2018					662.90	DR **
	OBJECT: 5205	T109-005							854.04	DR
	OBJSUB: 5228000	OPER TRANS OUT -NON BUDGT							854.04	DR *
	OBJECT: 5228	NONOP EXP/NONBCTD OP TR							854.04	DR **
	GROUP: 52	OPERATING EXPENSES							9,116.44	DR ***
	COMP: 6503								25,956.85	DR ****
	CNTR: 103300061806								25,956.85	DR *****
	E. UNIT: 1033								25,956.85	DR *****

AGENCY	BUDGET UNIT	CENTER-5	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	LABOR & REGULATION						
1033	COSMETOLOGY COMMISSION						
10330	COSMETOLOGY COMMISSION						
5101	EMPLOYEE SALARIES						
5102	EMPLOYEE BENEFITS						
5103	PERSONAL SERVICES						
5203	TRAVEL						
5204	CONTRACTUAL SERVICES						
5205	SUPPLIES & MATERIALS						
5228	NONOP EXP/NONBGTD OP TR						
52	OPERATING EXPENSES						
6503	PROFESSIONAL & LICENSING BOARDS						
103300061806	6503	51010100	F-T EMP SAL & WAGES	6,831.12	6,831.12	*	
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES	6,155.41	6,155.41	*	
103300061806	6503	51010300	BOARD & COMM MBR'S FEES	360.00	360.00	*	
103300061806	6503	51020100	OASI-EMPLOYER'S SHARE	13,346.53	13,346.53	*	
103300061806	6503	51020200	RETIREMENT-ER SHARE	944.60	944.60	*	
103300061806	6503	51020600	HEALTH/LIFE INS.-ER SHARE	525.67	525.67	*	
103300061806	6503	51020800	WORKER'S COMPENSATION	1,998.39	1,998.39	*	
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION	20.77	20.77	*	
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION	4.45	4.45	*	
103300061806	6503	52030100	AUTO-STATE OWNED-IN STATE	19.04	19.04	*	
103300061806	6503	52030200	AUTO PRIV (IN-ST.) L/RTE	94.76	94.76	*	
103300061806	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	1,045.80	1,045.80	*	
103300061806	6503	52031400	TAXABLE MEALS/IN-STATE	228.00	228.00	*	
103300061806	6503	52040200	DUES & MEMBERSHIP FEES	1,387.60	1,387.60	*	
103300061806	6503	52041800	COMPUTER SERVICES-STATE	310.00	310.00	*	
103300061806	6503	52041900	COMPUTER SERVICES-PRIVATE	434.25	434.25	*	
103300061806	6503	52042000	CENTRAL SERVICES	1,340.40	1,340.40	*	
103300061806	6503	52042300	JANITORIAL & MAINT SERV	1,859.92	1,859.92	*	
103300061806	6503	52044900	RENTS-PRIVATE OWNED PROP.	6.28	6.28	*	
103300061806	6503	52045300	TELECOMMUNICATIONS SVCS	1,041.75	1,041.75	*	
103300061806	6503	52045400	ELECTRICITY	236.15	236.15	*	
103300061806	6503	52045500	GARBAGE & SEWER	108.11	108.11	*	
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE	8.88	8.88	*	
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE	866.16	866.16	*	
103300061806	6503	52050280	OFFICE SUPPLIES	6,211.90	6,211.90	*	
103300061806	6503	52053100	PRINTING-STATE	18.90	18.90	*	
103300061806	6503	52053500	POSTAGE	183.65	183.65	*	
103300061806	6503	52055180	HEATING & COOKING FUELS	452.65	452.65	*	
103300061806	6503	52055180	HEATING & COOKING FUELS	7.70	7.70	*	
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	662.90	662.90	*	
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	854.04	854.04	*	
103300061806	6503	5228	NONOP EXP/NONBGTD OP TR	854.04	854.04	**	
103300061806	6503	52	OPERATING EXPENSES	9,116.44	9,116.44	**	
103300061806	6503	PROFESSIONAL & LICENSING BOARDS		25,956.85	25,956.85	***	
103300061806	6503	PROFESSIONAL & LICENSING BOARDS		25,956.85	25,956.85	****	

BA0215V1 08/04/2018

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 07/31/2018

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
B UNIT: 1033				25,956.85	25,956.85

B UNIT: 1033

**SOUTH DAKOTA COSMETOLOGY COMMISSION
EXECUTIVE DIRECTOR'S REPORT**

September 20, 2018

1. **Administrative Rules** – I appeared before the Legislature's Interim Rules Review Committee on August 20, 2018 to present our administrative rules changes that were the result of legislation passed during the 2018 Legislative Session. The rules adoption procedure was deemed complete by the Rules Review Committee. The appropriate information was filed with the Secretary of State's Office on August 21, 2018, with the rules becoming final on September 10, 2018.

I am in the process of submitting the appropriate forms to increase the fee levels voted on by the Commission at the July meeting. This will require a public hearing on the draft rules. You will be informed when that conference call meeting will be held.

2. **Status of Cosmetology Commission Staff – (1) Inspector** - Nancy LaBrie from Aberdeen has been hired as an Inspector to handle the northeastern part of the state. She replaces Karen Dossett, who retired after many years of service to the Commission. Nancy was previously a Cosmetology Inspector when she lived in Pierre. Her official day of hire was September 10, 2018. **(2) Office Secretary** – We are in the process of interviewing candidates to fill the vacant secretarial position in the office.
3. **Transfer Worksheet** – With the upcoming reduction in cosmetology education hours, we need to revise the allowable transfer hours between cosmetology, esthetics, and nail technology. I am requesting that a member of the Commission work with me on this and that we bring a proposal for the Commission's consideration at the November 30, 2018 meeting.

Commission Policy on Reciprocity Applications

Shown below is the current Commission policy on reciprocity applications and testing requirements.

Cosmetology Reciprocity

- (1) State Laws/Rules Exam - Provided they came from a state where they were required to take both a practical and theory examination.
- (2) Practical Hands-On Exam & State Laws/Rules Exam - If the applicant came from one of the eleven states that does NOT administer a practical exam, the applicant is required to take the NIC practical exam in South Dakota. They are not required to retake the NIC theory exam if they have already taken a theory examination.

Esthetics and Nail Technology Reciprocity

All esthetics and nail technology reciprocity applicants are required to take full State Board Examination in South Dakota. Those exams include:

- (1) NIC Practical Hands-on Examination
- (2) NIC Written Theory Examination
- (3) South Dakota Laws/Rules Examination

The policy that required full State Board Exams for Esthetics and Nail Technology reciprocity applicants was developed for two reasons: (1) The hours of education are significantly lower than for cosmetology, and (2) to try to stem the licensing of individuals with fraudulent documents. (Note: in 2008 and 2009 the Commission revoked several licenses for individuals who had purchased their education hours but not actually attended school.) By testing applicants, the Commission was assured that the individual possessed the ability to protect and public and themselves.

In the past 6-7 years of requiring full State Board Examinations for Esthetics and Nail Technology reciprocity applicants, I have observed that in very few cases does any applicant fail the practical exam. They, however, frequently fail the written theory exam and sometimes fail the state laws/rules exam.

I would like to suggest that the Commission consider changing its policy regarding Esthetics and Nail Technology reciprocity applicants. Some options would be:

- (1) NIC Written Theory Examination and South Dakota Laws/Rules Examination (if licensed less than five years)
- (2) South Dakota Laws/Rules Examination (if licensed more than five years)

The Commission may choose one of these options, decide on a different course of action, or continue to require full State Board Exams for Estheticians and Nail Technicians.

DRAFT

2 Tier Esthetics

We would like to see the introduction of a Master Esthetician License in SD, providing a 2 tier licensure for practitioners.

Definitions:

Master Esthetician means: an individual who is licensed to engage in the practice of master-level esthetics.

Practice of Master-level esthetics means:

- the care of the skin for compensation including all of the methods allowed in the definition of the practice of esthetics.
- any of the following when done for cosmetic purposes on the body and/or skin and not for the treatment of any medical, physical, or mental ailments:
 - body wraps as defined by rule
 - hydrotherapy as defined by rule
 - microdermabrasion
 - advanced extractions by
 - aromatherapy preparations as defined by rule
 - esthetic preparations and procedures with the use of hands or a mechanical or electrical apparatus which is approved for use by division rule for the purpose of beautifying or cosmetic purposes to skin and/or body
 - temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, mechanical or electrical apparatus and appliances
 - medium depth chemical peels as defined by rule
 - advanced diseases and disorders of the skin
 - anti-aging resurfacing enhancements as defined by rule
 - photo-rejuvenation as defined by rule
 - lash enhancements such as lash tinting, lash lifting/perming, brow tinting, semi-permanent eyelash extensions as defined by rule

Education and Hours:

The master esthetician will provide satisfactory documentation of an additional 600 hours of training at a state licensed school or reciprocity will be extended for out of state education as provided by current law, for a total of 1200 hour of education.

The master esthetician will provide satisfactory documentation of

- completion of at least 1200 hours of training at a licensed or recognized esthetics school, except that up to 600 hours toward the 1200 hours may have been completed at a licensed or recognized cosmetology/barbering school , if the applicant graduated from the school and its curriculum consisted of at least 1500 hours of instruction.

Licensing:

Licensing applications and fees will be as per set forth in current law and rule.

Each applicant for licensure as a master esthetician shall:

- submit an application
- pay a fee determined by the commission
- be of good moral character
- provide satisfactory documentation of 1200 hours of training
- meet the examination requirement establish by division rule

The following items may be addressed by administrative rules and can be discussed in further meetings but are for thought going forward.

Curriculum:

Curriculum will be set forth as per division rule

Accepted textbooks would include: Milady, Pivot Point, and any other upon board review and approval.

Master esthetics education will be provided by state licensed instructors who have also achieved the level of master esthetician. This may be achieved by education and/or providing the board documentation of advanced education in the services listed in the practice of Master Esthetics.

Reciprocity:

Upon passing of the required examinations a master esthetician license will be issued to

- an applicant who submits the approved application and fee and provides proof that the applicant is currently licensed in good standing in esthetics in any state, territory, etc. or a certified credential awarded by the national coalition of estheticians, manufacturers/ distributors and associations.
- an applicant that provides proof that they are currently licensed and in good standing and the the licensing state has licensure requirements that the director determines are substantially equivalent to a master esthetician in this state; or
- the applicant has certification or a diploma or other credential that has licensure requirements that are substantially equivalent to the degree listed earlier

Grandfathering:

Any person holding an active license in good standing as an esthetician prior to implementation of the 2-tier esthetic licensing may be licensed as an esthetician licensee after paying the appropriate license fee.

After implementation of the 2-tier esthetic licensing, an applicant for a master esthetician license must have an active license in good standing as an esthetician, pay the appropriate

license fee, and provide the commission with proof of having satisfied one or more of the following requirements:

- A minimum of 50 hours employments as a provider of medium depth peels, or 40 hours of training in theory and application of medium depth peels
- A national or international diploma or certification in esthetics that is recognized by the department by rule
- an instructor in esthetics who has been licensed as an instructor in esthetics by the department for a minimum of 3 years and can provide the commission with proof of further certification in practices constituting master esthetics and pass both the NIC master esthetics theory and practical exams.

Additional Considerations:

Due to the ever changing profession of esthetics there will be continuing education hours required for yearly renewal as provided for in current law and to be defined by rule.

In order to provide for the safety of the public the board will require continuing proof of liability insurance for the practice of master esthetics as defined by rule.

Status of three-month probationary period apprentice Rebecca Wells at Revive Day Spa, Aberdeen

Rebecca Wells apprenticeship at Revive Day Spa has been going well. The weekly timesheets have been submitted in a timely manner. They have passed their monthly apprentice salon inspections.

The staff recommends the Commission approve Rebecca Wells to continue her apprenticeship at Revive Day Spa following the three-month probation period.

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

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

APPLICATION FEE: \$100 (Non-refundable)

Check or money order payable to: Cosmetology Commission

GENERAL PROVIDER INFORMATION

Provider's Name: Black Hills Beauty College

Provider's Address: 623 St. Joe Street

STREET
Rapid City SD 57701
CITY STATE ZIP

Contact Name: Holly Keszler Tel: (605) 342-0697

Fax: (605) 342-6886 Email: holly@bhbeautycollege.com

Check one: Individual Provider Company Provider

COURSE INFORMATION

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

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

Name of Course: Electric File Safety + Sanitation Continuing Education Clock Hours: 8
All continuing education in South Dakota must emphasize safety and sanitation Do not include breaks and meals

Location of Course: Black Hills Beauty College 623 St. Joe Street
BUSINESS NAME STREET
Rapid City SD 57701
CITY STATE ZIP

Initial Course Offering Date: As needed Time: 8-4:30

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: Holly Keszler

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.

Teaching at Black Hills Beauty College for 27 years in both the classroom + clinic floor plus the knowledge I have gained through continuing education + writing curriculum for the electric file class has prepared me to teach this class.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. Attendees that are currently licensed will need to sign in + out when they arrive to class + for their breaks

- 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): Holly Keszler

Signature: Holly Keszler Date: 8/29/18

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: ____/____/____

Electric File Safety & Sanitation
Continuing Education Class Agenda
Agenda

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

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

VI. 2:30-3:00 - Important things to remember

VII. 3:00-3:30 - Nail Enhancement Maintenance

a) What bits to use for each nail service

VIII. 3:30-4:15 - Electric Files For Pedicure

IX. 4:15 -4:30 - Trouble Shooting

Black Hills Beauty College
(NT100lp)
Lesson Plan

UNIT OR SUBJECT

TLC - Nail Technology

TOPIC

Electric File

LESSON OBJECTIVE

The students will be able to safely use the Electric File with skill, understanding what each bit is used for, knowledge of safety techniques, and provide many benefits to enhance today's nail services.

FACILITY USED

TLC

TIME ALLOTMENT

8 Hours

MATERIALS & EQUIPMENT

Table set-up	Electric File	Polish	Dappen dishes
Student tables	Bits	Base Coat	Sable nail brush
Disinfectant	Antiseptic	Top Coat	Nail brush
Towels	Lotion	Nail Dry	Gloves
Bit Cleaning Brush	Polish Remover	Monomer	Dust mask
Glass Bowl	Exfoliate	Polymer	
Spray Bottle (water)	Towel warmer	Primer	
Sanding Bands (fine, medium, coarse)	3-way Buffer	Nail form	

PRINTED MATERIALS

Medicool bits and brushes flyer
Index cards
Blood Exposure procedure

AUDIO & VISUAL AIDS

Power Point

SPECIAL RESEARCH

Electric file sign up
You-tube tutorial
Medicool DVD

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Facebook announcing class date
Confirm class sign up list
Set-up supplies
Disinfecting center
Antiseptic examples
Sculpture nail set-up
Pedicure set-up
Bring in tables
Certificates prepared

MATERIALS STUDENTS SHOULD BRING TO CLASS

Note pad
Paper
Index cards

MOTIVATION TO BE USED

Students will be able to use the Electric File on the clinic floor for nail services; to reduce time, perfect skills and understanding. Students will also be able to fulfill the State Board continuing education requirement of completing 8 hours.

LESSON OUTLINE

8:00 - 8:30	Sign in and Introduction
8:30 - 10:00	Power Point Safety and Sanitation and demonstration
10:00 - 11:00	Power Point Choosing an Electric File
11:00 - 12:00	Power Point All about Bits
12:00 - 12:30	Lunch
12:30 - 1:30	Electric File Techniques: Holding the Electric File Inserting Bits Bit Angles Important things to remember Maintenance
1:30 - 2:00	Medicool Waterless Pedicure DVD
procedure and	set-up.
2:30 - 3:30	Pedicure hands-on Surface Work Cuticle Work
3:30 - 4:15	Sculpture Nail demonstration
4:15 - 4:30	Conclusion and Certificates

SUMMARY AND/OR CONCLUSIONS

Upon completion students will have thorough knowledge to begin utilizing the Electric File for all their Nail Care services.

HOLLY KESZLER

1402 WHITETAIL DR, STURGIS, SD 57785, 605-490-2865

OBJECTIVE

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

EXPERIENCE

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

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

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

- Hairstylist
- Bookkeeper
- Payroll

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

- Hairstylist

EDUCATION

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

- Hairstylist of the Year

REFERENCES

References are available on request.

Holly Keszler

South Dakota

IC-06066-2018

CO-015210-2018

ELECTRIC FILE CERTIFICATE

AWARDED TO

Linsy Saenz

For completing 8 Hours of Continuing Education

Awarded this 11th day of January , 2017

Presenter Name and Title

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

500 E Capitol Ave, Pierre, SD 57501
Tel: 605.773.6193 Fax: 866.326.7175 cosmetology.sd.gov

CONTINUING EDUCATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider's Name: STUDIO 19 LASH BAR & SALON

Provider's Address: 521 MAIN ST

RAPID CITY SD 57701
STREET CITY STATE ZIP

Contact Name: TAMI STOKES Tel: (605) 690-8248

Fax () - Email: studio19onmain@gmail.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: STUDIO 19 ELECTRIC NAIL FILE Credit Hours: 8
All continuing education in South Dakota must emphasize safety and sanitation *Do not include breaks and meals*

Location of Course: STUDIO 19 LASH BAR & SALON 521 MAIN ST
BUSINESS NAME STREET
RAPID CITY SD 57701
CITY STATE ZIP

Initial Course Offering Date: 9.22.18 Time: 9 AM 5:30 PM

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, zip.

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: TAMI LEE STOKES

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 the

STUDIO 19 HAS A STRONG COMMITMENT TO EDUCATION AND INFECTION CONTROL, SAFETY & SANITATION. WITH OVER 20 YEARS IN THIS INDUSTRY STUDIO 19 CAN PROVIDE COMPREHENSIVE EDUCATION TO THOSE WISHING TO PURSUE THEIR NAIL CAREERS.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. BASIC SIGN-IN/SIGN-OUT FORMAT BY SIGNATURE FOR DAY IN, BREAKS, LUNCH, DAY OUT.

- 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.

SIGNATURE

Person completing this application (Please print): TAMI LEE STOKES

Signature: *Tami Lee Stokes* Date: 8/31/18

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

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

COMMISSION USE ONLY	
<input type="checkbox"/> Approved	Hours: _____ Course Approval Number: _____
<input type="checkbox"/> Denied	Reason: _____
Reviewed by: _____	Date: ____/____/____

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

8 HR ELECTRIC NAIL FILE CERTIFICATION COURSE OUTLINE

Arrive at 8 a.m.

Check-in/Hand-outs/Class time

Introduction/ Review Class Expectations (1/2 hr)

Hand out training manuals and Set up Electric Nail Files (1/3 hr)

Nail Drill Speeds, Safety and Sanitation (1 1/2 hours)

Break (15 min)

Proper Use of Electric Nail File (2 hours)

Lunch Break (1/2 hour)

Demonstrations on Mannequin of Proper Safety, Sanitation, and Use of Electric Nail File(2 hours)

Break (15 min)

Demonstrate Proper File Bit Selection, Disinfection, and Identifying Injuries of the Nails (1 1/2 hours)

Check out and go home at 5 p.m.

DATES AND TIMES COURSE OFFERED

1. SEPTEMBER 22, 2018 @ STUDIO 19
2. OCTOBER 21, 2018 @ STUDIO19
3. NOVEMBER 10, 2018@ STUDIO19
4. NO COURSES OFFERED DURING DECEMBER 2018 DUE TO HOLIDAYS
5. JANUARY 18, 2019 @ STUDIO19
6. FEBRUARY 8, 2019 @ STUDIO19
7. MARCH 8, 2019 @ STUDIO19
8. APRIL 5, 2019 @ STUDIO19
9. MAY 10, 2019 @ STUDIO19
10. JUNE 28, 2019 @ STUDIO19
11. JULY 26, 2019 @ STUDIO19
12. AUGUST 17, 2019 @ STUDIO19

***** COURSE DATE AND TIMES ARE SUBJECT TO CHANGE UPON APPROVAL OF SD COSMETOLOGY COMMISSION**

***** ADDITIONAL COURSES MAY BE SCHEDULED WITH STUDIO 19 UPON REQUEST AND APPROVAL**

***** ALL COURSES WILL BE HELD AT THE FOLLOWING:
STUDIO 19 LASHES 521 MAIN STREET, RAPID CITY SD
57701**

FOR COURSE DESCRIPTION AND CONTENT OR FOR COURSE REQUEST PLEASE CONTACT STUDIO 19 AT (605)690-8248 OR STUDIO19ONMAIN@GMAIL.COM

TAMI STOKES

319 Gold Street Lead, SD 57754 | (605)690-8248 | studio19onmain@gmail.com

Skills Summary

SD licensed Cosmetologist currently with 20+ years experience SD License # CO-09617-2018

SD licensed Nurse currently with 10+ years experience. SD License # P009886

FL licensed Permanent Makeup Artist currently with 8+ years experience.

Education

Degree / Date of Graduation

Cosmetology degree/ 1991 in Minnesota

Nursing degree / 2006 in South Dakota

Experience

MARIE'S BEAUTY - ROSEVILLE, MN

Nail Tech/ 1991-1994

Provided clients with manicures, pedicures, acrylic nails, and nail art.

PIVOT POINT BEAUTY – CHICAGO, IL

Cosmetologist/ 1994-2004

Full service salon focusing on providing the cutting edge of all aspects of beauty to all clients.

NAIL STUDIO – SIOUX FALLS, SD

Nail Tech/ 2008-2010

Full service nail salon providing manicures/ pedicures/ acrylic nails/ gel nails/ airbrush designs/nail art

Sharon's

Cosmetologist/ 2010-2012

Full service salon with an emphasis on esthetics and makeup

SiBelle Salon

Cosmetologist/ 2012-2014

Provide clients with all services offered in this trendy upscale salon.

Studio 19 Lashes and Salon

Owner-Operator/ 2014-present

Offering the finest in Eyelash Extensions and Permanent Makeup as well as providing continuing education and advance techniques trainings.

Golden Living Center

Nursing Service/ 2006-2007

Geriatric nursing

STAT Nursing

Short Distance Travel Nurse/ 2007-2008

Provide interim nursing services for Clinics, Hospitals, ER's, nursing homes, and Assisted Living Centers on an on-call basis.

AACO Nursing Service

Travel Nurse/ 2008-2012

Travel to long term assignments providing interim nursing services as needed

Continuing Education

Nursing for Wound Care/ 12-hour course developed to provide nurses with an understanding of the changing face of wound care today.

Alzheimer's Management/ 8-hour seminar to help nurses manage Alzheimer's Disease in the long-term care-memory unit setting

You MUST Sign IN and OUT for Beginning of Day, Each Break including lunch and at the End of each Day.

EXAMPLE

TIME IN/OUT SIGNATURE TIME IN/OUT SIGNATURE

DAY 1

DAY 1

8:00 AM IN Jamie Stokes

10:10 AM OUT BREAK Jamie Stokes

10:25 IN Jamie Stokes

12:25 OUT LUNCH Jamie Stokes

12:55 IN Jamie Stokes

2:55 OUT BREAK Jamie Stokes

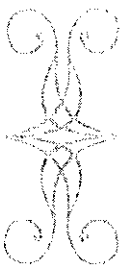
3:10 IN Jamie Stokes

5:10 OUT END OF DAY Jamie Stokes

DAY 2

DAY 2

Certificate of Training



this certifies that

Tami Stokes

has successfully completed

the 8 hour Studio 19 Electric Nail File Training – SD State Approved
Continuing Education Course on October 21, 2018

Signed _____

Provider Number: ECE- 0006-2017

Date October 21, 2018

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

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

APPLICATION FEE: \$100 (Non-refundable)

Check or money order payable to: Cosmetology Commission

GENERAL PROVIDER INFORMATION

Provider's Name: Black Hills Beauty College

Provider's Address: 623 St. Joe Street

STREET
Rapid City CITY SD 57701
STATE ZIP

Contact Name: Wendy Beaumont Tel: (605) 342-0697

Fax: (605) 342-6886 Email: wendy@bhbeautycollege.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: 16
All continuing education in South Dakota must emphasize safety and sanitation *Do not include breaks and meals*

Location of Course: Black Hills Beauty College 623 St. Joe Street
BUSINESS NAME, STREET
Rapid City SD 57701
CITY STATE ZIP

Initial Course Offering Date: As needed Time: 8-4:30 = 2 days

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: Wendy Beaumont

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.

I have taken many continuing education classes on various types of eyelash extensions. I feel that with my years of experience in the salon + teaching at Black Hills Beauty College I have gained trust in my students + their clients to apply eyelash extensions

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. When attendees arrive they will need to sign in + they will also need to sign in + out at all breaks on the sheet provided

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): Holly Keszler

Signature: [Signature] Date: 8/29/18

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: ____/____/____

Wendy Beaumont

16815 Eldorado Ct. Piedmont SD 57769 605-430-3216

OBJECTIVE

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

EXPERIENCE

10/5/2015 TO PRESENT Black Hills Beauty College Rapid City SD
Senior Instructor

- *oversee the clinic floor
- *instruct on the clinic floor and classroom
- *prepare lesson plans and curriculum

10/1/2006 TO 10/1/2015 Owner/Stylist Salon and Spa

9/1/2005 TO 9/1/2006 Sales Representative for Aerial Beauty Supply

- *salon visits
- *sales reports

11/1/1995 TO 8/1/2005 Owner/Stylist Salon

EDUCATION

9/1985-9/1986 Black Hills Beauty College Rapid City SD

Cosmetologist

4/2007

Peels Beauty Supply

Rapid City SD

Nova Lash

(now Salon Sentric)

6/2016

Las Vegas Esthetics Conference

Las Vegas NV

Lash Bomb

8/7/2017

Pash Lashes

Casper WY

Camellia Volume

Wendy Beaumont

South Dakota

IC-04848-2019

CO-03751-2019

Black Hills Beauty College
Eyelash Extension Class Itinerary

- I. Day 1: Introductions & classroom rules
 - a. Parts of the Human Eye
 - b. Diseases & Disorders of the Human Eye
 - i. Contraindications
 - ii. Allergic Reactions/ Patch Test
 - iii. Eyelash Mites
 - iv. Cleansing of the Eyelash Extensions
 - c. Consultation
 - i. Client Consultation
 - ii. Record Keeping
 - iii. Disclosure Statement
 - iv. Before & After Photos
 - d. Stages of Hair Growth
 - e. Mapping the Eye
 - i. Lash Selection
 1. Color
 2. Lash Curvature
 3. Lash Length & Diameter
 4. Selecting the Style the client desires & what will work with their eye shape, lash growth & condition
 - f. Humidity & Temperature of Work Space
 - g. Adhesives
 - i. Trouble Shooting
 - ii. Speed of Application
 - h. Tools & implements
 - i. Go through each item and explain usage
 - i. Placement of Eye Pad & Tape
 - i. Proper Eye Pad Placement
 - ii. Taping
 1. Tape to spread out natural lashes
 2. Tape to lift natural lashes
 3. Taping to keep lower lashes down
 4. Marking the tape to correlate with the mapping of the lashes
 - j. Proper Lash Placement
 - i. Explain how to properly apply adhesive to lash extension
 - ii. Explain how to properly apply the lash extension onto the natural lash
 - iii. Demonstrate
 - k. Students Begin Practice on Mannequins
 - i. Eye Pad Placement
 - ii. Tape Placement
 - iii. Artificial Lash Strip

- iv. Mapping the Lashes
 - v. Marking the Tape for Lash Mapping
 - vi. Instructor Demonstrates Lash Isolation & Placement
- II. Day II: Review
- a. Watch Video on Lash Isolation & Placement for Review
 - b. Q & A
 - c. Models
 - i. Students will need to have two models (one in the morning & one in the afternoon)
 - ii. Students will need to complete a consultation, before & after photos and complete preparation of lash extensions & a full application of lash extensions on two models before completion of the class.
 - d. Retouch Application
 - e. Pricing
 - f. Insurance
 - g. Take Home Instructions

IF STUDENTS ARE UNSURE OF THEMSELVES AT THE END OF THE 2 DAYS OR IF THE INSTRUCTOR FEELS A STUDENT NEEDS ADDITIONAL SUPERVISION THE STUDENT MAY BE ASKED TO PERFORM ADDITIONAL APPLICATIONS & PRESENT THE INSTRUCTOR WITH BEFORE AND AFTER PHOTOS BEFORE RECEIVING THE COURSE COMPLETION CERTIFICATE.

EYE LASH EXTENSION CERTIFICATE

AWARDED TO

Linsy Saenz

For completing 16 Hours of Continuing Education

Awarded this 11th day of January , 2017

Presenter Name and Title

W/2018

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

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider's Name: Headlines Academy
Provider's Address: 333 Omaha Street Suite 647
STREET
Rapid City SD 57701
CITY STATE ZIP
Contact Name: Peggy Sproat Tel: (605) 718-8723
Fax: (605) 348-5462 Email: psproat@headlines
Academy.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: Eye Lash Extensions Clock Hours: 16 hrs ^{min.}
All continuing education in South Dakota must emphasize safety and sanitation Do not include breaks and meals
Location of Course: Headlines Academy 333 Omaha Street
BUSINESS NAME STREET
Rapid City SD 57701
CITY STATE ZIP

Initial Course Offering Date: On going Time: _____

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: Caroline Vettorazzi

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.

Bella lash education Requires more than 16 hours of class room. We will not give certification of completion until quality models are complete according to Bella lash standards.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. Sign in + out of class is

Required. More important quality model pictures are required after the 16 hrs. Bella certification will also be faxed.

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): Peggy Sproat

Signature: Peggy Sproat Date: 8/10/2018

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 16 (number) South Dakota Education Certification Hours."

COMMISSION USE ONLY

Approved Hours: _____ Course Approval Number: _____

Denied Reason: _____

Reviewed by: _____ Date: ____/____/____

LESSON PLAN

SUBJECT UNIT Eyelash Extensions

SESSION NUMBER 1 OF 2 LESSIONS

LENGTH OF SESSION 2.5

BEHAVIORAL OBJECTIVE:

THEORY .25

DEMO .5

PARTICIPATION 1.75

EXPERIENCES 1

CLASSROOM Theory

TOOLS AND EQUIPMENT: Tools and equipment needed are tweezers, cleansers, tape, eye pads, eyelashes, adhesive, pad to put eyelashes on

RESOURCE MATERIAL: Resources materials are a hand out and a video

MOTIVATION (what do you want the student to watch and listen for as you present) I want the students to pay close attention to the steps and follow them properly when applying the adhesive and to achieve a natural look

100% PARTICIPATION PROJECT: Everyone in the class will have to put on at least 2 eyelashes

PRESENTATION OUTLINE: The outline is a handout of a step by step procedure and to watch a short video

SUMMARY:

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT:(should be a completion of outcome and criteria) The students applied at least 2 lashes

METHOD OF MEASURING: I graded on participation and how well the lash was placed.



CLASSIC TRAINING COURSE SCHEDULE

DAY 1

- Check In and Go Over Kits and Materials | 9:00 - 9:45
- Theory of Eyelashes – The Bella Difference: | 9:45 - 11:15
 - Safety
 - Contraindications
 - Side Effects
 - Sanitation
 - Curl Thickness, Types and Styles
 - Eyelash Preparation
 - Consultation
 - Application
 - Lash Care
 - Eyelash Removal
 - Fill Procedures
 - Adhesive Care
 - First Aid
 - Mapping On Gel Patches
 - Watch Bella Lash Videos; Application Process and Removal Process
- Educator Demo on Gel Patches and Isolation and Lash Placement. Students Observe Educator | 11:15 - 12:00
- Lunch Break | 12:00 - 1:00
- Students Practice Gel Patches and Isolation on each other/students | 1:00 - 2:00 (30 minutes per student)
- Practice Picking up Lashes, Using Adhesive and Placing Lashes on Makeup Sponge
- Models Arrive and Check In/Fill Out Forms | 2:00 - 4:15
 - Pre Client Consultation
 - Model Consent Form - Model on mannequin heads
- Students Prep Clients
 - Make Sure Model is Prepped (cleansed, primed)
 - Put Gel Patches on Model
 - Mapping on Gel Patch
 - Applying Lashes
- Practice Hands On With Models
 - Checking Lashes
 - Not Stuck Together
 - Bottom Lashes Free and Clear

- Cross Checking
- Sealing
- Removing Gel Patches
- Educator Review on Removal Process and Demo | 4:15 - 4:45
 - Students remove Lashes from models
 - Cleanse with Lash Cleanser
- Review and Q&A, Assign Homework | 4:45 - 5:00
 - Practice with tweezers at home
 - Study Manual

DAY 2

- Welcome
- Questions from Day 1 | 9:00 - 9:30
- Written Theory Test | 9:30 - 10:15
- Correct and go over written test | 10:15 - 10:30
- Watch Bella Videos: Fill Procedure | 10:30 - 11:15
- Review Set Up Procedure and Application Process | 11:15 - 12:00
- Break for Lunch | 12:00 - 1:00
- Prepare for models | 1:00 - 1:15
- Begin certification on models (*requirement is to have 60+ lashes applied properly to each eye in 3 hours*) | 1:15 - 4:15
- Final Q & A | 4:15 - 5:00

Eyelash Extensions

The objective is to apply eyelash extensions correctly and safely to enhance the appearance of natural eyelashes allowing the lashes to appear longer and fuller.

I. Supplies needs are:

- Cleanser pads
- Eye pads
- Tape
- Adhesive
- Stone to put adhesive on
- Eyelashes – different sizes
- Eyelash Pad
- Tweezers – 2
- Alcohol
- Large and small q-tips
- Small fan
- Air pump
- Lash sealer
- Adhesive remover
- Scissor

II. Preparation

- Sanitize hands and have sanitizer handy
- Sanitize table
- Cover with clean towel
- Set up supplies in order according to how your procedure goes
- Place two strips of tape on stone for easy clean up of adhesive

Place a small amount of adhesive on tape

Place a few of each size of eyelashes on the eyelash pad

Sanitize tweezers with alcohol

III. Application

Curl natural eyelashes with an eyelash curler if client's lashes are straight. This will allow an easier application of extensions

Prepare eye by cleaning it with cleanser pads, removing all makeup and debris

Place eye pads under bottom eyelashes. Place several shorter pieces of tape on top of the bottom eyelashes. Make sure to tape the bottom eyelashes down well as to keep them from attaching to the top eyelashes when placement begins. (The bottom eyelashes will be between the tape and the eye pad)

Once bottom eyelashes have been properly covered you are ready to begin

Always remember to adjust clients head that will best suit you

Place a tweezers in each hand using one to separate eyelashes and the other to put on eyelash extensions

Once a single eyelash is separated from all the other natural eyelashes pick up a single eyelash extension

Place a small amount of adhesive on the eyelash extension

Coat the natural eyelash with the adhesive from the eyelash extension. Then place the eyelash extension to the coated natural eyelash

Once extension has adhered to the natural eyelash take air pump and slightly blow air onto the eyelashes allowing the adhesive to dry. Stay approximately 1/8" to 1/4" from eye lid with the adhesive.

Place different size extensions throughout the natural lashes. Work randomly through the natural lashes verses starting in one area and working in one direction allowing more time for the completed extensions to dry.

Make sure while applying extension to use a small amount of adhesive. If adhesive coats tweezers use a little adhesive remover to clean. It makes application of extensions much easier when tweezers are free of adhesive.

Make sure to lift eyelashes often as to keep the top lashes from adhering to the tape or bottom lashes

Make sure to check the outside corners to keep bottom lashes from adhering to the top lashes

Don't allow adhesive to come in contact with the skin

When finished, remove tape from bottom lashes. Use fan to completely dry lashes. Brush on sealer to aid in the longevity of the lashes. Again use fan to dry sealer.

IV. Removal of extensions

Prepare the eye as you would placing the lashes

Apply remover to cotton swab

Place cotton swab on eyelash extensions with upward strokes to remove adhesive

When extensions have been removed clean eye with cleanser pads

V. Clean Up

Make sure to secure adhesive and remover

Throw unused lashes away

Peel off tape from stone and clean stone

Clean off adhesive from tweezers and sterilize

When done with application you should have achieved the look of fuller, thicker, longer and natural looking lashes. They will last 4-6 weeks and can be touched up in between. Client should not use oil based mascara or cleanser on lashes. Non-water proof mascara can be used on tips of lashes.



EDUCATORS CHECKLIST

TRAINING PHILOSOPHY

- Why Bella?
- Why Eye Lash Extensions
- Myths/ Candidacy/ Why Wait

EYELASH ANATOMY

- Growth Cycle/ Safety- Risks

TOOLS OF THE TRADE

- Classic Lash Diameters
- Classic Lash Curls
- Types Of Adhesives
- The Facts/ Retention Tips
- Tweezers Isolation VS Application

THE APPLICATION PROCESS

SANITATION AND HYGIENE

- Before the Appointment
- Lash Mapping
- Advanced Lash Styles
- Tape and Gel Patch Application
- Time to Lash

AFTER CARE

- Importance of After Care

FILL PROCEDURE

LASH REMOVAL

AFTER CARE

- What to Charge

BUSINESS PLAN

SECOND DAY

MALLORY TEACHING ON HOW TO USE PORTAL

- Ordering kits
- Placing location
- Adding classes
- Uploading pictures
- Who to contact when needing help with portal
- Where to send students to apply for certification

MODELS

- Client Consultation
- Consent Form

PREP. CLIENTS

- Make sure Model is prepped (Cleansed, Primed)
- Gel Patches
- Mapping on Gel Patch
- Applying Lashes
- Practice Hands on with Models
- Checking Lashes
- Not Stuck together
- Bottom lashes Free and Clear
- Cross Checking
- Sealing
- Removing Gel Patches

STUDENTS REMOVES LASHES FROM MODELS

CLEANSE WITH LASH CLEANSER

REVIEW, ASSIGN HOMEWORK

PRACTICE WITH TWEEZERS AT HOME

STUDY MANUAL

WRITTEN THEORY TEST

CORRECT AND GO OVER TEST

WATCH BELLA FILL PROCEDURE

REVIEW SET UP PROCEDURE AND APPLICATION PROCESS

CERTIFICATION ON MODELS

Caroline Vettorazzi

I obtained my esthetics license from Headlines Academy in 2015. While enrolled, I completed advanced classes such as Xtreme eyelash extensions, micro-dermabrasion, and other specialty facials and skincare services. I performed more than the required amount of services to graduate.

While attending Headlines Academy, I received my micro-dermabrasion certification by completing a 16-hour class, an extensive book report, and exam. Since then I have built a generous following by performing this service on clients.

I began my career at Ulta Beauty as a Skin Therapist and makeup artist. I received a Dermalogica certification and conducted facials, micro-dermabrasion, and chemical peels. I also did services like facial waxing and eyelash extensions. There, I helped put the store on the map by becoming the store's only esthetician to completed all promotions and listed on the company's top 100. This led to exceptions to have me Lash Be Long certified and an acceptance to Dermalogica's advance training. Working there I had a plethora of skincare and makeup brands at my fingertips. I continued my education by attending many additional skin care product knowledge and seasonal trend classes.

Aside from Esthetics I am a certified substitute teacher and have a degree in Biology. With my background in Biology I know how important the science of the skin is to keep it healthy and beautiful. I feel like this is what set me apart from other Estheticians. I ended up falling in love with what I was doing and wanted to help others find their passion and share my knowledge.

In September 2017, I became an instructor at Headlines Academy, taking over the Esthetics program in January 2018. I worked with the former Esthetics instructor, Maryann Sharp, to learn how to teach the SD 16 hour micro dermabrasion certification class & to insure all safety and sanitation requirements are instilled in the students.

I was recently sent by Headlines Academy to Utah for Bella Lash eyelash extension certification. This was a 24 contact hour course where I was able to learn advanced techniques, troubleshooting, product knowledge, and teaching techniques that I am excited to bring to the Academy. This course certified me as a Bella Lash Instructor.

I watch new professionals grow theoretically, practically, and personally. Nothing could give me more satisfaction. I believe this industry offers an on going learning experience and keeping up with available knowledge is key to being the best possible instructor. My passion makes my job an enjoyable experience each day.

Sincerely

Caroline Vettorazzi

BELLA LASH ACADEMY OF COMPLETION

CERTIFIES THAT

CAROLINE VETTORAZZI

INSTRUCTOR ID: 600373

HAS COMPLETED ALL REQUIREMENTS TO BE CERTIFIED AS A

BELLA LASH INSTRUCTOR

FOR HEADLINES ACADEMY INC

BY BELLA LASH EXTENSIONS, LLC OF VINEYARD, UT

06/2018

DATE



A handwritten signature in black ink, appearing to be 'Caroline'.

SIGNATURE



BELLA LASH

CERTIFIES THAT

CAROLINE VETTORAZZI

STUDENT ID: 100441

HAS COMPLETED ALL REQUIREMENTS TO BE CERTIFIED IN

CLASSIC LASHING

BY BELLA LASH EXTENSIONS, LLC
OF VINEYARD, UT

MARCH 2018

DATE

SIGNATURE

Eyelash Extension Certification Class

Dates: _____

Instructor: _____

Student Name:						
License Number	Date	In	Out	In	Out	Instructor Initials
Student Signature:						
Instructor Signature:						

Student Name:						
License Number	Date	In	Out	In	Out	Instructor Initials
Student Signature:						
Instructor Signature:						

Student Name:						
License Number	Date	In	Out	In	Out	Instructor Initials
Student Signature:						
Instructor Signature:						

Student Name:						
License Number	Date	In	Out	In	Out	Instructor Initials
Student Signature:						
Instructor Signature:						



Headlines Academy
Rapid City, South Dakota

This Certificate Presented to:

Maryann Sharp

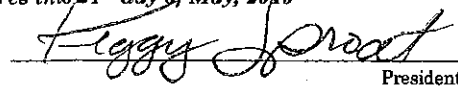
In recognition for successful completion of a **16 hour Eye Lash Extensions Course** at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 21st day of May, 2015



Director of Student Services





President

Sample

List any relevant information you feel is necessary to assist the Commission in determining approval of this course.

A nation wide, established 16 hour curriculum. I have 5+ years experience lashing & 4+ years experience training.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. Bella lash has a website for student monitoring, sign in sheet, registrations in our system.

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): Ayla Archer

Signature: Ayla Archer Date: 8/10/2018

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: ____/____/____



BELLA LASH

CLASSIC LASH TRAINING COURSE SCHEDULE

DAY 1

- . Check In and Go Over Kits and Materials
- . Theory of Eyelashes – The Bella Difference:
 - Safety
 - Contraindications
 - Side Effects
 - Sanitation
 - Curl Thickness, Types and Styles
 - Eyelash Preparation
 - Consultation
 - Application
 - Lash Care
 - Eyelash Removal
 - Fill Procedures
 - Adhesive Care
 - First Aid
 - Mapping On Gel Patches
 - Watch Bella Lash Videos; Application Process and Removal Process
- . Educator Demo on Gel Patches and Isolation and Lash Placement. Students Observe Educator
- . Students Practice Gel Patches and Isolation on each other/students
- . Practice Picking up Lashes, Using Adhesive and Placing Lashes on Makeup Sponge
- . Lunch Break
- . Models Arrive and Check In/Fill Out Forms
 - Pre Client Consultation
 - Model Consent Form
- . Students Prep Clients
 - Make Sure Model Is Prepped (cleansed, primed)
 - Put Gel Patches on Model
 - Mapping on Gel Patch
 - Applying Lashes

- . Practice Hands On With Models
 - Checking Lashes
 - Not Stuck Together
 - Bottom Lashes Free and Clear
 - Cross Checking
 - Sealing
 - Removing Gel Patches
- . Educator Review on Removal Process and Demo
 - Students remove Lashes from models
 - Cleanse with Lash Cleanser
- . Finish with Models and Send Home
- . Review and Q&A, Assign Homework
 - Practice with tweezers at home
 - Study Manual

DAY 2

- . Welcome
- . Questions from Day 1
- . Written Theory Test
- . Correct and go over written test
- . Watch Bella Videos: Fill Procedure
- . Review Set Up Procedure and Application Process
- . Break for Lunch
- . Prepare for models
- . Begin certification on models (*requirement is to have 60+ lashes applied properly to each eye in 3 hours*)
- . Hand out certificates and final Q & A

AYLA ARCHER

SUMMARY

Cosmetologist of 11 years with an emphasis on Eyelash Extensions for the past 4 years. I have been an Eyelash Extension Educator for the past 3 years.

EXPERIENCE

- COSMETOLOGIST** 2006-2013
Cosmetologist at Hair by Stewarts (Aberdeen) April 06-Sept 06
Barber at Eglin Air Force Base (Eglin AFB, FL) Oct 06 - Jul 08
Cosmetologist at JC Penney (Pierre and Sioux Falls) Jul 08 - Mar 13
- COSMETOLOGIST, HOLLYWOOD STYLE; SIOUX FALLS, SD** 2013-CURRENT
Performs services in a full service salon and spa, specializing in eyelash extension application.
- LASH EXTENSION EDUCATOR, SHAVASANA LASH, CA** 2014-2017
Educated students on the theory and practice of eyelash extensions through an 8 hour curriculum. Taught classes either at Hollywood Style in Sioux Falls, or traveled to students, as far as California. Taught quarterly classes at Capital School of Hairstyling and Esthetics in Omaha, NE. Shavasana also sponsored me to compete in Lash Wars at IBS in Las Vegas June of 2016.
- LASH EXTENSION EDUCATOR, BELLA LASH, UT** 2017-CURRENT
Teaches the theory and practice of Eyelash Extensions through a 16 hour curriculum. Hollywood Style is an affiliated Bella Lash training center.

EDUCATION AND TRAINING

- LAKE AREA TECHNICAL INSTITUTE, WATERTOWN, SD 2006
Cosmetology
Honor Roll
- JK SKINCARE, OMAHA, NE 2013
Classic Lash Extension training (NE Con Ed)

SHAVASANA LASH 2014

Classic Lash Extension Certification

BELLA LASH 2017

Classic Lash Extension Certification

BELLA LASH 2017

Volume Lash Extension Certification

BELLA LASH 2017

Eyelash Extension Education Certification

(Classic and Volume Extensions)

ACTIVITIES

Lash Wars 2016 at IBS Las Vegas

CERTIFICATE OF COMPLETION



BELLA LASH

CERTIFIES THAT

TRINITY MILLER

STUDENT ID: 100572

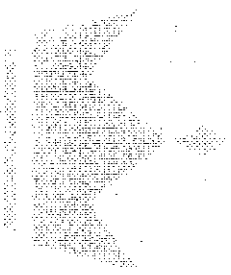
HAS COMPLETED ALL REQUIREMENTS TO BE CERTIFIED IN

VOLUME LASHING

BY BELLA LASH EXTENSIONS, LLC
OF WINETARD, UT

APRIL 2018

DATE



[Handwritten Signature]

SIGNATURE

List any relevant information you feel is necessary to assist the Commission in determining approval of this course.

I have already been teaching for a year

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. my classes are small and intimate and I never leave them alone during class

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): Kylie Lemke

Signature: Kylie Lemke

Date: 8/21/18

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

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- 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: ____/____/____

Minkys Classic Hands-on Workshop Outline of the Day

Day 1

- Introduction and eye anatomy PowerPoint
Power point answers 1. Iris 2. Upper Eyelid 3. Lacrimal Duct 4. Sclera 5. Lower Eyelid 6. Lashes 7. Pupil 8. Conjunctiva 9. Cornea
- Read/answer questions on study guide emailed to students
- Study guide quiz
- Watch Training video give them link www.minkys.com/training-video
- Break 15 min
- Pull out loose sheets in training manual and fill out what can. Read manual out loud. The training manual is an “at home trainer” Encourage students to read manual 12 step by step guide BEFORE applying their practice set. As homework that night read the FAQ’s
- Possibly Lunch
- Hands on practice without model- Let them lash on their hand or 2 songs let them do it anyway they feel let them “get the bad juju out” once the 2 songs are over then show them the proper way to hold tweezers then again play 2 songs and let them lash again. Then show them how to let the lash lay, right amount of adhesive, play 2 songs while walking around to each students letting them watch you do all the steps correctly
- Work on isolation and placing eyelashes on hand and Taping eyelashes down

Day 2

PRACTICE ROUNDS (8 hours)

- Work on Design worksheets/mannequins and isolation and taping again
- Read safety and sanitation email
 - **Safety and Sanitation**
 - Minkys and I wish to maintain the health and safety to the eye, surrounding tissues and natural lashes. We will go over conditions that may make the lash applications difficult and in somecases not an option. Such as allergies, Alopecia, eye infections, Eczema/Psoriasis, cancer patients, photophobia, claustrophobia, trichotillomania, fine/brittle lashes, oily skin and lashes, and more. Things to also look for and ask about it if the client has had any cosmetic procedures like Lasik surgery, permanent cosmetics, blepharoplasty, Accutane or acne medications.
 - In my class, I will teach the importance of proper application. Proper isolation is a must if done incorrectly it can lead to multiple lash attachment and as a result itching along the lash line occurs. If left unattended for length of time follicles will become clogged/blocked causing buildup. Using too much adhesive can also block follicles causing discomfort. The adhesive can “pool” making it hard for hair to grow out of pore causing ingrown eyelash.

- Choosing proper placement is extremely important, you don't want to place the extension too close to the lash line or too far out on the hair follicle. Too close can alter the very thin eyelid and making it difficult for the lash to release when cycling and can cause an "itchy" or "pinchy" feeling. Proper length and thickness is important, you never want to place an extension that is twice the length and/or thickness of the natural lash. Doing so can cause damage and continuously weighing down the natural lash will cause the papilla to stop nursing the follicle and the natural lash with stop growing.

- **Sanitation**

- Your work station must always be clean, organized, and sanitary. Welcome your client back to your sanitized workstation. Have them read the client liability waiver and sign it. Then you have your consultation and examine your clients eye, eyelashes, and surrounding skin before beginning application, make sure the eye area is free from all contraindications. Before Application you must clean and sanitize your hands, paying extra attention to your fingers and fingernails. Move client's hair away from your sanitized tweezers, adhesive, and application products. Then clean and prime the client's eyelashes. If consultation goes ok and no contraindications are found then begin the eyelash extensions. When complete everything that the client touched and that you used on the clients must be cleaned, sanitized and/or disposed of immediately after service. Starting with your tools take them to your wash station and clean all reusable tools such as your tweezers first with antibacterial soap and hot water thoroughly. After they must be dried with a disposable towel and then placed in a germicide, pseudomonacide, fungicide, and virucide cleaning agent such as Barbicide. They must soak in this cleaning agent for 15 minutes or as directed by the instructions on the product. After removed from the cleaning agent they then must be hand dried again with a disposable towel or air dried on a disposable towel and placed in UV ultraviolet light for 15 minutes. Immediately after all tools need to be placed in a closed sanitized container. If client is laying on a vinyl or leather surface it must be cleaned in its entirety between every client. They must be disinfected with a germicide, pseudomonacide, fungicide, and virucide such as barbicide or barbicide wipes following the instructions on the product. The one that I myself use I have to wipe down the bed and leave it visibly wet for 10 minutes and then let it air dry. If you use sheets then they need to be replaced after every client and washed. When using a fabric recliner to do extensions then they need to be covered with clean dressings and replaced with every client and use a disposable dental bib for where the clients head lays that must be disposed of and replaced after every client. We also teach that all extension applications should be performed on a hard surface, carpet and rugs are not permitted. A first aid kit and a saline wash must always be available at all times when applying eyelash extensions. All tools that are not able to be disinfected must be disposed of properly.

-
- Lunch
- Get ready for models
- Finish the day with Hands on Model, Switch models if needed so they can practice on different eyes
- Go over independent practice period

This portion of the workshop needs to be broken down into FOUR (4) Rounds. You will sit with each student four (4) separate times (at the minimum). No **Texting or Talking** on your phone or with co-workers.

Take the time to be present with your student, let them know their success is what you have in mind. Be patient. Remember how difficult it is to learn how to lash. Keep empathy near by and aid your student along this path.

- **ROUND 1: CHECK STUDENT'S GEL PATCH/TAPE PLACEMENT.** Check that the bottom lashes are secure and patch/tape is not too high causing discomfort to the model. **CHAIR POSITION**, advise student that an adjustable chair is needed as the client size will alter. Check all applied extensions. Advise what is correct, incorrect-and why! **YOU APPLY 2-3 EXTENSIONS PER EYE** on each model. Advise your students to simply watch you apply. You will give the student additional information at a later time.
- **ROUND 2: DEMONSTRATE "WRAPPING/LOCKING" THE EXTENSIONS** as well as check the patches/tape and lashes applied by the student. The wrapping/locking method is best for retention and integrity of the natural lash. This method is the difference of placing the extension on top vs. from the bottom. If placing the extension on top of the natural lash, gravity will take over and weigh the natural lash down. If you support the natural lash with the extension by placing it under the natural lash and "scooping" the natural lash up to you.
- **ROUND 3: DEMONSTRATE "COMBING" WITH TWEEZERS** as well as, check the patches/tape and lashes applied by the student. Consider: The mascara wand is "round brush" and the tweezers are a "fine tooth comb". Round brush is used for fluffing the hair, styling it, placing it. Fine tooth combs are for combing out tangles. We want to guide our students into the habit of constantly combing. Show them to comb from the root/base up, one lash at a time, gently breaking apart any two lashes that are not supposed to be adhered. Comb through an entire lash line of one eye, ask the model if they can feel the difference in the combed eye vs. the uncombed eye. They will likely state that the lashes pull and/or pinch. Also, visually show the student how the skin on the eyelid will move easily if multiple lashes are adhered.
- **ROUND 4: TEACH A NEW HABIT** as well as check the patch/tape, check that all lashes are applied correctly, wrapping & locking technique is taking place, and finally they are combing with the tweezers. Apply 6-10 extensions (3-5 per side), at that time, they need to stop, check bottom lashes (to see if any are stuck), comb through both lash lines, brush, repeat.
- **END THE PRACTICE TOGETHER.** Sealing time... with the Luxe Clear Sealer, a micro brush swab and air blower, teach your students how to properly seal the lashes for a stronger, longer bond. Demonstrate on a model by applying the sealer to one eye, and watch your students use the sealer on all the models. Have each student **RECITE THE AFTERCARE INSTRUCTIONS TO THEIR MODELS** while applying the Luxe Clear Sealer. Demonstrate how to remove the gel patches/tape one layer at a time from the top layer down. **TAKE AFTER PIC**, also tell your students to post on FB & IG, to get new clients, tag Minkys :) Thank the model for his/her time. Make sure students walk each model to the door to complete the day.

Be sure every student fills out and signs the Workshop Checklist! Again, it is included in your loose sheets inside of the Training Manual. Remember to keep and file this sheet in case needed in a future situation.

INDEPENDENT PRACTICE PERIOD (Do and pass 5 models 2 hours each)

Keep in mind, all students need CLEAR instructions. And, they may feel lost if they don't hear back from you, their mentor. Please inform your students you will respond within 24 hours of their texts. Always follow through with this promise. Please clarify the difference between a *minimum* of 5 **appropriately** applied sets of lashes versus applying 5 sets. MINKYS is aware that you, as the trainer, know the difference. Most, if not all, students will NOT be ready to certify after completing 5 additional sets of lashes.

MINKYS has a rigorous certification process. Do NOT certify someone if they are not ready! PERIOD! Save yourself time by critiquing each set your student sends you before arranging a certification date. Be sure your student is ready! Below is advice you can give your students. You are welcome to copy everything and store it in your phone/on your computer.

Never respond with "sorry, this does not pass", you need to provide an explanation. You are welcome to send a comparison picture with your work (or mine) as a sharp contrast to the student's work. We do not expect a student's work to look anything like a lash artist with years of experience. However, it is our goal to have our MINKYS certified lash artists be the best in the industry! And sometimes we have to see the difference in our work in order to know what to strive for! How to critique your student's work:

1. Always check for **Proper Isolation**. Improper isolation will cause multiple problems for your student and their models. Why? Improper isolation leads to multiple lash attachment, and the result is itching along the lash line. Also, the model will experience pinching/pulling feeling as the natural lash tries to carry out the natural cycle. If left unattended for a length of time, follicles will become clogged/blocked causing build up, and possibly blepharitis. Extensions that are not fully attached to the natural lash will fall out quickly.

What helps with proper isolation? LIGHTING is key! Do not attempt to use a regular room lamp. Successful lashing requires a full spectrum, daylight lamp! And the light must hover directly over the client's eyes. SIGHT, not seeing clearly is a huge problem for everyone. If you can't see all those baby lashes, then you'll need magnifying glasses. SEATING, be sure you can see the lash line in its entirety. You should be able to see the top of the lash clearly down to the base of the lash. If your seat is too high, the root of the lash will be extremely confusing. If your seat is too low, the eyelid will tend to look like the true base, and you will adhere the extension directly to the eyelid skin. COMBING, combing the lash line will "make or break" you as a lash artist. Remember you will need to take the time to comb through EVERY single lash and be sure no two lashes are adhered. If they are, gently pull apart the lashes. Only one extension on one lash, that's it, that's all.

2. **Proper Adhesive Usage:** Why? Using too much adhesive can block follicles, causing discomfort for models/clients. If too much adhesive is being used then gravity takes over, and the adhesive travels down the extension touches the skin, "pools" out and blocks the follicle. A lash ready to cycle cannot release, the new lash cannot force through the pore. Therefore, an ingrown eyelash is now on its way, bad news blues!

What helps to create the perfect amount of adhesive? Slowly pull the extension out of the adhesive. Blotting excess on the gel patch before applying the extension to the lash. Dipping

just the bottom 1/3 of the extension into the adhesive. ADHESIVE should never be seen. meaning once applied to the natural lash, adhesive should be smoothed out. Close your tweezers, use the back side to smooth out any excess adhesive. Remember, there is no universal adhesive just as there is no universal client. Once you have achieved certification I encourage you to try different adhesives on different clients. General rule of thumb, thicker adhesive works better in drier climates. Thinner adhesives do better in moist climates. However, we now know that we must have SOME moisture in the air to begin the curing process. Using MINKYS Mini Humidifier and/or Nano Mister will aid in proper curing of the adhesive.

3. Proper Lash Placement: Why? Let's be honest, crazy laying lashes look horrible. We want a clean, straight lash line. If a natural lash lays crazy, avoid that lash, no need to apply an extension. Lash placement also applies to how close the extension should be placed to the eyelid. The skin on the eyelid is very thin and will alter, or dent with the slightest amount of weight. If the eyelid skin is altered this means the extension is placed too close making it difficult for the lash to release when cycling. It can also cause discomfort for your client with an "itchy" or "pinchy" feeling.

What helps with Lash Placement? If the extension is twisting inside of the tweezers ease up on the tension. Do not attempt to place a twisted extension. It will not lay correctly, and you'll create "crazy laying lash". When a crazy laying lash grows out, it becomes "top heavy" and increasingly crooked. Avoid placing the extension too close to the lid (check your seating, you need to see the "horizon" of the lash line). Correct position for Lash Artist: No slouching of shoulders, forearms should be able to easily rest on the table, wrists resting comfortably on your client's forehead. You should be able to view the lash from the root to the tip. If you are looking down upon the lash then your seat is too high. If you can't see the root this means your seat is too low and the eyelid line is covering the root of the lash. You are welcome to apply medical tape close to the lash line and gently pull up towards the brow bone to expose the lashes. Use caution: Be sure clients eyes are able to fully close.

4. Proper length and thickness: Fact vs. Opinion ~ Fact: Never place an extension on a lash that is twice the length and/or thickness of a natural lash. Doing otherwise can, and will cause damage to the natural lash. Continuously weighing down the natural lash will cause the papilla to stop nurturing the follicle and the natural lash will stop growing! Opinion: The long, long lashes, well...they do NOT look good on everyone!

What helps with choosing the proper length/thickness? Use your awesome MINKYS tile as a guideline. You will not be able to look at your client and tell what length you should use, but you can grab an extension and (without adhesive) just place it next to the longest lash. Decide at that point if you should go longer or shorter. Follow the lead of the natural lash line, if you have a longer natural lash you can use a longer extension, and vice versa for shorter. Here is a cheat sheet for you

- Client wants to focus on LENGTH: Use a longer, light weight extension 0.15mm & 0.10mm or a combination of both dimensions throughout the lash line.
- Client wants to focus on THICKNESS: Use a shorter extensions 0.20mm & 0.15mm or a combination of both dimensions throughout the lash line.
- Client wants to focus on THICKNESS & LENGTH: Using 0.15mm or 0.10mm in longer lengths and 0.15mm or 0.20mm in shorter lengths creates a beautiful, HEALTHY lash look. For instance, Length chosen (0.10mm) 10mm, 11mm, 12mm. To create thickness (0.15mm) 8mm, 9mm, 10mm

5. Proper amount of lashes: Why? Industry standards claims that 60 lashes per eye is a full set. However, once you start seeing more eyes you will quickly discover that 60 natural lashes is just a fraction of what most clients may have. Given that this is standard, it is a great way for us to gage your success and give MINKYS a grading scale. We want the quantity to be your last focus. We desire proper quality prior to this.

What helps with getting more extensions in a timely fashion? Please, don't get caught up on the amount you apply! Just focus on alternating eyes to apply extensions, with clean/clear isolations, proper amount of adhesive, combing with the tweezers, applying a safe thickness and length, and placing the extensions a proper distance from the eyelid. If you continue to work on these things you should be able to easily place 60+ per eye by the time you return for certification.

Kylie Lemke

103 Jerry St

Yankton, South Dakota, 57078

(605) 760-1343

kyliejean87@gmail.com

I am a very business and goal oriented individual. Who is driven and passionate about enhancing people's self-perception and boosting the self confidence in others one beauty technique at a time.

Professional Experience

Ovation Salon

Lincoln, Nebraska

November 2006-November 2007

John Aguirre Owner and manager of Joseph's College of Beauty. Immediate hire after school for booth rent. Services provided: hair color, haircuts, styles, and makeup application.

Xtreme Salon and Spa

Yankton, South Dakota

June 2007- January 2015

2012 learned to do eyelashes extensions by Tammy Ugofsky who is certified through Babe Eyelash Extensions. Services provided: Brazillion Blowout, pedicures, gel polish, facials, chemical peels, body scrubs, body wraps, spray tan application, manicures, eyelash extensions, color, haircuts, styles, tape in hair extensions and makeup application.

Legacy Studio

Yankton, South Dakota

January 2015 – present

Services provided: Brazillion Blowout, pedicures, gel polish, manicures, eyelash extensions, color, haircuts, styles, tape in hair extensions and makeup application.

Education

Joseph's College of Beauty

Cosmetologist

Lincoln, Ne

September 2005-November 2006

Minky's

Eyelash Extensionist/Trainer

Salt Lake City, Utah

July 2017

Privana Balayage Training

Balayage Technician

Sioux City, Iowa

June 2015

Lanza Color Class

Lanza Color Certification

Yankton, South Dakota

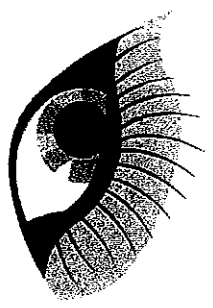
December, 2014, April 2015, February 2016

Salon Centric Hair Shows

Fall 2015, 2016, 2017

	Name the way you would like it to appear on your certificate and License #	Arrival	Lunch	Afternoon Break	Departure	Email and phone
Sign in Sign out times						

if anyone is concerned
except will say
classic eyelash certified
not volume upgrade



MINKYS
be . e x c e p t i o n a l

Volume Upgrade

Certificate of Completion

Kylie Lemke

September 12th, 2017

has successfully completed the training and certification process to be a certified

Minkys Volume Upgrade Specialist

Certificate number
Then under our hand in this day
S-98

Amelia Meneses
President

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

500 E Capitol Ave, Pierre, SD 57501
Tel: 605.773.6193 Fax: 866.326.7175 cosmetology.sd.gov

CONTINUING EDUCATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider's Name: STUDIO 19 LASH BAR & SALON

Provider's Address: 521 MAIN ST

STREET
RAPID CITY SD SD 57701
CITY STATE ZIP

Contact Name: TAMI LEE STOKES Tel: (605) 690-8248

Fax () - Email: studio19onmain@gmail.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: STUDIO 19 LASH EXTENSION TRAINING Credit Hours: 16
All continuing education in South Dakota must emphasize safety and sanitation *Do not include breaks and meals*

Location of Course: STUDIO 19 521 MAIN ST
BUSINESS NAME STREET
RAPID CITY SD 57701
CITY STATE ZIP

Initial Course Offering Date: OCT. 19 & 20 2018 Time: 9AM - 6PM

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, zip.

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 and number of credit hours.

Instructor Name: TAMI LEE STOKES

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.

WE ARE LOOKING FORWARD TO BEING A CONTINUING EDUCATION PROVIDER FOR ANOTHER YEAR.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. BASIC SIGN-IN/SIGN-OUT FORMAT FOLLOWED BY A SIGNATURE AND TIME AT START OF DAY, BREAKS, LUNCH, END OF DAY

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.

SIGNATURE

Person completing this application (Please print): TAMM LEE STOKES

Signature: *Tamm Lee Stokes*

Date: 8/31/18

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

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

COMMISSION USE ONLY

Approved Hours: _____ Course Approval Number: _____

Denied Reason: _____

Reviewed by: _____

Date: ____/____/____

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

16HR CERTIFICATION COURSE OUTLINE

DAY 1

Arrive at 8 a.m.

Check-in/Hand-outs/Class time

Introduction/ Review Class expectations (20 minutes)

Hand out training manuals and kits (20 minutes)

History of False Eyelashes (½ hour)

Anatomy and Biology of the Eye (1 hour)

Break (15 min)

Anatomy and Biology of the Eye continued (2 hours)

Lunch Break (½ hour)

Safety & Sanitation & Infection Control and Contraindications for Eyelash Extensions (2 hours)

Break (15 min)

Safety & Sanitation & Infection Control continued and Diseases of the Eye (2 hours)

Check out and go home at 5 p.m.

DAY 2

Arrive at 8 a.m.

Check-in/Review Safety & Sanitation & Infection Control with Short Quiz/Eyelash Extension Application and Removal Process/Hands On

Review of Safety & Sanitation & Infection Control (15 minutes)

Short Quiz (½hour)

Go over Application and Removal Process (1 hour)

Break (15 min)

Set up work areas (15 min)

Application and Removal of Eyelash Extensions Hands on Portion (2 ½ hours)

Lunch Break (½ hour)

Hands on Portion Continued (1 ¾ hours)

Break (15 min)

Hands on Portion Continued/ Wrap-Up/ Final Questions (1 ¾ hours)

Check out and go home at 5 p.m.

DATES AND TIMES COURSE OFFERED

1. SEPTEMBER 29, & 30, 2018 @ STUDIO 19
2. OCTOBER 27, & 28, 2018 @ STUDIO19
3. NOVEMBER 16, & 17, 2018@ STUDIO19
4. NO COURSES OFFERED DURING DECEMBER 2018 DUE TO HOLIDAYS
5. JANUARY 11, & 12, 2019 @ STUDIO19
6. FEBRUARY 15, & 16, 2019 @ STUDIO19
7. MARCH 15, & 16, 2019 @ STUDIO19
8. APRIL 12, & 13, 2019 @ STUDIO19
9. MAY 17, & 18, 2019 @ STUDIO19
10. JUNE 21, & 22, 2019 @ STUDIO19
11. JULY 19, & 20, 2019 @ STUDIO19
12. AUGUST 9, & 10, 2019 @ STUDIO19

***** COURSE DATE AND TIMES ARE SUBJECT TO CHANGE UPON APPROVAL OF SD COSMETOLOGY COMMISSION**

***** ADDITIONAL COURSES MAY BE SCHEDULED WITH STUDIO 19 UPON REQUEST AND APPROVAL**

***** ALL COURSES WILL BE HELD AT THE FOLLOWING:
STUDIO 19 LASHES 521 MAIN STREET, RAPID CITY SD
57701**

FOR COURSE DESCRIPTION AND CONTENT OR FOR COURSE REQUEST PLEASE CONTACT STUDIO 19 AT (605)690-8248 OR STUDIO19ONMAIN@GMAIL.COM

TAMI STOKES

319 Gold Street Lead, SD 57754 | (605)690-8248 | studio19onmain@gmail.com

Skills Summary

SD licensed Cosmetologist currently with 20+ years experience SD License # CO-09617-2018

SD licensed Nurse currently with 10+ years experience. SD License # P009886

FL licensed Permanent Makeup Artist currently with 8+ years experience.

Education

Degree / Date of Graduation

Cosmetology degree/ 1991 in Minnesota

Nursing degree / 2006 in South Dakota

Experience

MARIE'S BEAUTY - ROSEVILLE, MN

Nail Tech/ 1991-1994

Provided clients with manicures, pedicures, acrylic nails, and nail art.

PIVOT POINT BEAUTY - CHICAGO, IL

Cosmetologist/ 1994-2004

Full service salon focusing on providing the cutting edge of all aspects of beauty to all clients.

NAIL STUDIO - SIOUX FALLS, SD

Nail Tech/ 2008-2010

Full service nail salon providing manicures/ pedicures/ acrylic nails/ gel nails/ airbrush designs/nail art

Sharon's

Cosmetologist/ 2010-2012

Full service salon with an emphasis on esthetics and makeup

SiBelle Salon

Cosmetologist/ 2012-2014

Provide clients with all services offered in this trendy upscale salon.

Studio19 Lashes and Salon

Owner-Operator/ 2014-present

Offering the finest in Eyelash Extensions and Permanent Makeup as well as providing continuing education and advance techniques trainings.

Golden Living Center

Nursing Service/ 2006-2007

Geriatric nursing

STAT Nursing

Short Distance Travel Nurse/ 2007-2008

Provide interim nursing services for Clinics, Hospitals, ER's, nursing homes, and Assisted Living Centers on an on-call basis.

AACO Nursing Service

Travel Nurse/ 2008-2012

Travel to long term assignments providing interim nursing services as needed

Continuing Education

Nursing for Wound Care/ 12-hour course developed to provide nurses with an understanding of the changing face of wound care today.

Alzheimer's Management/ 8-hour seminar to help nurses manage Alzheimer's Disease in the long-term care-memory unit setting

You MUST Sign IN and OUT for Beginning of Day, Each Break including lunch and at the End of Each Day.

EXAMPLE

TIME	IN/OUT	SIGNATURE	TIME	IN/OUT	SIGNATURE
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DAY 1

8:00 AM IN (Amy Stokes)

10:10 AM OUT BREAK (Amy Stokes)

10:25 IN (Amy Stokes)

12:25 OUT LUNCH (Amy Stokes)

12:55 IN (Amy Stokes)

2:55 OUT BREAK (Amy Stokes)

3:10 IN (Amy Stokes)

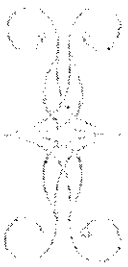
5:10 OUT END OF DAY (Amy Stokes)

DAY 2

DAY 1

DAY 2

Certificate of Training



this certifies that

Tami Stokes

has successfully completed

the 16 hour Studio 19 Lash Extension Training – SD State Approved
Continuing Education Course on October 20, 2018

Signed _____

Provider Number: ECE- 0006-2017

Date October 20, 2018