

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
Watertown and Sioux Falls, South Dakota
July 14, 2017

A. Call to Order

President Tammy Ugofsky called the meeting to order at 8:30 am on Friday, July 14, 2017 in the Lake Lewis & Clark Room of the Ramkota Hotel located at 920 W Sioux Ave, South Dakota.

B. Roll Call

Secretary-Treasurer Crystal Carlson read the roll.

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

Members Absent: N/A

Staff Present: Attorney Graham Oey, Executive Director Kate Boyd, and Program Assistant Kelsey Skoglund

Others Present:

Black Hills Beauty College: Tom Poloncic and Joy Poloncic

Lake Area Technical Institute Cosmetology Program: Shawn Vehjohn,

Stewart School: Angela Taylor and Matt Fiegen

Headlines Academy: Peggy Sproat, via teleconference

Revive Day Spa: Fallon Helm, Jayde Keller, Tara Mortland, Ashley Veen, and Meagan Williams
Tom Brandner

C. May 4 & 5, 2017 Meeting Minutes

Little made a motion to approve the May 4 & 5, 2017 meeting minutes. Brandner seconded the motion. **MOTION PASSED.**

D. Treasurer's Report

Executive Director Kate Boyd reported that as of June, 2017, the available funds balance was \$-17,359.76 and the cash center balance was \$219,912.97. She further reported that the year-end funds was a negative balance due primarily to the purchase of computer tablets for testing and desk scanners to allow for the placement of photos in the database record for each licensee, and for a prorated share of Attorney Graham Oey's salary. Copies of the monthly revenue by income category for FY 17 were also handed out.

Q. Executive Director's Report

Executive Director Kate Boyd reported on the following:

1. Microblading - The South Dakota Medical examiners have rules that in most cases microblading does not fall under the medical board, but rather is the same as tattooing. This is not part of the scope of practice for Cosmetology Commission licensees. Anyone who performs microblading will need to check out their community's laws/rules regarding tattooing. If microblading is performed in a salon licensed by the Cosmetology Commission, the unregulated services sign must be posted alerting potential customers to the fact that the Cosmetology Commission does not regulate that service.

2. Failed Inspections on the Website - Executive Director Kate Board asked for the Commission's guidance on how long failed inspection reports should remain on the Commission's website.

Berreth made a motion to have inspection failures due to expired licenses, or no first aid kit or fire extinguisher remain on the website for 6 months. No second received. **MOTION FAILED.**

Little made a motion inspection failures due to expired licenses, no first aid kit or fire extinguisher to remain on the website for one year and all other inspection failures to remain on the website for two years. Carlson seconded the motion. Motion was debated.

Brandner made a substitute motion to have inspection failures due to expired licenses, no first aid kit or fire extinguisher appear on the website for one year and all other inspections to remain on the website indefinitely. Berreth seconded the substitute motion. **MOTION PASSED.**

3. Facebook Page - Commission members and guests were informed that the Cosmetology Commission now has a Facebook page for important information to be distributed to licensees and the public. The Commission office will be posting information at least twice a week.

4. Nail Safety Press Release - A press release on Nail Safety was issued working in cooperation with the DLR Public Information Office in late June.

5. Wedding Hair/Booth Rental - Two separate licensees have applied for booth licenses with the intent to do wedding hair and other Commission-approved special events. Special event services can only be performing with the licensee running the revenue for the services through a salon license or booth. In these cases the licensees do not plan to work in the physical booth. The consensus of the commission was that the inspectors should meet with these licensees to inspect the kits they use to perform special event services.

6. Administrative Rules & State Laws - Copies of the newly published State Laws & Administrative Rules book were passed out to those present. The natural hair braiding exemption law went into effect July 1 and the recently updated administrative rules became effective July 3, 2017.

7. Policy on Eyelash Extension Certification - At the next meeting the Commission will need to adopt a policy regarding the date of implementation of certification of eyelash extensions for licensees (cosmetologists & estheticians) who already perform eyelash extensions. We will need to notify licensees already providing this service to send proof of 16 hours of training to be certified to continue this practice. Anyone who takes this training in the future will need to prove they had 16 hours of training. Schools and other organizations may apply to the Commission to become a pre-approved provider.

8. State Board Examination & Commission Meeting Calendar for 2017 and 2018 - Copies of the suggested State Board Examination and Commission Meeting Calendar for the remainder of 2017 and for 2018 were included in the Commission meeting packets. The calendar will be finalized in the near future.

F. Disciplinary Actions

1. Case J-2015 - Proposed Consent Agreement

Berreth made a motion to approve the consent agreement for case J-2015 with the following terms:

- a. Ms. Walters license, Lic. #CO-11190, will be suspended for a period of 45 days with 45 days being held in abeyance: Ms. Walters license will have no active suspension due to credit for her not working from October 2016 through December 2016.
- b. The 45 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 - 1) Ms. Walters will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
 - 2) Ms. Walters will successfully pay for an successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at www.miladypro.com. Ms. Walters must submit to the Commission the Certificate of Completion received after successful completion of the course by June 30, 2017.

Carlson seconded the motion. Violation committee member Brandner abstained. **MOTION PASSED.**

2. Case B-2017 - Proposed Consent Agreement

Little made a motion to approve the consent agreement for case B-2017 with the following terms:

- a. Ms. Kistler's license, Lic. #EO-10812, will be suspended for a period of 5 days with 5 days being held in abeyance: Ms. Kistler's license will not actively be suspended.
- b. The 5 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 1. Ms. Kistler will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
 2. Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$100.00, as a condition for the immediate reinstatement of her license, to be paid prior to August 31, 2017.
- c. Body Therapy Salon license, Lic. #EP-08349, will be suspended for a period of 5 days with 5 days being held in abeyance; Body Therapy Salon license will not actively be suspended.
- d. The 5 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. Body Therapy 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 effective date of this Agreement;

Berreth seconded the motion. Violation committee member Brandner abstained. **MOTION PASSED.**

3. Case E -2017 - Proposed Consent Agreement

Carlson made a motion to approve the Consent Agreement for Case E-2017 with the following terms:

- a. Ms. Moffitt's license, Lic. #CO-08519, will be suspended for a period of 5 days with 5 days being held in abeyance: Ms. Moffitt's license will not actively be suspended.
- b. The 5 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 1. Ms. Moffitt will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
 2. Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$100.00, as a condition for the immediate reinstatement of her license, to be paid prior to August 31, 2017.
- c. Justina Moffitt Booth license, Lic. #CP-08464, will be suspended for a period of 5 days with 5 days being held in abeyance; Justina Moffitt Booth license will not actively be suspended.
- d. The 5 days of suspension for the Booth 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. Justina Moffitt 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 effective date of this Agreement;

Little seconded the motion. Violation committee member Brandner abstained. **MOTION PASSED.**

4. Case H -2017 - Assurance of Voluntary Compliance

Little made a motion to enter Executive Session to consult with legal counsel about proposed litigation and contractual matters. Carlson seconded the motion. **MOTION PASSED.**

The Executive Session began at 9:45 am.

The Commission went back into regular session at 9:55 am.

Little made a motion to approve the Assurance of Voluntary Compliance for Case H-2017. Carlson seconded the motion. Violation committee member Brandner abstained. **MOTION PASSED.**

5. Case I -2017 - Proposed Consent Agreement

Berreth made a motion to approve the Consent Agreement for Case I-2017 with the following terms:

- a. Mui Luong will voluntarily surrender her personal license, Lic, #NT-11157 by July 31, 2017 and will not be able to reapply for licensure in South Dakota for a period of 5 years.
- b. If Ms. Luong reapplies for reciprocity in South Dakota after the 5 year time frame her license application will be submitted to the Commission for them to accept or deny.
- c. Mui Luong as owner of Pretty Nails Salon license, Lic #NS-06363, will voluntarily surrender the salon license by July 31, 2017 and will not be able to apply for a salon or booth in South Dakota for a period of 5 years.
- d. If Ms. Luong applies for a salon or booth license after the 5 year time frame the application will be submitted to the Commission for them to accept or deny.

Carlson seconded the motion. Violation committee member Brandner abstained. **MOTION PASSED.**

6. Lapsed Case 1-2017 - Proposed Consent Agreement

Little made a motion to approve the Consent Agreement for Lapsed Case 1-2017 with the following terms:

- a. Ms. Wicks license, Lic. #CO-08546, will be suspended for a period of 15 days with 15 days being held in abeyance; Ms. Wicks license will not actively be suspended.
- b. The 15 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
 1. Ms. Wicks will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
 2. Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$300.00, as a condition for the immediate reinstatement of her license, to be paid prior to August 31, 2017.
- c. Salon Eileen's license, Lic. # CS-07751, will be suspended for a period of 10 days with 10 days being held in abeyance; Salon Eileen's license will not actively be suspended.

- d. 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. Salon Eileen 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 effective date of this Agreement;
 2. Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$150.00, as a condition for the immediate reinstatement of her license, to be paid prior to August 31, 2017.

Berreth seconded the motion. Violation committee member Brandner abstained. **MOTION PASSED.**

7. Lapsed Case 3-2017 - Proposed Consent Agreement

Little made a motion to approve the Consent Agreement for Lapsed Case 3-2017 with the following terms:

- a. Ms. Kolousek license, Lic. #CO-10496, will be suspended for a period of 5 days with 5 days being held in abeyance; Ms. Kolousek's license will not actively be suspended.
- b. The 5 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
1. Ms. Kolousek will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
 2. Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$75.00, as a condition for the immediate reinstatement of her license, to be paid prior to August 31, 2017.
- c. Jens Trendz Salon license, Lic. # CS-06586, will be suspended for a period of 10 days with 10 days being held in abeyance; Jens Trendz Salon license will not actively be suspended.
- d. 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. Jens Trendz 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 effective date of this Agreement;
 2. Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$200.00, as a condition for the immediate reinstatement of her license, to be paid prior to August 31, 2017.

Berreth seconded the motion. Violation committee member Brandner abstained. **MOTION PASSED.**

Case Y-2015 - Findings of Fact, Conclusions of Law and Order

Brandner made a motion to approve the proposed Findings of Fact, Conclusions of Law and Order, with the following two changes to the Order: (1) cosmetology license is suspended for a period of one year beginning August 14, 2017, with six months being held in abeyance, (2) remove the option for immediate reinstatement of cosmetology license, and require a 16-hour refresher course for proper use of a microdermabrasion machine.

Berreth seconded the motion. Violation committee member Brandner abstained. **MOTION PASSED.**

G. Proposed Legislation

The proposed legislative changes were reviewed, with the following further changes agreed to be consensus:

In order to allow for early state board examination testing with an update in administrative rule to set the percentage of education completion, need to keep in wording regarding completion of education hours and insert the word "or" before "is enrolled" in the following three laws:

36-15-2.3. Application for esthetics examinations--Information required.

36-15-17. Application for cosmetology examination--Information required.

36-15-17.1. Application for nail technician examination--Information required.

36-15-45. Required period of apprenticeship--Transfer to another salon--Continuity of service. Change the hour requirement for cosmetology apprentice to 2150 instead of the proposed 1500 hours and lower the hours of nail apprenticeship to 600 hours.

Change from two-tier instructor licensing to one-tier system: Delete the 1000 hours of salon experience requirement to pursue an instructors license.

Brandner made a motion to pursue a reduction of cosmetology education hours to 1800 hours instead of the proposed 1500 hours. Carlson seconded the motion. **MOTION FAILED.**

It was noted that we need to draft legislation to allow for substitute instructors in the school.

Little made a motion to approve the proposed legislative package with the additional changes made during this meeting. Carlson seconded the motion. **MOTION PASSED.**

Carlson made a motion to delay implementation of any legislation regarding cosmetology education hours to January 1, 2019, in order for the cosmetology schools to work through school re-accreditation and U.S. Department of Education approval for federal financial aid for students at a lower hour level. Brandner seconded the motion. **MOTION PASSED.**

K. Election of Officers

President – Little made a motion to nominate Tammy Ugofsky as President. Brandner seconded by Laurie Brandner. No other nominations were received. **MOTION PASSED.**

Vice President – Carlson made a motion to nominate Laurie Brandner as Vice President. Ugofsky seconded the motion. No other nominations were received. **MOTION PASSED.**

Secretary-Treasurer – Ugofsky made a motion to nominate and elect Crystal Carlson as Secretary-Treasurer. Brandner seconded the motion. No other nominations were received. **MOTION PASSED.**

H. Proposed Apprenticeships - Revive Day Spa, Aberdeen

Berreth made a motion to approve the two proposed apprenticeships at Revive Day Spa in Aberdeen, with completion of the nail technology portion of the apprenticeships prior to completing the remaining cosmetology and esthetics requirement. Carlson seconded the motion. **MOTION PASSED ON A VOICE VOTE.**

I. Referral of Applications to the Commission

1. Tuan Luc -- Appealed the Commission's denial of reciprocity application. Ugofsky made a motion to reaffirm the Commission's denial of Tuan Luc's reciprocity application. Brandner seconded the motion. **MOTION PASSED.**

2. Raquel Fegueroa -- Request for Approval of Reciprocity Application & enrollment in South Dakota cosmetology school to complete additional hours. Berreth made a motion to approve Raquel Fegueroa's request for approval of her reciprocity application and enrollment in a South Dakota cosmetology school to complete her cosmetology education hours. Carlson seconded the motion. **MOTION PASSED.**

J. School Requests

1. Black Hills Beauty College - Sioux Falls - Request for approval of two Senior Instructor licenses. Ugofsky made a motion to approve senior instructor license applications for Adrian Ness and Adaali Mendez. Brandner seconded the motion. **MOTION PASSED.**

2. Lake Area Technical Institute Cosmetology Program School License Renewal. Carlson made a motion to approve the school license renewal application of Lake Area Technical Institute Cosmetology Program. Brandner seconded the motion. **MOTION PASSED.**

Adjourn

Carlson made a motion to adjourn the meeting at 12:20 p.m. adjourn. Ugofsky seconded the motion. **MOTION PASSED.**

Respectfully submitted,

Kate Boyd, Recording Secretary

Crystal Carlson, Secretary-Treasurer

EXECUTIVE DIRECTOR'S REPORT July 14, 2017

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

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

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

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

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

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

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

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

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

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

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

Agenda Item D August 31, 2017

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BUDGET UNIT 1033 BUDGET UNIT NAME COSMETOLOGY COMMISSION

AVAILABLE FUNDS AS OF: 08/31/2017
 FY YEAR REMAINING: 83.3%
 PAY DAYS REMAINING: 20

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE	PCT AVL
6503-I	316,243.00	0.00	0.00	38,065.70	55,871.97	222,305.33	208,817.62	
BUDGETED TOT	316,243.00	0.00	0.00	38,065.70	55,871.97	222,305.33		
ALL COMP TOT	316,243.00	0.00	0.00	38,065.70	55,871.97	222,305.33		

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	142,785.00	0.00	0.00	18,212.51	112,354.14	78.7
5102 EMPLOYEE BENEFITS	49,184.00	0.00	0.00	4,250.27	41,230.74	83.8
5203 TRAVEL	40,074.00	0.00	0.00	3,365.24	33,910.39	84.6
5204 CONTRACTUAL SVCS	73,719.00	0.00	38,065.70	4,646.02	26,509.70	36.0
5205 SUPPLIES & MATRIS	10,481.00	0.00	0.00	1,632.84	8,300.36	79.2
TOTALS	316,243.00	0.00	38,065.70	32,106.88	222,305.33	70.3

BREAKOUT BY COMPANY:

COMPANY	PROFESSIONAL & LICENSING BOARDS	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
COMPANY 6503-I	PROFESSIONAL & LICENSING BOARDS	142,785.00	0.00	0.00	18,212.51	112,354.14	78.7
5101000	EMPLOYEE SALARIES	49,184.00	0.00	0.00	4,250.27	41,230.74	83.8
5102000	EMPLOYEE BENEFITS	40,074.00	0.00	0.00	3,365.24	33,910.39	84.6
5203000	TRAVEL	73,719.00	0.00	38,065.70	4,646.02	26,509.70	36.0
5204000	CONTRACTUAL SVCS	10,481.00	0.00	0.00	1,632.84	8,300.36	79.2
5205000	SUPPLIES & MATRIS	191,969.00	0.00	0.00	22,462.78	153,584.88	80.0
PS SUBTOTALS		124,274.00	0.00	38,065.70	9,644.10	68,720.45	55.3
OE SUBTOTALS		316,243.00	0.00	38,065.70	32,106.88	222,305.33	70.3
COMPANY 6503-I	TOT						

BAL409R1

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 08/31/2017

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	208,817.62	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			208,817.62	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			208,817.62	DR **	
BUDGET UNIT TOTAL 1033			208,817.62	DR ***	

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 08/31/2017

AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
10	1033	6503		LABOR & REGULATION COSMETOLOGY COMMISSION			
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS							
103300061806	6503	4293901		COS-OPERATOR/MANAGER	18,265.00	21,685.00	
103300061806	6503	4293969		COS-SALONS LICENSE	7,435.00	9,010.00	
103300061806	6503	4293970		COS-INSTRUCTORS LIC	200.00	225.00	
103300061806	6503	4293971		COS-STUDENTS/APPRENTICES	266.00	272.00	
103300061806	6503	4293972		COS-PERMITS	3,522.00	3,900.00	
103300061806	6503	4293973		COS-SCHOOL LICENSE	300.00	300.00	
103300061806	6503	4293984		COS-RECIPROCALITY/CERTIF	1,880.00	2,120.00	
ACCT: 4293				BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	31,868.00	37,512.00	*
ACCT: 42				LICENSES, PERMITS & FEES	31,868.00	37,512.00	**
103300061806	6503	4393903		COS-PENALTY'S	3,105.00	3,825.00	**
ACCT: 4393				PENALTIES (NON-GOVERNMENTAL)	3,105.00	3,825.00	*
ACCT: 43				FINES, FORFEITS & PENALTIES	3,105.00	3,825.00	**
103300061806	6503	4896007		COSM-NATL EXAM TEST COST	1,140.00	1,700.00	
103300061806	6503	4896020		MISCELLANEOUS INCOME	100.00	103.00	
ACCT: 4896				OTHER REVENUE	1,240.00	1,803.00	*
ACCT: 48				NONOPERATING REVENUES	1,240.00	1,803.00	**
103300061806	6503	4920045		NONOPERATING REVENUES	2,909.35	2,909.35	*
ACCT: 4920				NONOPERATING REVENUE	2,909.35	2,909.35	*
ACCT: 49				OTHER REVENUE	2,909.35	2,909.35	**
CNTR: 103300061806					39,122.35	46,049.35	***
COMP: 6503					39,122.35	46,049.35	****
B UNIT: 1033					39,122.35	46,049.35	*****

BALE02MJ 09/02/2017

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 08/31/2017

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR
6503	103300061806	4293901	C108CC003	08/02/2017	301306	08/02/2017	2,960.00	DR
6503	103300061806	4293901	C108CC003	08/02/2017	301306	08/02/2017	2,960.00	CR
6503	103300061806	4293969	C108CC003	08/02/2017	301306	08/02/2017	1,505.00	DR
6503	103300061806	4293969	C108CC003	08/02/2017	301306	08/02/2017	1,505.00	CR
6503	103300061806	4293972	C108CC003	08/02/2017	301306	08/02/2017	50.00	CR
6503	103300061806	4293971	C108CC003	08/02/2017	301306	08/02/2017	174.00	CR
6503	103300061806	4293972	C108CC003	08/02/2017	301306	08/02/2017	246.00	CR
6503	103300061806	4293984	C108CC004	08/04/2017	301881	08/04/2017	1,540.00	DR
6503	103300061806	4293984	C108CC004	08/04/2017	301881	08/04/2017	1,540.00	CR
6503	103300061806	4293901	C108CC004	08/04/2017	301881	08/04/2017	1,540.00	CR
6503	103300061806	4293969	C108CC004	08/04/2017	301881	08/04/2017	915.00	CR
6503	103300061806	4293971	C108CC004	08/04/2017	301881	08/04/2017	204.00	CR
6503	103300061806	4293972	C108CC004	08/04/2017	301881	08/04/2017	300.00	DR
6503	103300061806	4293973	C108CC004	08/04/2017	301881	08/04/2017	720.00	DR
6503	103300061806	4293984	C108CC004	08/04/2017	301881	08/04/2017	720.00	CR
6503	103300061806	4293984	C108CC004	08/04/2017	301881	08/04/2017	720.00	CR
6503	103300061806	4293901	C108CC005	08/11/2017	302488	08/11/2017	1,330.00	DR
6503	103300061806	4293901	C108CC005	08/11/2017	302488	08/11/2017	1,330.00	CR
6503	103300061806	4293901	C108CC005	08/11/2017	302488	08/11/2017	1,330.00	CR
6503	103300061806	4293972	C108CC005	08/11/2017	302488	08/11/2017	490.00	CR
6503	103300061806	4293972	C108CC005	08/11/2017	302488	08/11/2017	180.00	CR
6503	103300061806	4293901	C108CC006	08/16/2017	302547	08/16/2017	6,585.00	DR
6503	103300061806	4293901	C108CC006	08/16/2017	302547	08/16/2017	6,585.00	CR
6503	103300061806	4293969	C108CC006	08/16/2017	302547	08/16/2017	2,035.00	CR
6503	103300061806	4293970	C108CC006	08/16/2017	302547	08/16/2017	75.00	CR
6503	103300061806	4293972	C108CC006	08/16/2017	302547	08/16/2017	1,560.00	CR
6503	103300061806	4293901	C108CC007	08/18/2017	303135	08/18/2017	1,590.00	DR
6503	103300061806	4293901	C108CC007	08/18/2017	303135	08/18/2017	1,590.00	CR
6503	103300061806	4293901	C108CC007	08/18/2017	303135	08/18/2017	1,590.00	CR
6503	103300061806	4293969	C108CC007	08/18/2017	303135	08/18/2017	25.00	CR
6503	103300061806	4293970	C108CC007	08/18/2017	303135	08/18/2017	672.00	CR
6503	103300061806	4293984	C108CC007	08/18/2017	303135	08/18/2017	920.00	CR
6503	103300061806	4293901	C108CC008	08/25/2017	303789	08/25/2017	1,595.00	DR
6503	103300061806	4293901	C108CC008	08/25/2017	303789	08/25/2017	1,595.00	CR
6503	103300061806	4293969	C108CC008	08/25/2017	303789	08/25/2017	840.00	CR
6503	103300061806	4293970	C108CC008	08/25/2017	303789	08/25/2017	25.00	CR
6503	103300061806	4293972	C108CC008	08/25/2017	303789	08/25/2017	180.00	CR
6503	103300061806	4293984	C108CC008	08/25/2017	303789	08/25/2017	100.00	CR
6503	103300061806	4293901	C108CC009	08/30/2017	303970	08/28/2017	2,665.00	DR
6503	103300061806	4293901	C108CC009	08/30/2017	303970	08/28/2017	2,665.00	CR

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STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 08/31/2017

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	1033000061806	82044900	REALETS/COSMRNT17	08/25/2017	309289	08/25/2017	2,861.42	DR *
6503	1033000061806	82049600	18SCI00002 935	08/11/2017	18SCI00002	08/10/2017	1,041.75	CR
6503	1033000061806	82041900	18SCI00003	08/11/2017	12221150	08/11/2017	1,845.00	CR
6503	1033000061806	82049600	18SCI00003	08/11/2017	12221150	08/11/2017	11,439.00	DR
6503	1033000061806	82041900	18SCI00003 249	08/11/2017	18SCI00003	08/10/2017	561.00	DR
6503	1033000061806	82041900	18SCI00003 249	08/11/2017	18SCI00003	08/11/2017	561.00	CR
6503	1033000061806	82049600	18SCI00003 249	08/11/2017	18SCI00003	08/10/2017	561.00	CR
6503	1033000061806	82043200	18SCI00017	08/23/2017	12554000	08/21/2017	2,200.00	DR
TOTAL ACCOUNT GROUP NET CHANGE								
TOTAL COMPANY--NET CHANGE							1,247.75	CR *
TOTAL COMPANY--NET CHANGE							37,508.68	CR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 08/31/2017

AGENCY BUDGET CENTER-5	UNIT 10330	LABOR & REGULATION COSMETOLOGY COMMISSION	COMPANY NO	PROFESSIONAL & LICENSING BOARDS	COMPANY NAME	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	51010100	CGEX170726	08/02/2017				3,608.63	DR					
6503	103300061806	51010100	CGEX170811	08/16/2017				4,805.92	DR					
6503	103300061806	51010200	CGEX170726	08/02/2017				8,414.55	DR					
6503	103300061806	51010200	CGEX170811	08/16/2017				5,118.20	DR					
6503	103300061806	51010300	CGEX170726	08/02/2017				2,819.76	DR					
6503	103300061806	51010300	CGEX170811	08/16/2017				7,937.96	DR					
6503	103300061806	51010300	CGEX170726	08/02/2017				960.00	DR					
6503	103300061806	51010300	CGEX170811	08/16/2017				900.00	DR					
6503	103300061806	51020100	CGEX170726	08/02/2017				1,860.00	DR					
6503	103300061806	51020100	CGEX170803	08/04/2017				18,212.51	DR					
6503	103300061806	51020100	CGEX170803	08/04/2017				729.73	DR					
6503	103300061806	51020100	CGEX170807	08/09/2017				3.36	DR					
6503	103300061806	51020100	CGEX170807	08/09/2017				2.53	DR					
6503	103300061806	51020100	CGEX170807	08/09/2017				3.37	DR					
6503	103300061806	51020100	CGEX170807	08/09/2017				3.36	DR					
6503	103300061806	51020100	CGEX170811	08/16/2017				84	DR					
6503	103300061806	51020100	CGEX170811	08/18/2017				641.04	DR					
6503	103300061806	51020200	CGEX170726	08/02/2017				1,385.07	DR					
6503	103300061806	51020200	CGEX170811	08/16/2017				264.64	DR					
6503	103300061806	51020200	CGEX170811	08/16/2017				330.11	DR					
6503	103300061806	51020600	CGEX170726	08/02/2017				594.75	DR					
6503	103300061806	51020600	CGEX170811	08/16/2017				1,121.56	DR					
6503	103300061806	51020600	CGEX170811	08/16/2017				1,113.72	DR					
6503	103300061806	51020800	CGEX170726	08/02/2017				2,235.28	DR					
6503	103300061806	51020800	CGEX170811	08/16/2017				14.81	DR					
6503	103300061806	51020800	CGEX170811	08/16/2017				13.00	DR					
6503	103300061806	51020900	CGEX170726	08/02/2017				27.81	DR					
6503	103300061806	51020900	CGEX170811	08/16/2017				3.92	DR					
6503	103300061806	51020900	CGEX170811	08/16/2017				3.44	DR					
6503	103300061806	52030300	CGEX170803	08/04/2017				7.36	DR					
6503	103300061806	52030300	CGEX170803	08/04/2017				4,250.27	DR					
6503	103300061806	52030300	CGEX170807	08/09/2017				207.06	DR					
6503	103300061806	52030300	CGEX170807	08/09/2017				22,462.78	DR					
6503	103300061806	52030300	CGEX170807	08/09/2017				101.64	DR					
6503	103300061806	52030300	CGEX170807	08/09/2017				326.34	DR					
6503	103300061806	52030300	CGEX170807	08/09/2017				228.06	DR					
6503	103300061806	52030300	CGEX170807	08/09/2017				223.44	DR					

STATE OF SOUTH DAKOTA
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AGENCY UNIT 10 LABOR & REGULATION
BUDGET UNIT 10330 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	1033000061806	52030300	CGEX170807	08/09/2017	310237					197.40	DR
6503	1033000061806	52030300	CGEX170807	08/09/2017	310229					184.80	DR
6503	1033000061806	52030300	CGEX170807	08/09/2017	310230					180.60	DR
6503	1033000061806	52030300	CGEX170807	08/09/2017	310233					171.36	DR
6503	1033000061806	52030300	CGEX170807	08/09/2017	310228					163.80	DR
6503	1033000061806	52030300	CGEX170807	08/09/2017	310238					162.12	DR
6503	1033000061806	52030300	CGEX170807	08/09/2017	310234					111.72	DR
6503	1033000061806	52030300	CGEX170807	08/09/2017	310231					75.60	DR
6503	1033000061806	52030300	CGEX170818	08/18/2017	320355					109.62	DR
6503	1033000061806	52030300	E108-025	09/01/2017						109.62	CR
OBJSUB: 5203030 AUTO-PRIV (IN-ST.) H/RTE											
6503	1033000061806	52031000	CGEX170807	08/09/2017	310229					2,333.94	DR *
OBJSUB: 5203100 LODGING/IN-STATE											
6503	1033000061806	52031400	CGEX170803	08/04/2017	307436					76.30	DR *
6503	1033000061806	52031400	CGEX170803	08/04/2017	307449					44.00	DR
6503	1033000061806	52031400	CGEX170807	08/09/2017	310236					33.00	DR
6503	1033000061806	52031400	CGEX170807	08/09/2017	310235					44.00	DR
6503	1033000061806	52031400	CGEX170807	08/09/2017	310234					44.00	DR
6503	1033000061806	52031400	CGEX170807	08/09/2017	310235					11.00	DR
6503	1033000061806	52031400	CGEX170818	08/18/2017	320355					11.00	DR
6503	1033000061806	52031400	E108-025	09/01/2017						11.00	CR
OBJSUB: 5203140 TAXABLE MEALS/IN-STATE											
6503	1033000061806	52031500	CGEX170807	08/09/2017	310237					176.00	DR *
6503	1033000061806	52031500	CGEX170807	08/09/2017	310228					160.00	DR
6503	1033000061806	52031500	CGEX170807	08/09/2017	310233					128.00	DR
6503	1033000061806	52031500	CGEX170807	08/09/2017	310231					128.00	DR
6503	1033000061806	52031500	CGEX170807	08/09/2017	310232					96.00	DR
6503	1033000061806	52031500	CGEX170807	08/09/2017	310230					64.00	DR
6503	1033000061806	52031500	CGEX170807	08/09/2017	310229					43.00	DR
6503	1033000061806	52031500	CGEX170807	08/09/2017	310238					32.00	DR
OBJSUB: 5203150 NON-TAXABLE MEALS/IN-ST											
OBJECT: 5203 TRAVEL											
6503	1033000061806	52041600	080317-080417	08/18/2017	00436397		NATLINTERS	12114840	02	779.00	DR *
OBJSUB: 5204160 WORKSHOP REGISTRATION FEE											
6503	1033000061806	52041800	DP807103	08/23/2017						50.00	DR *
OBJSUB: 5204180 COMPUTER SERVICES-STATE											
6503	1033000061806	52041900	18SCL100003 249	08/16/2017	02215929		SMARTSOFTW	12221150		417.75	DR *
OBJSUB: 5204190 COMPUTER SERVICES-PRIVATE											
6503	1033000061806	52042000	PL807059	08/23/2017						561.00	DR *
OBJSUB: 5204200 CENTRAL SERVICES											
6503	1033000061806	52042300	2622987	08/16/2017	02215774		SERVALLUNI	12049672		255.13	DR *
OBJSUB: 5204230 CENTRAL SERVICES											

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
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AGENCY BUDGET CENTER	UNIT	LABOR & REGULATION COSMETOLOGY COMMISSION	COMETOTOLOGY COMMISSION	COMP CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	1033000061806	5204230	JANITORIAL & MAINT SERV	REPAIRS/COSMETWT17	08/25/2017	02216852			HYDEHOLDIN	12028880		5.89	DR *
6503	1033000061806	5204490	RENTRS-PRIVATE OWNED PROP.	TL807053	08/16/2017	00434748			ATTMOBILIT	12279233		1,041.75	DR *
6503	1033000061806	5204530	TELECOMMUNICATIONS SRVCS	415031401 0617	08/11/2017	02215122			MUNICIPALU	12054968	01	142.44	DR *
6503	1033000061806	5204540	ELECTRICITY	1079213	08/09/2017	00433820			ENVIROTECH	12189816		206.91	DR *
6503	1033000061806	5204550	GARBAGE & SEWER	188C100002 935	08/18/2017	00436477			ENVIROTECH	12189816		137.16	DR *
6503	1033000061806	5204960	OTHER CONTRACTUAL SERVICE	CONTRACTUAL SERVICES	08/16/2017	00435487			ISOQUALITY	12358629		1,845.00	DR *
6503	1033000061806	5205020	INNOVATIVE	IN1681005	08/18/2017	02216399			INNOVATIVE	12550348		1,845.00	DR *
6503	1033000061806	5205020	INNOVATIVE	IN1684354	08/09/2017	02215369			INNOVATIVE	12550348		4,646.02	DR **
6503	1033000061806	5205020	INNOVATIVE	IN1716163	08/30/2017	02217820			INNOVATIVE	12550348		94.72	DR *
6503	1033000061806	5205020	INNOVATIVE	N10808031	08/18/2017	00436188			INNOVATIVE	12550348		53.22	DR *
6503	1033000061806	5205028	OFFICE SUPPLIES	18382 AUG17	08/16/2017	00435107			INMANSWATE	12037639		15.07	DR *
6503	1033000061806	5205028	OFFICE SUPPLIES	16382 JUL17	08/18/2017	00436188			INMANSWATE	12037639		60.00	DR *
6503	1033000061806	5205028	OFFICE SUPPLIES	65193	08/18/2017	00436188			STOUXFALLS	12036365		223.01	DR *
6503	1033000061806	5205310	PRINTING-STATE	CCEX170803	08/30/2017	00439175			INMANSWATE	12037639		12.80	DR *
6503	1033000061806	5205350	PRINTING-STATE	CCEX170807	08/16/2017	00435107			INMANSWATE	12037639		12.90	DR *
6503	1033000061806	5205350	PRINTING-STATE	MS807048	08/18/2017	00436188			STOUXFALLS	12036365		26.50	DR *
6503	1033000061806	5205518	POSTAGE	68870010003JUL17	08/16/2017	00434852			MONTANADAK	12020954		52.20	DR *
6503	1033000061806	5205518	POSTAGE	68870010003JUN17	08/16/2017	00434852			MONTANADAK	12020954		780.43	DR *
6503	1033000061806	5205518	POSTAGE	68870010003MAY17	08/16/2017	00434852			MONTANADAK	12020954		7.84	DR *
6503	1033000061806	5205518	HEATING & COOKING FUELS	PCEX002007	08/23/2017	310235			MONTANADAK	12020954		3.71	DR *
6503	1033000061806	5205980	PROC CARD PURCH-APPROVED	1108-010	08/23/2017	00438983			MONTANADAK	12020954		461.79	DR *
6503	1033000061806	5228000	SUPPLIES & MATERIALS	1108-010	08/23/2017	00438983			MONTANADAK	12020954		473.34	DR *
6503	1033000061806	5228000	SUPPLIES & MATERIALS	1108-010	08/23/2017	00436003			MONTANADAK	12020954		8.55	DR *
6503	1033000061806	5228000	SUPPLIES & MATERIALS	1108-010	08/23/2017	00436003			MONTANADAK	12020954		7.97	DR *
6503	1033000061806	5228000	SUPPLIES & MATERIALS	1108-010	08/23/2017	0043852			MONTANADAK	12020954		9.35	DR *
6503	1033000061806	5228000	SUPPLIES & MATERIALS	1108-010	08/23/2017	0043852			MONTANADAK	12020954		25.87	DR *
6503	1033000061806	5228000	SUPPLIES & MATERIALS	1108-010	08/23/2017	0043852			MONTANADAK	12020954		77.99	DR *
6503	1033000061806	5228000	SUPPLIES & MATERIALS	1108-010	08/23/2017	0043852			MONTANADAK	12020954		1,632.84	DR **
6503	1033000061806	5228000	SUPPLIES & MATERIALS	1108-010	08/23/2017	0043852			MONTANADAK	12020954		786.51	DR **

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JY APPLY #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
	OBJSUB: 5228000								786.51	DR *
	OBJECT: 5228								786.51	DR **
	GROUP: 52								10,430.61	DR ***
	COMP: 6503								32,893.39	DR ****
	CNTR: 103300061806								32,893.39	DR *****
	B. UNIT: 1033								32,893.39	DR *****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 08/31/2017

AGENCY BUDGET CENTER	UNIT	10330	10330	LABOR & REGULATION COSMETOLOGY COMMISSION	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO	6503	PROFESSIONAL & LICENSING BOARDS					
COMPANY NAME	6503	PROFESSIONAL & LICENSING BOARDS					
ACCT: 5101	6503	51010100	8,414.55	F-T EMP SAL & WAGES	15,919.97	*	
103300061806	6503	51010200	7,937.96	P-T/TEMP EMP SAL & WAGES	12,530.89		
103300061806	6503	51010300	1,860.00	BOARD & COMM MERS FEES	1,980.00		
ACCT: 5101	6503	EMPLOYEE SALARIES	18,212.51		30,430.86	*	
103300061806	6503	51020100	1,385.07	OAST-EMPLOYER'S SHARE	2,299.75		
103300061806	6503	51020200	594.75	RETIREMENT-ER SHARE	1,117.22		
103300061806	6503	51020600	2,235.28	HEALTH/LIFE INS.-ER SHARE	4,475.10		
103300061806	6503	51020800	27.81	WORKER'S COMPENSATION	48.38		
103300061806	6503	51020900	7.36	UNEMPLOYMENT COMPENSATION	12.81		
ACCT: 5102	6503	EMPLOYEE BENEFITS	4,250.27		7,953.26	*	
ACCT: 51	6503	PERSONAL SERVICES	22,462.78		38,384.12	**	
103300061806	6503	52030100	.00	AUTO-STATE OWNED-IN STATE	74.75		
103300061806	6503	52030300	2,333.94	AUTO-PRIV (IN-ST.) H/RTM	2,619.96		
103300061806	6503	52031000	76.30	LODGING/IN-STATE	76.30		
103300061806	6503	52031400	176.00	TAXABLE MEALS/IN-STATE	209.00		
103300061806	6503	52031500	779.00	NON-TAXABLE MEALS/IN-ST	779.00		
103300061806	6503	52032600	.00	AIR-COMM-OUT-OF-STATE	2,404.60		
ACCT: 5203	6503	TRAVEL	3,365.24		6,163.61	*	
103300061806	6503	52041600	50.00	WORKSHOP REGISTRATION FEE	50.00		
103300061806	6503	52041800	417.75	COMPUTER SERVICES-STATE	798.00		
103300061806	6503	52041900	561.00	COMPUTER SERVICES-PRIVATE	1,567.20		
103300061806	6503	52042000	255.13	CENTRAL SERVICES	1,902.26		
103300061806	6503	52042300	5.89	JANITORIAL & MAINT SERV	11.78		
103300061806	6503	52044900	1,041.75	RENTS-PRIVATE OWNED PROP.	2,083.50		
103300061806	6503	52045300	206.91	TELECOMMUNICATIONS SRVCS	427.31		
103300061806	6503	52045400	245.93	ELECTRICITY	245.93		
103300061806	6503	52045500	16.66	GARBAGE & SEWER	16.66		
103300061806	6503	52049600	1,845.00	OTHER CONTRACTUAL SERVICE	2,040.96		
ACCT: 5204	6503	CONTRACTUAL SERVICES	4,646.02		9,143.60	*	
103300061806	6503	52050200	223.01	OFFICE SUPPLIES	223.01		
103300061806	6503	52050280	52.20	OFFICE SUPPLIES	52.20		
103300061806	6503	52053100	780.43	PRINTING-STATE	869.31		
103300061806	6503	52053500	473.34	POSTAGE	932.26		
103300061806	6503	52055180	25.87	HEATING & COOKING FUELS	25.87		
103300061806	6503	52059800	77.99	PROC CARD PURCH-APPROVED	77.99		
ACCT: 5205	6503	SUPPLIES & MATERIALS	1,632.84		2,180.64	*	
103300061806	6503	5228000	786.51	OPER TRANS OUT -NON BUDGT	1,662.73		
ACCT: 5228	6503	NONOP EXP/NONBUDGT OP TR	786.51		1,662.73	*	
ACCT: 52	6503	OPERATING EXPENSES	10,430.61		19,150.58	**	

BA0215V1 09/02/2017

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 08/31/2017

PAGE

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AGENCY BUDGET CENTER-5	UNIT 1033	10330	LABOR & REGULATION COSMETOLOGY COMMISSION	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
CENTER	COMP							
COMP:	6503	PROFESSIONAL & LICENSING BOARDS				32,893.39	57,534.70	***
CENTER:	103300061806					32,893.39	57,534.70	****
B UNIT:	1033					32,893.39	57,534.70	*****

Agenda Item ID July 2017

BUDGET UNIT NAME	COSMETOLOGY COMMISSION	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I		316,243.00	0.00	0.00	39,313.45	23,765.09	253,164.46	202,588.66
BUDGETED TOT		316,243.00	0.00	0.00	39,313.45	23,765.09	253,164.46	
ALL COMP TOT		316,243.00	0.00	0.00	39,313.45	23,765.09	253,164.46	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	BUDGET AVAILABLE	PCF AYL
5101 EMPLOYEE SALARIES	142,785.00	0.00	0.00	12,218.35	130,566.65	91.4
5102 EMPLOYEE BENEFITS	49,184.00	0.00	0.00	3,702.99	45,481.01	92.5
5203 TRAVEL	40,074.00	0.00	0.00	2,798.37	37,275.63	93.0
5204 CONTRACTUAL SVCS	73,719.00	0.00	39,313.45	4,497.58	29,907.97	40.6
5205 SUPPLIES & MATERIALS	10,481.00	0.00	0.00	547.80	9,933.20	94.8
TOTALS	316,243.00	0.00	39,313.45	23,765.09	253,164.46	80.1

BREAKOUT BY COMPANY:

COMPANY	6503-I	PROFESSIONAL & LICENSING BOARDS	TOT						
5101000	EMPLOYEE SALARIES	142,785.00	0.00	0.00	0.00	12,218.35	12,218.35	130,566.65	91.4
5102000	EMPLOYEE BENEFITS	49,184.00	0.00	0.00	0.00	3,702.99	3,702.99	45,481.01	92.5
5203000	TRAVEL	40,074.00	0.00	0.00	0.00	2,798.37	2,798.37	37,275.63	93.0
5204000	CONTRACTUAL SVCS	73,719.00	0.00	0.00	39,313.45	4,497.58	4,497.58	29,907.97	40.6
5205000	SUPPLIES & MATERIALS	10,481.00	0.00	0.00	0.00	547.80	547.80	9,933.20	94.8
	PS SUBTOTALS	191,969.00	0.00	0.00	0.00	15,921.34	15,921.34	176,047.66	91.7
	OE SUBTOTALS	124,274.00	0.00	0.00	39,313.45	7,843.75	7,843.75	77,116.80	62.1
	COMPANY 6503-I	TOT	316,243.00	0.00	39,313.45	23,765.09	23,765.09	253,164.46	80.1

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 07/31/2017

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	202,588.66	DR	COSMETOLOGY COMMISSION
COMPANT/SOURCE TOTAL 6503 618			202,588.66	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			202,588.66	DR **	
BUDGET UNIT TOTAL 1033			202,588.66	DR ***	

AGENCY BUDGET UNIT	10 1033	LABOR & REGULATION COSMETOLOGY COMMISSION	CURRENT MONTH	YEAR-TO-DATE
CENTER	COMP	ACCOUNT	DESCRIPTION	
COMPANY NO	6503	PROFESSIONAL & LICENSING BOARDS		
COMPANY NAME	6503	COS-OPERATOR/MANAGER	3,420.00	3,420.00
103300061806	6503	COS-SALONS LICENSE	1,575.00	1,575.00
103300061806	6503	COS-INSTRUCTORS LIC	25.00	25.00
103300061806	6503	COS-STUDENTS/APPRENTICES	6.00	6.00
103300061806	6503	COS-PERMITTS	378.00	378.00
103300061806	6503	COS-RECIPROCIITY/CERTIF	240.00	240.00
ACCT: 4293		BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	5,644.00	5,644.00
ACCT: 42		LICENSES, PERMITTS & FEES	5,644.00	5,644.00
103300061806	6503	COS-PENALTY'S	720.00	720.00
ACCT: 4393		PENALTIES (NON-GOVERNMENTAL)	720.00	720.00
ACCT: 43		FINES, FORFEITS & PENALTIES	720.00	720.00
103300061806	6503	COS-NATL EXAM TEST COST	560.00	560.00
103300061806	6503	MISCELLANEOUS INCOME	3.00	3.00
ACCT: 4896			563.00	563.00
ACCT: 48		OTHER REVENUE	563.00	563.00
CNTR: 103300061806			6,927.00	6,927.00
COMP: 6503			6,927.00	6,927.00
B UNIT: 1033			6,927.00	6,927.00

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
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COMPANY NO 6503
 COMPANY NAME PROFESSIONAL & LICENSING BOARDS

6503 1033	71010100	BD07012017	07/02/2017		07/01/2017	142,785.00	CR	
6503 1033	71020100	BD07012017	07/02/2017		07/01/2017	49,184.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							191,969.00	CR *

6503 1033	72030100	BD07012017	07/02/2017		07/01/2017	40,074.00	CR	
6503 1033	72040100	BD07012017	07/02/2017		07/01/2017	73,719.00	CR	
6503 1033	72050100	BD07012017	07/02/2017		07/01/2017	10,481.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							124,274.00	CR *

TOTAL COMPANY--NET CHANGE 316,243.00 CR **

COMPANY NO 6503
 COMPANY NAME PROFESSIONAL & LICENSING BOARDS

6503 1033000061806	4293901	C108CC001	07/07/2017	299359	07/07/2017	1,300.00	DR	
6503 1033000061806	4293901	C108CC001	07/07/2017	299359	07/07/2017	1,300.00	CR	
6503 1033000061806	4293901	C108CC001	07/07/2017	299359	07/07/2017	1,300.00	CR	
6503 1033000061806	4293969	C108CC001	07/07/2017	299359	07/07/2017	490.00	CR	
6503 1033000061806	4293971	C108CC001	07/07/2017	299359	07/07/2017	6.00	CR	
6503 1033000061806	4293984	C108CC001	07/07/2017	299359	07/07/2017	252.00	CR	
6503 1033000061806	4293984	C108CC001	07/07/2017	299359	07/07/2017	252.00	DR	
6503 1033000061806	4293984	C108CC001	07/07/2017	299359	07/07/2017	252.00	CR	
6503 1033000061806	4293984	C108CC001	07/07/2017	299359	07/07/2017	100.00	CR	
6503 1033000061806	4293984	C108CC002	07/14/2017	299359	07/14/2017	2,120.00	DR	
6503 1033000061806	4293901	C108CC002	07/14/2017	299337	07/14/2017	2,120.00	CR	
6503 1033000061806	4293901	C108CC002	07/14/2017	299337	07/14/2017	2,120.00	CR	
6503 1033000061806	4293969	C108CC002	07/14/2017	299337	07/14/2017	1,085.00	CR	
6503 1033000061806	4293970	C108CC002	07/14/2017	299337	07/14/2017	25.00	CR	
6503 1033000061806	4293972	C108CC002	07/14/2017	299337	07/14/2017	126.00	CR	
6503 1033000061806	4293984	C108CC002	07/14/2017	299337	07/14/2017	140.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							5,644.00	CR *

6503 1033000061806	4393903	C108CC001	07/07/2017	299359	07/07/2017	260.00	CR	
6503 1033000061806	4393903	C108CC001	07/14/2017	299937	07/14/2017	460.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							720.00	CR *

6503 1033000061806	4896007	C108CC001	07/07/2017	299359	07/07/2017	320.00	CR	
6503 1033000061806	4896020	C108CC001	07/07/2017	299359	07/07/2017	2.00	CR	
6503 1033000061806	4896007	C108CC002	07/14/2017	299937	07/14/2017	240.00	CR	
6503 1033000061806	4896020	C108CC002	07/14/2017	299937	07/14/2017	1.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							563.00	CR *

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STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 07/31/2017

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	52053100	CD706041	07/19/2017		07/07/2017	88.88	DR
6503	103300061806	52032600	DC706012	07/26/2017		07/26/2017	2,404.60	DR
6503	103300061806	52041800	DP706103	07/26/2017		07/11/2017	380.25	DR
6503	103300061806	52049600	D108CC001	07/26/2017	MC3332	07/25/2017	195.96	DR
6503	103300061806	52049600	D108CC001	07/26/2017	MC3332	07/25/2017	195.96	DR
6503	103300061806	52049600	D108CC001	07/26/2017	MC3332	07/25/2017	195.96	DR
6503	103300061806	52030100	EM706071	07/26/2017		07/18/2017	1,387.46	DR
6503	103300061806	52030100	EM706054	07/21/2017		07/13/2017	74.75	DR
6503	103300061806	52053500	MS706050	07/21/2017		07/14/2017	454.79	DR
6503	103300061806	52042000	PL706059	07/19/2017		07/12/2017	226.91	DR
6503	103300061806	52042000	PE706050	07/21/2017		07/18/2017	6.36	DR
6503	103300061806	52042000	RM706050	07/21/2017		07/21/2017	26.40	DR
6503	103300061806	52045300	TL706053	07/19/2017		07/19/2017	155.91	DR
6503	103300061806	52280000	TI107-126	07/19/2017		07/17/2017	876.22	DR

TOTAL ACCOUNT GROUP NET CHANGE

6,278.49 DR *

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	82044900	REALE/COSMNT17	07/26/2017		07/25/2017	12,501.00	DR
6503	103300061806	82044900	REALE/COSMNT17	07/31/2017	309289	07/25/2017	1,041.75	CR
6503	103300061806	82040600	18SCI00001	07/19/2017	1211484002	07/19/2017	2,500.00	DR
6503	103300061806	82049600	18SCI00002	07/19/2017	12358629	07/19/2017	10,500.00	DR
6503	103300061806	82049600	18SCI00003	07/19/2017	12221150	07/19/2017	12,000.00	DR
6503	103300061806	82041900	18SCI0011A	07/21/2017	12221150	07/20/2017	3,860.40	DR
6503	103300061806	82041900	18SCI0011A	07/21/2017	18SCI0011A	07/20/2017	1,006.20	CR

TOTAL ACCOUNT GROUP NET CHANGE

39,313.45 DR *

TOTAL COMPANY--NET CHANGE

38,664.94 DR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 07/31/2017

AGENCY BUDGET CENTER-5	UNIT 1033	LABOR & REGULATION COSMETOLOGY COMMISSION	COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JY APPVL # / OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR / CR
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS													
6503	103300061806	51010100				CGEX170628	07/05/2017					3,891.25	DR
6503	103300061806	51010100				CGEX170712	07/14/2017					3,614.17	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES													
6503	103300061806	51010200				CGEX170628	07/05/2017					7,505.42	DR *
6503	103300061806	51010200				CGEX170712	07/14/2017					2,132.30	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES													
6503	103300061806	51010300				CGEX170628	07/05/2017					4,592.93	DR *
OBJSUB: 5101030 BOARD & COMM MBR'S FEES													
OBJSUB: 5101030 BOARD & COMM MBR'S FEES													
OBJECT: 5101 EMPLOYEE SALARIES													
6503	103300061806	51020100				CGEX170628	07/05/2017					12,218.35	DR **
6503	103300061806	51020100				CGEX170712	07/14/2017					458.77	DR
6503	103300061806	51020100				CGEX170727	07/31/2017	302014				453.38	DR
OBJSUB: 5102010 CASI-EMPLOYER'S SHARE													
6503	103300061806	51020200				CGEX170628	07/05/2017					914.68	DR *
6503	103300061806	51020200				CGEX170712	07/14/2017					270.98	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE													
6503	103300061806	51020600				CGEX170628	07/05/2017					522.47	DR *
6503	103300061806	51020600				CGEX170712	07/14/2017					1,117.55	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE													
6503	103300061806	51020800				CGEX170628	07/05/2017					2,239.82	DR *
6503	103300061806	51020800				CGEX170712	07/14/2017					10.25	DR
OBJSUB: 5102080 WORKER'S COMPENSATION													
6503	103300061806	51020900				CGEX170628	07/05/2017					20.57	DR *
6503	103300061806	51020900				CGEX170712	07/14/2017					2.71	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION													
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION													
OBJECT: 5102 EMPLOYEE BENEFITS													
GROUP: 51 PERSONAL SERVICES													
6503	103300061806	52030100				MP706054	07/21/2017					74.75	DR *
OBJSUB: 5203010 AUTO-STATE OWNED-IN STATE													
6503	103300061806	52030300				CGEX170727	07/31/2017	302014				286.02	DR
OBJSUB: 5203030 AUTO-PRIV (IN-ST.) H/RTE													
6503	103300061806	52031400				CGEX170727	07/31/2017	302014				286.02	DR *
OBJSUB: 5203140 TANAKARE MEALS/IN-STATE													
6503	103300061806	52032600				DC706012	07/26/2017					33.00	DR *
OBJSUB: 52032600 TANAKARE MEALS/IN-STATE													
6503	103300061806	52032600				DC706012	07/26/2017					2,404.60	DR *

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 07/31/2017

AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
103300061806	1033	6503	51010100	F-T EMP SAL & WAGES	7,505.42	7,505.42
103300061806	10330	6503	51010200	P-T/TEMP EMP SAL & WAGES	4,592.93	4,592.93
103300061806	10330	6503	51010300	BOARD & COMM MERS FEES	120.00	120.00
ACCT: 5101				EMPLOYEE SALARIES	12,218.35	12,218.35
103300061806	6503	51020100		OAST-EMPLOYER'S SHARE	914.68	914.68
103300061806	6503	51020200		RETIREMENT-ER SHARE	522.47	522.47
103300061806	6503	51020600		HEALTH/LIFE INS.-ER SHARE	2,239.82	2,239.82
103300061806	6503	51020800		WORKER'S COMPENSATION	20.57	20.57
103300061806	6503	51020900		UNEMPLOYMENT COMPENSATION	5.45	5.45
ACCT: 5102				EMPLOYEE BENEFITS	3,702.99	3,702.99
103300061806	6503	52030100		AUTO-STATE OWNED-IN STATE	15,921.34	15,921.34
103300061806	6503	52030300		AUTO-PRIV (IN-ST.) H/RPE	74.75	74.75
103300061806	6503	52031400		TAXABLE MEALS/IN-STATE	286.02	286.02
103300061806	6503	52032600		AIR-COMM-OUT-OF-STATE	33.00	33.00
ACCT: 5203				TRAVEL	2,404.60	2,404.60
103300061806	6503	52041800		COMPUTER SERVICES-STATE	2,798.37	2,798.37
103300061806	6503	52041900		COMPUTER SERVICES-PRIVATE	380.25	380.25
103300061806	6503	52042000		CENTRAL SERVICES	1,006.20	1,006.20
103300061806	6503	52042300		JANITORIAL & MAINT SERV	1,647.13	1,647.13
103300061806	6503	52044900		RENDS-PRIVATE OWNED PROP.	5.89	5.89
103300061806	6503	52045300		TELECOMMUNICATIONS SVCS	1,041.75	1,041.75
103300061806	6503	52049600		OTHER CONTRACTUAL SERVICE	220.40	220.40
ACCT: 5204				CONTRACTUAL SERVICES	195.96	195.96
103300061806	6503	52053100		PRINTING-STATE	4,497.58	4,497.58
103300061806	6503	52053500		POSTAGE	88.88	88.88
ACCT: 5205				SUPPLIES & MATERIALS	458.92	458.92
103300061806	6503	5228000		OPER TRANS OUT -NON BUDGT	547.80	547.80
ACCT: 5228				NONOP EXP/NONBGTD OP TR	876.22	876.22
ACCT: 52				OPERATING EXPENSES	8,719.97	8,719.97
COMP: 6503				PROFESSIONAL & LICENSING BOARDS	24,641.31	24,641.31
CENTER: 103300061806					24,641.31	24,641.31
B UNIT: 1033					24,641.31	24,641.31

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

September 21, 2017

1. STATE BOARD EXAM SCHEDULE - The schedule for State Board examiners for the remainder of 2017 and 2018 will be finalized by September 21, 2017 and sent to all examiners. Additional copies are available upon request from the Commission office.

2. ALASKA SCALES BACK NAIL TECHNICIAN LICENSE

On June 17, 2017 Alaska Governor Bill Walker signed Senate Bill 51; this bill reverts the Alaska Board of Barbers & Hairdressers back to a 12 hour manicurist license and an "advanced endorsement", and completely removes the nail technician license which went into effect January 1, 2016.

Effective June 17 to qualify for a manicurist license; applicants must enroll in a school licensed in Alaska to complete a 12 hour safety/sanitation course followed by a written examination administered by the school.

To qualify for the "advanced endorsement" applicants must enroll in a school licensed in Alaska to complete 250 hours of training; once training is completed the applicant must apply to take the NIC Nail Technology written examination. Passing this examination is required at 75% or higher.

Out of State applicants may still apply for these licenses by waiver of exam/credentials/reciprocity with training/examinations that are equivalent.

The Alaska Board is working on regulations addressing these changes and we hope to have them in place by October; statutes have already been updated with the new requirements.

3. NIC EXECUTIVE DIRECTORS MEETING - August 3-4, 2017

I attended the NIC Executive Directors Meeting August 3 & 4, 2017 in Charleston, West Virginia. Among the key subjects discussed were:

- **Uniform Model Law** - We finalized the uniform model law that the group has been working on for the past couple of years. It is acknowledged that every state will continue to have their own individual laws/rules, but this provides information that states may use when they are planning to pursue legislative changes. A significant portion of this package is the infection control best practices standards. It was agreed that the uniform model law will always be a work in progress and will always be variances in cosmetology laws and rules from state to state.
- **Legislative and Administrative Rule Changes** - Participants gave a report on legislative changes that have occurred or may be occurring in their respective states. Several states have lowered their cosmetology education hour requirement.

- **Microneedling, dermaneedling, dermaplaning, and microblading** - We discussed these procedures and what falls under the scope of practice in each state. The bulk of the discussion centered on microblading and the fact that most states consider microblading to be tattooing.
- **National License Verification Database: How to Identify Fraud** - The need for a national cosmetology license database has been discussed on a regular basis over the years. However, without including social security numbers and dates of birth, the database would not have the value needed to identify fraud. States are limited in what information they can share outside their own office, with social security numbers being the major obstacle. To date, no one has come up with a solution.
- **Hot Topics** - There was a discussion of common issues that the states face on a regular basis, including unlicensed workers, fraudulent documents, etc. Some of the states who were present stated that if a license certification is received from their state, it is absolutely fraudulent, as they only email license certifications for security reasons. South Dakota emails license certifications instead of sending them by U.S. mail.

Another hot topic discussed was the on-going scrutiny and deregulation challenges that occupational licensing boards are facing. It was stressed that the states need to become more unified and to stress that we license for public protection.

4. NIC CONFERENCE August 5-7, 2017

The NIC Conference was held August 5-7, 2017. Some of the topics and presentations included:

- **Deregulation: Staying Relevant in Today's Cosmetology World** - This presentation was about staying ahead of the deregulation movement. Noted organizations that are working throughout the country to deregulate many occupational licenses were identified.
- **Infection Control Best Practices Standards** - The Executive Directors had completed work on Infection Control Best Practices and it was presented to the conference for ratification.
- **Exam Security - The States' Roles and Responsibilities** - There was a presentation about exam security and things that can be done to ensure the best exam security practices. Among the items discussed were: government-issued photo ID's required, sign-out required for a candidate who needs to leave the exam room for a restroom break, things to look for if someone appears to be cheating.
- **Future of Regulation** - A representative from FARB addressed the group about legal, political and climate changes regarding regulatory boards. The North Carolina Board of Dental Examiners U.S. Supreme Court opinion and subsequent cases are presenting challenges for licensing boards across the nation.
- **NIC Budget Committee** - I was appointed by NIC President Bill Helton to serve on the NIC Budget Committee. The budget committee met during the day on August 6, so I was unfortunately not in attendance for some of the conference presentations. The budget committee is a time-consuming task. I have indicated to NIC leadership that I am willing to serve on the Budget Committee in the future only if we meet via conference call prior to traveling to the conference or come in a day early to accomplish our work

AGENDA ITEM #H

Leo Thomas Salon Apprenticeships Applications

Leo Thomas Salon in Rapid City is applying for two apprenticeships. The salon owner/senior instructor is Holly Ringo.

Commission President Tammy Ugofsky will be conducting the required interview of the senior instructor and the two apprentice applicants and walk-thru of the salon on Thursday morning, September 21. Tammy will come to the Commission meeting with a recommendation for the Commission's consideration whether to approve the apprenticeships or not.

Inspector Georgia Linn will complete her salon inspection prior to the September 21 meeting as well.

Attached are the following applications and checklist for your review prior to the September 21 meeting:

- Checklist for Proposed Apprenticeship
- Danielle Amburn Apprentice Application
- Holly Ringo Affidavit for Instructor of Apprentice
- Tristan Hall Apprentice Application
- Holly Ringo Affidavit for Instructor of Apprentice
- Leo Thomas Salon Apprentice Salon Application (fees previously paid with prior apprenticeship)

Step two

CHECKLIST FOR PROPOSED APPRENTICESHIP

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

1. Salon name:

Lea Thomas Salon

2. Salon address:

816 South St

3. Salon telephone: 721 6970 Email: leaThomasSalon@midco
network.com

4. Type of Apprenticeship: cosmetology nail technology

5. Senior instructor(s):

Name: Holly Riso Sr. Instruc Lic #: IC12993 2018

Name: _____ Sr. Instruc Lic #: _____

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

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

1. Name:

Tristan Hall

Address: 407 E. Minnesota St #301 City: RC SD

Telephone: 391-4545 (605)

2. Name:

Danielle Amburn

Address: 4310 Cedar Ridge #7 City: RC SD

Telephone: 593-3701 (605)

7. Proposed starting date: Sept. ASAP

8. Proposed ending date: April 2019
9. Textbook to be used: Milady 2016
 Publisher: Milady Cengage copyright date: 2016
10. Student workbook to be used: Milady
 Publisher: Cengage copyright date: 2016
11. Lesson plans Self prepared?: Yes No Purchased?: Yes No
 If purchased, company name: _____

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

12. State laws/rules lesson plans and tests completed? Yes No
13. Curriculum hour requirements understood? Yes No
14. Typical curriculum schedule for the 18 months (cosmetology) or 6 months (nails) must be attached. A sample of a typical schedule should show a plan has been considered for the apprentice's training. The apprentice should receive a combination of academic as well as hands-on experience each day. (Sample: Month 1 – instruction in state laws, safety, sanitation, hair. Month 2 – instruction in massage, hair. Month 3 – hair procedures continued, nails, etc. See the required curriculum in step one information)
15. Weekly apprentice training schedule must be attached. Form provided. Should total 40 hours for the week. The inspector will use this schedule for inspections.
16. Attach a sample of a test that will be given. (should relate to attached lesson plans)
17. Attach a list of reference materials that will be used. This is a detailed list of the professional magazines, instructional videos, books, etc. that the apprentice will have access to or will be taught from during the course. This does not include the required basic textbook, nor does a listing of a textbook, workbook, or state law books count as instructional materials.
18. Kit supplied and ready: Yes No Pending
19. On a separate paper, list contents of kit to be provided and attach to this checklist.
20. Salon inspection passed: Yes No Pending ?

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

White board Yes ___ No

Audio-visual items Yes ___ No

Station(s) Yes ___ No

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

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

a. weekly report (timesheets) yes ___ no

b. apprentice leave policy yes ___ no

c. candidate brochures for state boards yes ___ no

d. apprenticeship training record form yes ___ no

e. curriculum requirements yes ___ no

f. state law/rule books yes ___ no

g. weekly schedule form yes ___ no

h. apprentice-salon application form yes ___ no

i. instructor license application form yes ___ no

j. apprentice application form yes ___ no

24. Senior Instructor license requirements met: Yes ___ No ___ Pending

If pending, attach a statement on how the requirements will be met and the anticipated completion date. (30 hrs instructor training BEFORE the instructor license will be issued.)

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

Please print or type

Name: Danielle Amburn

Address, City, State, Zip: 4310 Cedar Ridge Pl. #7

Date of Birth: 5-1-83 Social Security Number: _____

Education: Stenans High School Date: _____
(Name and City of High School or GED) (graduation or completion date)

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

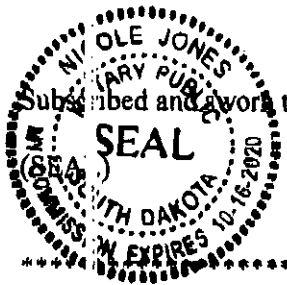
Suggested Start Date of apprenticeship (tentative): Sep 2017

Name of Senior Instructor(s): Holly Kay Holway Ringo

Name and address of Salon: 816 South RC SD 57201 Leo Thomas Salon
City: _____ telephone: _____

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

Danielle Amburn
(Signature of Applicant)



Subscribed and sworn to before me this 31st day of August 2017

Nicole Jones
Notary Public Signature

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

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

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

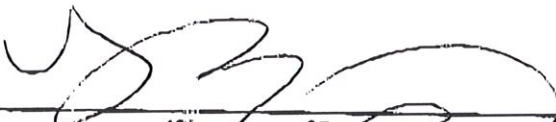
**SOUTH DAKOTA BOARD OF COSMETOLOGY
AFFIDAVIT FOR INSTRUCTOR OF APPRENTICE**

I, Hoby Ringo (print), a licensed Cosmetologist and licensed Active Senior

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

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

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



(Signature of Instructor)

Subscribed and sworn to before me this 1st day of Sept. 2017





Notary Public

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

** each instructor must sign this statement.

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

Please print or type

Name: Tristan Hall
Address, City, State, Zip: 407 E Minnesota St #301 Rapid City
Date of Birth: 9/18/96 Social Security Number: _____
Education: GED Date: 8/30/17
(Name and City of High School or GED) (graduation or completion date)

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

Suggested Start Date of apprenticeship (tentative): _____

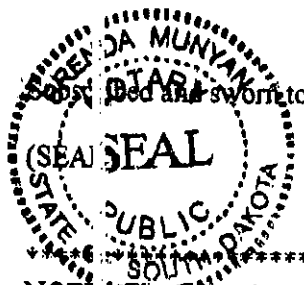
Name of Senior Instructor(s): Hollyray Holway King

Name and address of Salon: 516 South AC SD 57201 Leo Thomas Salon

City: _____ telephone: _____

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

Tristan Hall
(Signature of Applicant)



I did and sworn to before me this 30th day of August 2017

Brenda Munyan
Notary Public Signature

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

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

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

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

I, Holly Ringo (print), a licensed Cosmetologist and licensed Active Senior

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

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

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

[Signature]
(Signature of Instructor)

Subscribed and sworn to before me this 1st day of Sept. 2017



Nicole James
Notary Public

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

** each instructor must sign this statement.

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

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

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

2. Salon name: Leo Thomas Salon ASH-08009-2018

3. Salon physical address: 816 South RA SD 57701
Street City Zip

4. Salon telephone number: 7216970 YOUR home telephone number: 4157692

5. Your (OWNER) name: Holly King License number: M-

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

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

8. Tentative Start Date of Apprenticeship Sept.

9. Circle the days YOU are OPEN: (M) (T) (W) (TH) (F) (S) (SU)

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

10. Signature of Owner(s) [Signature] Date: Sept 2017

11. Social Security Number(s): _____ Federal ID number if Corporation: _____

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

AGENDA ITEM # I. 1.

We have received comments about the required eyelash certification from two licensees who have both submitted applications to become a pre-approved provider for eyelash extension education.

Shown below are comments from:

- Tami Lee Stokes
- Kylie Lemke

Tami Stokes has request the opportunity to speak to the Commission at the September 21, 2017 meeting on this subject.

Boyd, Kate

From: Studio 19 <studio19onmain@gmail.com>
Sent: Saturday, September 02, 2017 3:10 AM
To: Boyd, Kate
Subject: [EXT] permission to be added to agenda

Dear Kate,

I would like to have the opportunity to address the board at their upcoming meeting in September 2017. With the recent changes to the laws regarding eyelash extensions I have some concerns that I would like to present to the board. I am excited that they have added the 16 hours of continuing education for eyelash extensions, as in my experience of applying eyelash extensions it has become evident that continued education is very important to maintain and insure client safety. It has also become increasingly aware to me that the issue of safe product usage should be addressed. I would like the opportunity to speak to this issue. Please accept my request.

Thank you for your time.
Sincerely,

Tami Lee Stokes
Studio 19

- Over -

Dear Cosmetology Commission,

I have sent you all the information you needed. If you have any questions or need anything else please call me at 605-760-1343.

I would just like to say that I agree that eyelash extensions must be regulated, we are using sharp tools right by the eye and could cause so damage if not used properly. With that said I feel as if 16 hours is too much. I am certified through Minkys and they train people all over the United States, Mexico and Canada and they taught me to teach an 8-hour class. I don't understand why South Dakota needs to require so many more hours than everyone else. I have discussed with the trainers of Minkys and we have figured out how to make it a 16-hour class but I still feel it's too much. I was trained to teach a whole 8-hour day and then the students go home practice and must send me pictures of models where I critique and they must pass 5 models. Then they must come back to me and they bring their final model and do a set of eyelashes in front of me and if they pass then they take a final written exam and I grade it and send it to Minkys corporate where they then send the student their certification. So, when they leave after that first 8-hour day they go home and do AT LEAST 8 more hours of practice because if they must do AND pass 5 models and its going to take them a minimum of 2-3 hours per model. That doesn't even count the final model that they do in front of me. So, as you can see Minkys already requires a lot to become a certified eyelash extentionist.

Thank you for taking my concerns into consideration and again if you have any questions or concerns call me at 605-760-1343.

Kylie Lemke

Agenda Item I. 2.



September 6, 2017

South Dakota Cosmetology Commission
500 E. Capitol
Pierre, SD 57501

Dear Cosmetology Commission:

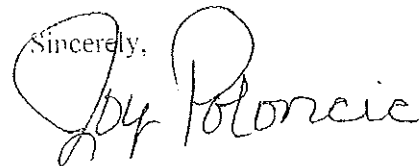
I am writing to request our continuing education hours for Black Hills Beauty College.

Jason Russell, a Pivot Point Educator, will be conducting a two day class with all Black Hills Beauty College instructors on November 19th & 20th from 8:30 a.m. to 5 p.m. each day.

The Pivot Point class will teach the instructors how to successfully implement a 21st century learning system, providing learners the opportunity to transform information into learning that deepens meaning and relevance. Instructors will learn strategies to include Explore, Engage, Experience and Expand. They will also learn how to implement the Fundamentals learning system to deepen meaning, provide relevance and promote resilience.

With Pivot Point going to a new student library and new educational tools for teaching, Mr. Russell will provide the instructors with new teaching techniques.

Please find attached Mr. Russell's bio/resume and the lesson plan that he will be using both days.

Sincerely,


Joy Poloncie
Owner

[Print](#) | [Close Window](#)

Subject: Jason Rusell
From: Julie Wilken <jwilken@pivot-point.com>
Date: Wed, Sep 06, 2017 11:29 am
To: "joy@bhbeautycollege.com" <joy@bhbeautycollege.com>
Attach: image001.jpg
image002.png

Hi Joy, here is form our web site just in case Jason does not get back with me today;

JASON RUSSELL

Field Educator

Sharing Pivot Point education globally as a stylist and licensed Cosmetology Instructor is a dream come true for Jason. His goal when working with students, stylists and instructors around the world is to ignite passion for the beauty industry and provide each one with a phenomenal educational experience that will lead to a long and prosperous career. The greatest joy that he experiences from his job as a Field Educator comes from helping thousands of beauty professionals hone their creativity and practical skills. Jason has facilitated trainings at all major events: ISSE, ABS, Premier, Creative Jam, CEA and AACS. He is involved with on-set production for Pivot Point educational materials and trend releases and his work has been featured in Modern Salon Magazine and on Modernsalon.com.

Julie Wilken
Director of Business Development
Pivot Point International, Inc.
8725 West Higgins Road, Suite 700
Chicago, IL 60631

563-355-8211 Direct
847-751-0508 Mobile

**PIVOT
POINT**

LESSON PLAN *Fundamentals Orientation*

<p>SUBJECT FUNDAMENTALS ORIENTATION</p> <p>LESSON TOPICS FUNDAMENTALS PURPOSE FUNDAMENTALS INTRODUCTION FUNDAMENTALS IN ACTION SUMMARY</p> <p>LESSON TYPE Lecture / Discussion / Group Activities / Oral Assessment</p> <p>TOTAL TIME FOR THE LESSON</p>	<p>INSTRUCTOR PRIOR PREPARATION</p> <ul style="list-style-type: none"> • Be familiar with the entire Fundamentals program prior to visiting the client. • Memorize and rehearse the speaker notes, slide transition, and pickers prior to training session. • Print and send the note taker to the training location. • Be prepared for any curriculum conversions support (reference the curriculum conversions workbook). <p>INSTRUCTIONAL MATERIALS</p> <ul style="list-style-type: none"> • Fundamentals Orientation PowerPoint & Speaker Notes • Fundamentals Orientation Handout/Note-Taker • LAB username and password • Pickers app (updated) • Pickers cards 	
<p>LEARNING GOAL</p> <ul style="list-style-type: none"> • Identify the 13 areas of study that make up Fundamentals. • Describe the differences between training & Learning. • Explain the 4 Instructional learning strategies to include, Explore, Engage, Experience, and Expand. • Implement the Fundamentals learning system to deepen meaning, provide relevance, and promote resilience. <p>RATIONALE / MAIN OBJECTIVE</p> <p><i>In the Fundamentals orientation you will learn how to successfully implement a 21st century learning system, providing learners the opportunity to transform information into learning that deepens meaning and relevance. This comprehensive beauty education library is designed for successful passing of licensure and entry-level proficiency.</i></p> <p>NOTES TO THE INSTRUCTOR</p> <ul style="list-style-type: none"> • Ensure you have the app pickers ready and updated on your iPad. • Don't forget the pickers cards for the participants. (Collect them after the session). • If the client is on LAB, ensure you have the correct access to their site. • Review the following web-links for additional knowledge and talking points: <p>Importance of visuals: http://thenextweb.com/dd/2014/05/21/importance-visual-content-deliver-effectively/#gref AR: http://www.augment.com/blog/5-reasons-use-augmented-reality-education/</p>	<p>KEY TERMS</p> <ul style="list-style-type: none"> • Training • Learning • Brain-Compatible • Learner-Centered • Client-Centered • Learning System • Salon Relevance • Learning Strategies • Explore (Exploration) • Engage (Engagement) • Experience (Experience) • Expand (Expansion) • Meaning • Relevance • Resilience 	

INTRODUCTION TO FUNDAMENTALS

TIME		READINESS	KEY POINTS AND CUES
Hrs.	Min.	SET THE STAGE FOR LEARNING	

Slide 1- Opening Slide
Slide 2- Video

As you can see from the video, teaching and learning has changed.

- Information used to be delivered by "Talk and Chalk" and is now available anytime, anywhere. Attention span used to be 30 minutes—now it's 8 minutes. Visual communication has expanded beyond the dark room with the click and "whrrr" of the slide projector.
- Ideas and knowledge are now easily shared—the Internet has expanded access to learning resources and is helping learners develop research and organizational skills.
- Social media is helping to shape collaboration strategies that build communication skills, increase involvement and provide a sense of belonging. Today's student loves to share with others, and they enjoy working in teams. Interaction is key to their learning, and they want to be part of a community, collaborating, sharing and exchanging ideas. They eagerly work with a mentor and need to know that someone cares that they are successful.
- Today's learners are highly visual, preferring to process images, sounds and video rather than text. Today's learners are experiential learners who learn by discovery rather than being "told." Simulations, games and role-playing allow them to learn by "being there," while having fun at the same time. They prefer to learn "just in time," that is, have access to relevant information they can apply immediately. They need immediate feedback, responsiveness and ideas from others, as they are used to instant gratification.
- Things are not what they used to be. There is a revolution occurring on a daily basis.

Slide 3

- The revolution is all about change. Have you ever challenged the status quo? Ask participants to share examples of when they have pushed the envelope. Be prepared to offer an example to set the stage.
- Examples might include things like:
 - Leading a new, different type of fundraiser for a community event
 - Suggesting a new policy for the school/company you work for
 - Proving something worked when others said it wouldn't
- Share what it takes to challenge the status quo, based on the examples you heard. Words like courage, bravery, commitment, passion will come to the forefront. Ask participants to keep these words in mind as you lead to the next slide.

Slide 4

- Pivot Point is proud to lead the latest revolution by challenging the status quo of teaching and learning basic cosmetology knowledge and skills.
- In fact, challenging the status quo for beauty education is our obsession; our passion. Leading the way in education is what we are known for and where we claim our fame.

Slide 5

- The new revolution, or challenge, of the status quo is *Pivot Point Fundamentals*. Just as today's learner has new expectations, salon owners and client expectations have changed. Clients have many options to choose from and client loyalty is a sought-after prize. Clients are more savvy and have access to the same information as their designer. Clients expect to be safe in the salon environment, and they expect to feel pampered and cared for during the service, and most importantly, they expect to look good and be able to create the same look at home.
- Salon owners expect stylists to know what good work looks like and to keep trying until they achieve it. Salon owners also expect stylists to hone their skills to know what works and know how to build a career that is financially stable. Salon owners are frustrated that at the first problem, entry-level professionals quickly drop out. Instead of having a "I will make it attitude" with the plan to build a career that will sustain their life goals, they give up.

- Compared to the traditional programs you might have used before, *Fundamentals* is 21st century learning. It was developed with the brain, the learner, the client and the salon in mind. *Fundamentals* is brain-compatible, learner and client-centered and salon relevant. *Fundamentals* promotes exploration, engagement, experience, and expansion of learning for future use.

- Pivot Point's *Fundamentals* is a new generation of licensure content!

Slide 6

- Among the reasons for developing *Fundamentals* is the fact that people are leaving our industry.
- Statistics show that after three years in the industry, over 50% leave.
- *Fundamentals* is written with a focus on teaching students to be resilient or able to comeback after setbacks and to understand the passion and commitment it takes to be a successful salon professional.
- In the 21st century, individuals need a set of diverse skills that enable them to sustain their career. Differentiation within instruction allows for multiple solutions that lead to individualized, creative thought processes. In other words, they can make informed choices, because they have learned workplace skills. They know how to be resourceful and are creative in finding ways to make things work.

Slide 7- Share learning goals

Slide 8- Frame the Content

- There are four sections within this presentation: The Purpose, the Introduction, *Pivot Point Fundamentals in Action* or how we make it work and a summary where we will discuss what we have learned and the "what ifs" for future implementation.

Slide 9

- Lead discussion groups, asking them to discuss what they know about today's learner, and then be prepared to select a leader to share their findings with the group. Post responses on the wall or use voice recognition to have them show on the screen.
- Summarize by sharing what the major ideas were that were presented and offer any descriptions that might have been missed. Ask participants to keep this data in mind as we travel through this learning session.

PRESENTATION- FUNDAMENTALS		
DME	DELIVERY	KEY POINTS AND CUES
Hrs	Min	
		<p>PRESENT THE LECTURE, QUESTIONING, REVIEW AND MODEL BEHAVIOR</p> <p>Slide 10 – introduce the next segment (Introduction)</p> <ul style="list-style-type: none"> • Slide 11 - What actually is <i>Pivot Point Fundamentals</i>? It is a comprehensive beauty education library designed for successful passing of licensure and entry-level proficiency. It is a product developed to help learners transform information into learning that deepens meaning and relevance. <ul style="list-style-type: none"> • Meaning and relevance are the personal, emotional parts of learning that make learning stick. This is the area that makes learning personal—it involves feedback and assessment and informing the student along the way how they are doing. Guiding learners through the learning process with meaning and relevance in mind helps to strengthen their learning retention and deepens their connection to what is being learned. Knowing we can do something builds our confidence, increases our self-esteem and leads the way to wanting to practice and get even better at it with each attempt. • In the past, our focus was on helping students make sense of the information. Now, we are not only doing that but expanding more into this area of deepening meaning and adding relevance to help learning "stick" and build learner self-esteem to encourage them to connect their skills to what the salon expects in the future. • Slide 12- [Introduce the 13 Areas of Study. <ul style="list-style-type: none"> • Discuss the Unified Library and unique numbering system.

- Explain there are 13 areas of study.
 - Explain how they are different than chapters and how flexible they are as it relates to curriculum, planning and placing the necessary lessons within a learning path.]
- Slide 13** – Show the areas of study covers.
- **Slide 14**- Lessons 101.1-101.6 are all about professional development.
 - 101.1 and 101.2 focus on wellness, while 101.3 and 101.4 feature effective communication.
 - 101.5 and 101.6 center on building professional character related to respect, integrity and commitment with a focus on passion and the ability to turn setbacks into comebacks.
 - This area of study helps bring added personal meaning to each student by bringing the emotional elements of the industry closer to their understanding of what's ahead.
 - **Slide 15**- The Science area of study helps learners gain knowledge related to:
 - Infection Control – lessons 101.1-101.3
 - Anatomy – lessons 101.4-101.8
 - Electricity – lessons 101.9-101.10
 - Chemistry – lessons 101.11-101.13
 - Trichology – lessons 101.14-101.19
 - Two workshops are found in this area of study, which include 102.18 Shampoo and Condition Workshop and 102.19 Scalp Massage Workshop.
 - **Slide 16**- The Business area of study is focused on:
 - Career Development – lessons 103.1-103.6
 - Salon Business – lessons 103.7-103.10
 - Video clips support 103.6 Building Your Clientele, 103.7 The Salon Experience and 103.10 Retail Products.
 - **Slide 17** - The 104 area of study, called Client-Centered Design, is focused on the design philosophy, including design elements and principles in lesson 104.1.
 - All things about client types, proportions and styles are featured in lesson 104.2 Client Considerations.
 - Lessons 104.3-104.6 focus on the client consultation, with video clips supporting each lesson.
 - **Slide 18** - Sculpture Theory, Tools and Essentials, Skills, Guest Experience and Sculpture Services are presented in lessons 105.1-105.5.
 - Then a theory overview is featured with a companion set of workshops in all the remaining lessons, 105.8-105.21.
 - **Slide 19** - The Men's Sculpture area of study features a lesson on Men's Sculpture Theory, followed by four workshops.
 - **Slide 20** - Hair Design features five introductory theory information that includes Hair Design Theory, Hair Design Tools and Essentials, Hair Design Skills, Hair Design Guest Experience and Hair Design Service in lessons 107.1-107.5. Six workshops support this introductory theory area.
 - Then, 107.12 Fingerwaving and Molding theory is presented along with a companion workshop in lesson 107.13.
 - Thermal Design theory is then featured in lesson 107.15, along with six companion workshops in lessons 107.16-107.21.
 - **Slide 21** - Long Hair Design theory, tools, skills, guest experience and long hair services is featured in lessons 108.1-108.5. Eight workshop lessons support Long Hair Design from lesson 108.6-108.13.
 - **Slide 22** - Four lessons, 109.1-109.4, present the information on Wigs and Hair Additions, with special attention placed on new hair addition methods.
 - **Slide 23** - Color features 17 lessons, with lessons 110.1-110.9 presenting theory, design, identifying existing hair color, non-oxidative color products, oxidative color products, color tools and essentials, skills, guest experience and color services and lessons 110.10-110.17 introducing companion workshops.
 - **Slide 24** - Area of study 111 divides into two important subjects: perming and relaxing. Lessons 111.1-111.6 present theory, design, tools, skills guest experience and perm services, while 111.7-111.11 offer five supporting perm workshops.
 - Lessons 111.12-111.16 feature the same introductory topics as perming but now focus on relaxing with lessons 111.17-111.19 featuring, companion relaxing workshops.
 - Curl Reformation theory is presented in lesson 111.20, with a companion workshop featured in lesson 111.21.
 - **Slide 25** - Lessons 112.1-112.5 feature the introductory information

- on skin theory, diseases and disorders, skin care and the guest experience.
- Lesson 112.6 presents hair removal theory, and 112.7 offers hair removal guest experience information. These lessons are followed by two companion workshops: 112.8 and 112.9.
 - Makeup Theory, Makeup Products and Design; Makeup Guest Experience are the subjects presented in lessons 112.11 through 112.13 with three companion workshops in 112.13-112.15.
- Slide 26 - Nail Theory, Natural Nails, Natural Nail Products and Essentials, Nail Guest Experience and Natural Nail Services lead the way in lessons 113.1-113.5. Basic Nail Manicure and Pedicure Workshops support these lessons.
 - Artificial Nail Products System and Essentials and Artificial Nail Services are featured in lessons 113.8 and 113.9. Four workshops support the artificial nail lessons.
 - Slide 27 - One of the major differences the *Fundamentals* program offers is that it is supported by a comprehensive learning system. It's not just a training program like you see most often offered by competitive products.
 - The difference between learning and training is that when a learner is TRAINED to do something they read about it, watch it be performed by an expert and then do what they read about and saw. Training is *not* learning. We can train someone to hit a baseball in an hour, but it takes years to learn the game.
 - LEARNING is the process of absorbing information and retaining it, with the goal of increasing skills and abilities in order to achieve goals AND then be able to tackle not just today's issues, but preparing the learner to creatively come up with ways to tackle tomorrow's issues.
 - One of the key differences between training and learning is individuals generally set out to learn something, while training is something that is done *to* a person. Learning is what an individual does; training is something they receive. Learning can occur anywhere at any time, while training is received at a specific place and time.
 - Slide 28 - Share there are two primary differences in *Fundamentals* compared to other licensure products: Learner-Centered and Salon-Relevance.
 - Slide 29 - Learner-centered education encompasses methods of teaching that shift the focus of instruction from the teacher to the student. Guided exercises, combined with learner collaboration, lead the way in learner-centered instruction. The next few slides offer examples of how *Pivot Point Fundamentals* is more learner-centered than any other product out there.
 - Slide 30 - Studies show our brains not only process visuals faster, but they retain and transmit much more information when it's delivered visually.
 - *Fundamentals* pays close attention to using visuals to enhance learning. The magazine style layout grabs the attention of the eye and draws the learner into the content.
 - Graphic is from: <http://thenextweb.com/dd/2014/05/21/importance-visual-content-deliver-effectively/#qref>
 - Slide 31 - We made it a priority with *Fundamentals* to have a beautiful magazine-style layout. The images will be some of the most beautiful images a learner will experience in a licensure program and will captivate their interest and inspire their creativity.
 - Slide 32 - Here is another example of our progressive design.
 - Slide 33 - Less text is another way to put the learner in the center of what they are learning. With many cosmetology students being non-self directed, having less text will help a learner focus on what's important.
 - "The best writers say the most with the fewest words; the worst say the least with the most words."
—Tarl Roger Kudrick
 - The *Fundamentals* coursebook has been carefully crafted to say more with fewer words. By doing this, the book serves as a pacing guide for readers, helping learning become easier, efficient and eventually more effective.
 - Slide 34 - One of the ways to make less text work is to move copy from a block paragraph style to a bulleted format. Generally, a term is defined in an opening statement, and then the attributes about the

- term are presented in bullet points that call out first the differences and then similarities that need to be known by the learner.
- Slide 35 - In addition, reading can be enhanced by moving copy from paragraph blocks to a chart format. On this page you see the example of bulleted text followed by copy being placed in a chart.
 - The chart allows the learner to first see what they are learning, read in a very few words what it is and then—one by one—see the differences and similarities related to the visual.
 - Slide 36 - We also added AR moments within the program, which will support in making learning come alive and capture a learner's attention.
 - [It might be worth reviewing this article for some talking points on AR in education:
 - <http://www.augment.com/blog/5-reasons-use-augmented-reality-education/>]
 - Slide 37 - The second difference of the *Fundamentals* program is that it has a strong relevance to the salon. Relevance is simply the noun form of the adjective "relevant," which means important to the matter at hand. Our program will deepen meaning and make learning relevant.
 - Emotion affects what is learned and what is retained. That simple statement is what makes "meaning" the most significant player in the process of learning. To deepen meaning means to provide the student with as many personal connections to the content that are possible. Connections include things like feedback after workshops, social discussions, asking learners to speak up about what they are learning, receiving feedback from other learners, and the list goes on and on. *Fundamentals* works hard to structure personal connections throughout each lesson.
 - In addition, by making learning relevant, the learner gains yet another emotional connection to what is being learned. The best way to bring relevancy is to connect the student to their future in the salon. *Fundamentals* brings relevancy into the life of the student through Salon Connections that are woven through the program.
 - Slide 38 - [Point out the salon connections.]
 - Many learners (and even educators) will often ask the question: "Why do I need to know this for the salon?" or "Is this really important and relevant to what I will be doing after school?" Now, Pivot Point answers the questions with Salon Connection features.
 - Slide 39 - [Introduce the features and benefits of *Pivot Point Fundamentals*.]
 - The brain-compatible learning system promotes ways for learners to pass the licensure exam with confidence. It also teaches how to study and learn: skills that will last a lifetime. That's a real benefit to the school in the sense that grads can look back and remember where they learned how to learn. In addition, the school can be confident that because the instruction was developed with the brain, it reaches all learners.
 - The learner-centered format is a feature that increases learner interest and engagement by providing stunning visuals, stream-lined content and stimulating learning exercises. Point system and leader boards offer incentive and rewards. All of this helps encourage students to stay in school, helping schools improve their retention rates. Flexibility of the curriculum is a great benefit for schools, saving time and making changes easy and efficient.
 - The feature of salon-relevant and client-centered content is a benefit to schools because it prepares grads for the real world. It teaches them how to comeback from setbacks, commit to their career, continually improve and hone their skills and how to care for and please their clients.
 - Slide 40 - The student benefits from a brain-compatible learning system because it makes learning easier, and best of all, it has strategies built in that enable learning to stick. Learning is paced to reach all learners, which is another huge benefit of a brain-compatible learning system that takes advantage of the natural way the brain learns.
 - Because *Fundamentals* features a learner-centered format it means that multiple resources provide diverse pathways of learning that reach all learning styles. Large visuals paint a thousand words and take advantage of what the eye sees

	<p>and translates at a much faster rate when compared to words. Through streamlined text, reading is made easier and what's important is made important. Additional resources are easily accessible and compatible to the learning process, such as the Study Guide, Exam Prep and stimulating exercises.</p> <ul style="list-style-type: none"> • Salon Connections help keep the future in mind, and the expanded infection control and safety area helps make important what's important, regarding client safety, comfort and satisfaction. And, last, but not least, because students are introduced to client expectations during the learning process, they are better prepared with workplace skills. <p>Slide 41 – Missing speaker notes Slide 42 – Introduce the next section (In Action)</p> <ul style="list-style-type: none"> • Slide 43 - How can you put all of this to work? Four learning strategies help guide the way as the learning process moves forward. <ul style="list-style-type: none"> • These four learning strategies help provide a learner-centered environment and promote salon-relevance. • These learning strategies are: Explore, Engage, Experience and Expand. • Slide 44 - In education, student engagement refers to the degree of attention, curiosity, interest, optimism and passion learners show when they are learning. It is more than just involvement—engagement includes researching, generating ideas, collaborating and speaking up. <ul style="list-style-type: none"> • Deslauriers, Schelew and Wieman describe an experiment in an introductory class that compares a traditional lecture setting to one that uses active learning. In the active learning group, student engagement nearly doubled, attendance increased by 20% and average scores on the same test increased from 41% to 74% (where random guessing would give a score of 23%). • Stunning visuals help communicate messages that are remembered, and client-centered guidelines help uncover client expectations. Both work to keep the learner involved and engaged in learning more. • Slide 45 - Student engagement increases as learners complete their Study Guide, which helps them manage and organize the information and point out differences in what they are learning. This is an example from 113.8 Artificial Nail System Products and Essentials. <ul style="list-style-type: none"> • They also get actively involved as they complete drawing and matching exercises, such as the Thinking Map that you see on the screen from 102.9 Principles of Electricity. • Slide presentations are a companion to all theory lessons and provide an overview of the lesson to guide students as they complete the Study Guide. This example slide is from 101.6 Resilience. Slide presentations can be used as a companion to the lecture led by the instructor or as a support for remedial work by students. • Learning Connections help learners make sense of the info. They're a fun, engaging way to define what students need to know. • The audio glossary is a great way to keep students engaged because they can quickly look up definitions and hear pronunciations. • Videos model the step-by-step procedures. The consistent structure builds student confidence and ability. • Video workshops take advantage of the theory that visuals communicate remembering. They promote a deep engagement that can be coupled with follow-up feedback after students participate in hands-on workshops. <p>Slide 46 – Missing speaker notes Slide 47 – Missing speaker notes</p>	
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APPLICATION AND ASSESSMENT			
TIME		PERFORMANCE	KEY POINTS AND CUES
Hrs	Min	PRACTICE; PROBLEM SOLVE; SHOW PROOF OF LEARNING	
		<ul style="list-style-type: none"> • Slide 48 - This looping video will show images of the program. Have this loop in the background while participants look through the program to locate 1 of their favorite moments for the following: Explore, Engage, Experience and Expand. • Slide 49 - use Pickers to probe with questions and affirm understanding. Have Daniel support with this activity for the field education team.) <ol style="list-style-type: none"> 1. A combination of learning in a teacher-led and a learner-centered environment is referred to as: <ul style="list-style-type: none"> • a. blended learning b. common learning c. dynamic learning d. basic learning 2. How many areas of study are found within the <i>Fundamentals</i> program? <ul style="list-style-type: none"> • a. 4 b. 6 c. 10 d. 13 3. Learning is what an individual does while training is something learners: <ul style="list-style-type: none"> • a. ignite b. invite c. reveal d. receive 4. When learners are able to select what they need, when they need it and in what form they want it they become: <ul style="list-style-type: none"> • a. actual learners b. active learners c. inhibited learners d. inactive learners 5. Methods of teaching that shift the focus of instruction from the teacher to the student are referred to as being: <ul style="list-style-type: none"> • a. learner-centered b. teacher-centered c. learning-centered d. learning-directed 6. Talking Points make learning: <ul style="list-style-type: none"> • a. social b. complex c. difficult d. subdued • Slide 50 - [This is where the learners will login and experience 104 "Client-Centered Design" lesson.] <ol style="list-style-type: none"> 8. Continued questions: 7. Which of the following strategies point out key differences and help students organize information? <ul style="list-style-type: none"> • a. video workshops b. Lessons Learned c. Smart Notes d. Exam Prep 10. The strategy listed below that provides recognition is the: <ul style="list-style-type: none"> • a. Show You Can b. Show You Know c. Check What You Know d. Leader Board 9. To gauge the level of performance, you would use the: <ul style="list-style-type: none"> • a. Rubric b. Achieve c. Focus d. Show You Know 10. Students can affirm their understanding when they use the: <ul style="list-style-type: none"> • a. Inspire b. Talking Point c. Design Decisions Chart d. Learning Enrichment Exercise 13. 	

CLOSING			
TIME		TRANSFER	KEY POINTS AND CUES
Hrs	Min	VERIFY LEARNER ACHIEVEMENT	
		Slide 51 – Ask participants to stand around the room and share 1 thing they learned that they look forward to applying day to day. (or any other closing you are comfortable with).	

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

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

SOUTH DAKOTA COSMETOLOGY COMMISSION SCHOOL LICENSE RENEWAL FORM

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

1. TYPE OF LICENSE RENEWING

Cosmetology school
 Nail school
 Esthetics school
 Branch school

2. SCHOOL INFORMATION

School Name: Headlines Academy, Inc			
Current On-site Director: Peggy Sproat			
School address: 333 Omaha Street Suite 6&7			
City/State/Zip: Rapid City, SD 57701			
Telephone: 605-348-4247	Fax: 605-348-5462	Email: psproat@headlinesacademy.com	
Programs offered:	Cosmetology	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours 2100
	Nail Technology	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours 400
	Esthetics	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours 600
Are the courses in clock or credit hours? CLOCK <input checked="" type="checkbox"/> CREDIT <input type="checkbox"/> If in credit hours, attach the conversion.			
Days/Times Open: Attach a separate sheet with this information			
Days and Times of Theory Classes: Attach a separate sheet with this information			
Days and Times of Clinic: Attach a separate sheet with this information			
What months are programs started? Cosmo: March, June, Sept & Dec Nails: Sept, June & Dec Esth: April & October			
Current Enrollment in - - - -	Cosmetology Program: 34	Nails Program: 0	Esthetics Program: 7
Approximate Square Footage of school physical premises: 13,637			

3. SCHOOL OWNER INFORMATION

Ownership (check one): Sole proprietorship Partnership **Corporation**

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

Owner Name	Owner Residence Address/city/state/zip	Telephone number
Peggy Sproat	412 Fieldview Dr, Rapid City, SD 57701	605-431-2553

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. 333 Omaha Str, Suites 6&7 Rapid City, SD 57701

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

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

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

List of required and non-required equipment (ARSD 20:42) We have all required equipment, we have not added any additional equipment since our last inspection and we have a tanning bed

School's current catalog: **Included**

List of textbook(s) and workbook(s) used: **Attached**

School Advertising brochures and web page address: www.headlinesacademy.com Other brochures included.

School rules and regulations: **Student Handbook Pages 17-20**

Student policies and procedures: **Student Handbook Pages 17-20**

Explanation of procedure to track student hours: **Attached**

Explanation of how student records are kept and stored: **Attached**

Schedule of days and times open, showing theory and practical times, holidays closed: **Attached**

Listing of proposed field trips on Commission form: **Form Attached**

Listing of substitute instructors and guest demonstrators: **Attached**

List any changes made since the last renewal application: **None**

6. AGREEMENT AND SIGNATURE

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

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

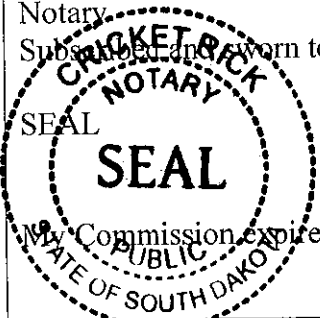
It is further understood that the Commission will be notified in writing of any changes from this application such as new instructors, change of days/times, etc.

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

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

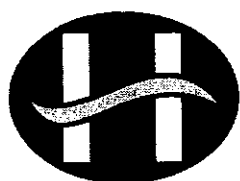
Owner or School Director Signed: Gregory Sorsat Dated: 8/9/17
Owner or School Director Signed: _____ Dated: _____

Notary Public and sworn to before me this 9th day of August, 2017.
Cricket
Notary Public – South Dakota
My Commission expires: 4-6-2023



List of Textbooks Used

			Edition
Milady Standard	Cosmetology	Text Book	2016
Milady Standard	Cosmetology	Workbook	2016
Milady Standard	Cosmetology	Exam Book	2016
Milady Standard	Esthetics	Text Book	2013
Milady Standard	Esthetics	Workbook	11th
Milady Standard	Esthetics	Exam Book	11th
Milady	Esthetics	Cosm Dictionary	
Milady	Esthetics	Aromatherapy	
		Peels & Chemical	
Milady	Esthetics	esthetics	
Milady	Esthetics	Microdermabrasion	
Milady Standard	Nails	Text Book	
Milady Standard	Nails	Workbook	
Milady Standard	Nails	Exam Book	



HEADLINES ACADEMY

COSMETOLOGY • ESTHETICS • NAIL TECHNOLOGY • MASSAGE THERAPY

Explanation of procedure to track student hours:

They scan in with their finger print on our time clock out on our clinic floor, we also take attendance in theory at the beginning of each day and then the students go to their classes or clinic. We also can use the appointment book, the call in log, or the cameras to check if they were here or not if they did not punch in or out.

The student has an OJT sheet (On Job Training) that they have to have signed by an instructor at the beginning of the day and when they leave.

At the end of the month we print a list of all they days they were in school and the number of hours they had each day. The student matches this to the SDCC Student Monthly Hours sheet. When that sheet is turned into the office, the hours are then put into a spreadsheet to keep track of what categories their hours should go into based on what they did for the day.

Explanation of how student records are kept and stored

In our Academy there is a file room where we keep all students' files that are no longer enrolled - Both Dropped & Graduated.

The current student permanent files and hour sheets are kept in attendance office, along with test files. Financial aid files are kept in Peggy Sproat's office.

Schedule of Days & Times Open

			Theory
Monday	8:00 AM	4:30 PM	8:00 am - 9:00 am
Tuesday	11:30 AM	8:00 PM	No Theory
Wednesday	8:00 AM	4:30 PM	No Theory
Thursday - Open until 8pm if we have 8 or more students sign up	8:00 AM	4:30 PM	8:00 am - 9:00 am
Friday	8:00 AM	4:30 PM	8:00 am - 9:00 am
Saturday - Only if we have 8 or more students sign up	9:00 AM	2:00 PM	No Theory

Closed Holidays

New Years Day
Easter Monday
Memorial Day
Independence Day
Labor Day
Thanksgiving & Day after
Christmas Eve
Christmas
Day after Christmas

SCHOOL FIELD TRIP PLANS for school license year September 2017 through August, 2018.

1. School name: Headlines Academy

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

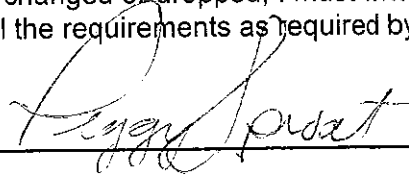
Name and location of field trip(s)	Approx. Date	Credit Hours	Educational Objectives and approximate number of students
1. Salon Centrics or CosmoProf Hair Show-cosmo 2. Salon Centrics or CosmoProf Hair Show -esthetics 3. Salon Centrics or CosmoProf Hair Show -nails	Spring & Fall 2017/2018	4-12 hours per student	All Students that buy tickets to see and learn about new products and styles, and new trends coming out for the fall 4-25 students –This is optional, but they have to travel to Denver, Omaha or Council Bluffs IA, and instructor goes with them.
2. Class in the Park- cosmo, nails, esthetics students	June 2018	8 hours	Motivational, teamwork, health & wellness, and front desk skills ALL students- all staff is present
3. Salon Visits: cosmo, Esthetics, and nails	Cosmo May 2018 and October 2018 Esthetics May 2018 and October 2018	2 hours each- 4 hours total	To visit area salons and ask about pay scale hourly/commission and to see how salons differ from full service to limited services. 20 students maximum per instructor-all staff participates, splitting into groups
4. Supply House Visits: Salon Centric, CosmoProf, Life of Riley	3 rd week of each class start date	2 hours	To visit area salons and ask about pay scale hourly/commission and to see how salons differ from full service to limited services. 4-6 students instructor present with them

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

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

School representative's signature: _____

Date: 8/8/2017



.....
 Date received by Commission: _____

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

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

1. completes a School Field Trip plan which lists:
 - a. name and location of field trip;
 - b. approximate date(s);
 - c. number of hours;
 - d. educational objectives (important);
 - e. number of students involved.
2. attaches appropriate lesson plans;
3. submits this plan with the renewal of the school license;
4. requests no more than 32 hours per year;
5. has instructor(s) directly supervise the students at all times on the field trip;
6. has students and instructors wear identification nametags while on field trip.

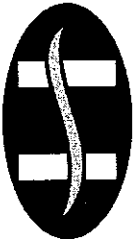
(hair show trips may be requested, but they must be well-organized and have specific educational objectives.)

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational Objectives and approximate number of students
5. Additional field trips for community work will be submitted by email ahead of time to the commission for upcoming events we will be attended with students. Examples to include: Homeless Connect Hope Center Native POP	Aug 2018	8 hours	To help our community by volunteering at public events with instructors attending with the students, these could be held on weekends.
6. We keep track of how many Field Trip/ Outside hours that each student receives individually on their Excel Spreadsheets where we keep track of their hours. We do not let any one student receive more than 32 hours while enrolled in the Academy.	If a student has used their 32 hours, they are not allowed to go to any other upcoming events.		

Guest Instructors for 2017-18	
Salon Centric	Product Knowledge/Client Retention
Bio Elements	Spa Services
Great Clips	Haircutting
John Niehaus	Fire Safety
Matt Sargent	Crime Prevention
Linda Pratt	Drug and Alcohol
Surface	Product Knowledge/Updo's
Lanza	Color techniques/product knowledge
CCCS	Financial info/smart use of \$\$\$
The Man Salon	Mens Haircutting
Robert Chico Cortez	Halloween and stage makeup

Unknown ~~to~~ substitute instructors
at this time.

Employee	Main Phone	Date of Birth	Address	License Number	JC or IC License #
Ammons, Kara D	605-515-3125	03/29/1993	333 Meadow Road Lot 22 Box Elder, SD 57719	CO-11897-2018	in progress
Burns, Penny R	605-863-0777	12/02/1986	619 1/2 Main st #14 Rapid City, SD 57701	CO-10143-2017	JC-13421-2017
Finch~, Nichole M	605-391-8384	05/13/1981	1717 Cruz Drive Rapid City, SD 57702	CO-07763-2018	IC-09535-2018
MacDonald, Martha L	605-430-4406	08/21/1948	360 Denver St #103 Rapid City, SD 57701	CO-08898-2018	IC-12641-2018
Rick, Catherine M	701-202-2356	04/29/1971	8D Glendale Lane Rapid City, SD 57702	CO-12183-2018	IC-12184-2018
Sharp*, Maryann	605-209-9221	08/21/1988	251 Sturgis Ave EAFB, SD 57706	CO-12306-2018	IC-12735-2017
Sproat, Peggy L	605-431-2553	12/14/1968	412 Field View Dr Rapid City, SD 57701	CO-06370-2018	IC-05824-2017
Sullivan, April	307-277-2708	01/04/1984	6584 Cambridge Place Summerst, SD 57718	CO-13096-2018	IC-13141-2018
Long, Monica		2/17/80	7261 Savannah Lane - Summerst, SD 57718	CO-13582-2018	JC-13592-2018
Frazier, Marissa A	480-321-5032	07/17/1983	214 Enchantment Rd Rapid City, SD 57701	CO-07943-2017	SUBSTITUTE
Rankin, Mary A	605-341-7674	04/18/1952	11780 W. Hwy 44 Rapid City, SD 57702	CO-04905-2018	SUBSTITUTE



HEADLINES ACADEMY

COSMETOLOGY • ESTHETICS • NAIL TECHNOLOGY • MASSAGE THERAPY

Agenda Item
I. 4.

CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A – General Provider Information

1. Provider's Name: Headlines Academy
2. Provider's Address: 333 Omaha St Suite 7 + 6
Rapid City, SD 57701
3. Provider's Contact Name: Peggy Sproat
4. Phone Number: 605-348-4247 Fax Number: 605-348-5462 Email: psproat@headlinesacademy.com
5. Check one: Individual Provider Company Provider

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

- Check ONLY ONE category Microdermabrasion Electric Nail File Eyelash Extensions
1. Name of Course: Eyelash Extensions
(All continuing education in South Dakota must emphasize safety and sanitation)
 2. Number of Continuing Education Credit Hours. 16 (Do not include time for breaks and meals)
 3. Initial Date and Time of Course Offering: _____
 4. Location of Course: Headlines Academy 333 Omaha St Rapid City SD 57701
(Business Name, Street Address, City, State, Zip)
- IF you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). The Commission must have at least twenty-four (24) hours written notice of any changes in the date, location or instructor of your course. Resumes are required for a new course instructor. This information must be faxed to the number above (All correspondence MUST include the Commission assigned Course Certification number, course name and number of credit hours).
5. Instructor Name: Maryann Sharp
 6. Qualifications and licensure. Attach instructor's resume. List state(s) of licensure and current license number. (An instructor does not have to be licensed in SD, but must be licensed from another state)

7. List any relevant information you feel is necessary to assist the Commission in determining approval of this course. We have successfully been providing an eyelash extension course since June 2012.

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. Instructor takes attendance at the beginning of class, end of class, and after lunch.
2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.
3. Attach a sample copy of the certificate of attendance the provider issues to the licensee as proof of attendance of the course. The certificate must show name of course, name of attendee, dates of attendance, and number of hours earned.

Section D – Signature

1. Name of person completing this application (Please print) Maryann Sharp
2. Signature: Maryann Sharp Date: July 13, 2017

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

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

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

Section E – Commission Office Use Only

____ Approved _____ Hours Course Approval Number: _____

____ Denied Reason: _____

Reviewed by: _____ Date: _____

State of South Dakota

LICENSE issued by the South Dakota State Cosmetology Commission

This Certifies: **MARYANN SHARP**

As: **SENIOR COSMETOLOGIST INSTRUCTOR**



LICENSE NO: IC-12735-2017

LICENSE FEE: \$25.00

EXPIRATION DATE: **08/21/2017**

GENDE
F

South Dakota Cosmetology Commission
500 E Capitol Ave • Pierre, SD 57501
Phone: 605/773-6193 • email: cosmetology@state.sd.us

Capital Carlson
Commission Secretary

This license must be conspicuously displayed at the main work station and must be renewed before the expiration date on the license. Licensee must notify this office of any changes. Do not copy this license.

State of South Dakota

LICENSE issued by the South Dakota State Cosmetology Commission

This Certifies: **MARYANN SHARP**

As: **COSMETOLOGIST**

Certified: Microdermabrasion Electric Files

LICENSE NO: **CO-12306-2018**

LICENSE FEE: **\$20.00**

EXPIRATION DATE: **08/21/2018**

GENE
F



South Dakota Cosmetology Commission
500 E Capitol Ave • Pierre, SD 57501
Phone: 605/773-6193 • email: cosmetology@state.sd.us

Capital Carlson
Commission Secretary

This license must be conspicuously displayed at the main work station and must be renewed before the expiration date on the license. Licensee must notify this office of any changes. Do not copy this license.

To whom it may concern,

Headlines Academy will be hosting an Eyelash Extension certification class quarterly on the following dates and times. The times include a 30-minute lunch.

November 13 and November 14, 2017, from 8:00am- 4:30pm

March 12 and March 13, 2018, from 8:00am- 4:30pm

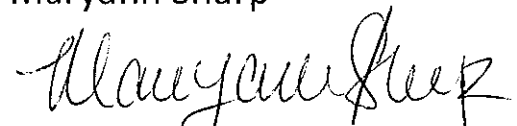
June 11 and June 12, 2018, from 8:00am – 4:30pm

September 10 and September 11, 2018, from 8:00am- 4:30pm

Class dates may change. In that case, Headlines Academy will provide notice of those changes at least 24 hours in advance.

Thank you,

Maryann Sharp



Salon Floor Supervisor

Esthetics Instructor

Headlines Academy

Rapid City, South Dakota

This Certificate Presented to:

Darbie Beadle

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 12th day of July, 2017

Instructor



Provider # ECE-0003 -2017

President

Headlines Academy

Rapid City, South Dakota

This Certificate Presented to:

Haylee Huke

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 12th day of July, 2017

Instructor



Provider # ECE-0003 -2017

President

Headlines Academy

Rapid City, South Dakota

This Certificate Presented to:

Amber Madayag

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 12th day of July, 2017

Instructor



Provider # ECE-0003 -2017

President



ACADEMY

COSMETOLOGY • ESTHETICS • NAIL TECHNOLOGY • MASSAGE THERAPY

333 Omaha Street, Suite 7 Rapid City, SD 57701 | Tel: 605.348.4247 | Fax: 605.348.5462

Eyelash Extension Class

Day 1

8 am – 10:30 am Theory & Sanitation - To follow Power Point

1. Consultation
2. Eye Anatomy
3. Eye Diseases

10:30 am – 12:00 pm -

1. Table Set up
2. Equipment & supply explanation
3. Taping & Eyelash Application
4. Aftercare

12:00 – 12:30 pm - LUNCH

12:30 pm - 4:30 pm

1. Manican Application
2. Begin Exchange on each other

Day 2

8:00 am – 12:00 pm

Exchange on each other

12:00 pm – 12:30pm - LUNCH

12:30 pm – 4:30 pm

Exchange on each other

MARYANN SHARP

M.Sharp0712@gmail.com ♦ 251 Sturgis Ave, Ellsworth AFB SD 57706 ♦ (605) 209-9221

A creative and highly personable Cosmetologist with a stellar record of client satisfaction. Always looking to utilize my training in a productive environment with opportunity to expand my knowledge and advance in my industry.

EDUCATION

Headlines Academy
Rapid City, South Dakota
2014

Completed requirements for 2100 hour Cosmetology course

International Academy
South Daytona, Florida
2013

Completed requirements for 500 hour Full Specialist course.

SKILLS

Specializing in performing services such as facials for men and women, galvanic current, high frequency, microdermabrasion, body treatments, and hair removal.

Outstanding ability in hair shaping, styling, coloring, cutting, and more.

Excellent client care by fulfilling their hair, skin, and nail needs.

Fast learner and committed individual to achieve high performance in all aspects.

CONTINUED EDUCATION

2017- 12 hour CE Milady Teaching methodologies

2015- NUTS AND BOLTS Business Training Program Team Leader certification

2015 & 2016- 12 hour CEA Regional Teacher Training- Teaching Methodologies

2014 - 16 hour Microdermabrasion course

2014 - 8 hour Electric file course

PROFESSIONAL EXPERIENCE

Headlines Academy ♦ 333 Omaha St, suite 7, Rapid City, SD 57701

Director of Education- Esthetics and Nail Departments May 2015 – Current

Organize and teach Esthetics classes and all esthetics related classes within the cosmetology program.

Organize and oversee the Nail program.

Run the following continuing education course's:

- 16 hour Eye Lash Extension course
- 16 hour Microdermabrasion course

Cosmetology Senior Instructor



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, 2013

[Signature]
Director of Student Services



[Signature]
President

Agenda Item I. 5.

FEE \$100 Non-refundable
Check or money order \$100⁰⁰ ck.
Make payable to: #1058
Cosmetology Commission

CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A – General Provider Information

1. Provider's Name: STUDIO 19 LASH BAR AND SALON
2. Provider's Address: 521 MAIN STREET
RAPID CITY SD 57701
3. Provider's Contact Name: TAMI LEE STOKES
4. Phone Number: 605-690-8248 Fax Number: _____ Email: studio19onmaine@gmail.com
5. Check one: Individual Provider Company Provider

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

Check ONLY ONE category Microdermabrasion Electric Nail File Eyelash Extensions

1. Name of Course: STUDIO 19 LASH EXTENSION TRAINING ~ SD STATE APPROVED CONTINUING EDUCATION
(All continuing education in South Dakota must emphasize safety and sanitation)
 2. Number of Continuing Education Credit Hours: 16 HRS (Do not include time for breaks and meals)
 3. Initial Date and Time of Course Offering: SEPTEMBER 1st, 29th & 30th, 2017
 4. Location of Course: STUDIO 19 LASH BAR & SALON 521 MAIN ST RAPID CITY SD 57701
(Business Name, Street Address, City, State, Zip)
- IF you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). The Commission must have at least twenty-four (24) hours written notice of any changes in the date, location or instructor of your course. Resumes are required for a new course instructor. This information must be faxed to the number above (All correspondence MUST include the Commission assigned Course Certification number, course name and number of credit hours).
5. Instructor Name: TAMI LEE STOKES
 6. Qualifications and licensure. Attach instructor's resume. List state(s) of licensure and current license number. (An instructor does not have to be licensed in SD, but must be licensed from another state)

7. List any relevant information you feel is necessary to assist the Commission in determining approval of this course. HAVING BEEN AN EYELASH EXTENSION ARTIST, FULL TIME FOR THE PAST 10 YEARS, IT IS EXTREMELY IMPORTANT THAT PEOPLE ARE PROPERLY TRAINED TO PROVIDE THEIR CLIENT THE SAFEST APPLICATION. AS A CURRENT SD COSMETOLOGIST AND LICENSED NURSE I UNDERSTAND THE IMPORTANCE OF SAFETY, SANITATION, AND INFECTION CONTROL. THIS CAN ONLY HAPPEN WITH PROPER EDUCATION AND UNDERSTANDING OF EYELASH EXTENSIONS BY THOSE LIKE MYSELF, WHO ARE COMMITTED TO PROVIDING AN IN-DEPTH COURSE FOR CERTIFICATION.

Section C – Method of Course Attendance Verification

- Briefly explain the method of monitoring for course attendance. I USE A BASIC SIGN-IN/SIGN-OUT FORMAT WITH TIME IN FOLLOWED BY A SIGNATURE AND TIME OUT FOLLOWED BY A SIGNATURE FOR START OF DAY, MORNING BREAK, LUNCH, MID-AFTERNOON BREAK, END OF DAY FOR EACH DAY.
- Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted 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.

Section D – Signature

- Name of person completing this application (Please print) TAMI LEE STOKES
- Signature: *Tami Lee Stokes* Date: 9-1-17

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

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

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

Section E – Commission Office Use Only

____ Approved _____ Hours Course Approval Number: _____
 _____ Denied Reason: _____
 Reviewed by: _____ Date: _____

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, 2017 @ STUDIO 19
2. OCTOBER 28, & 29, 2017 @ STUDIO19
3. NOVEMBER17, & 18, 2017 @ STUDIO19
4. NO COURSES OFFERED DURING DECEMBER 2017 DUE TO HOLIDAYS
5. JANUARY 12, & 13, 2018 @ STUDIO19
6. FEBRUARY 17, & 18, 2018 @ STUDIO19
7. MARCH 18, & 19, 2018 @ STUDIO19
8. APRIL 14, & 15, 2018 @ STUDIO19
9. MAY 19, & 20, 2018 @ STUDIO19
10. JUNE 24, & 25, 2018 @ STUDIO19
11. JULY 14, & 15, 2018 @ STUDIO19
12. AUGUST 12, & 13, 2018 @ 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

Infection Control for Assisted Living / 16-hour seminar to provide nursing staff the understanding of how infections are spread in the AL community and how to effectively manage and prevent.

Advanced techniques in Makeup and Styling/ 3-day class on shading, contouring, color selection, and style design for today's fashion conscious women.

Permanent Makeup/ 100 hours of education on the techniques and procedures as well as safety and infection control in permanent makeup.

Eyeliner and Brow Boot Camp/ 3-day course for advanced techniques in permanent makeup, and micro blading brow techniques.

Lash Bomb/ 2-day course to learn the beginning techniques for eyelash extension application.

Adore Me Lash/ 2-day course on the art of lash application and the safety process of application and removal.

Xtreme Lashes/ 2-day intensive class to learn the art of Eyelash Extension Application

Pash Lashes/ 16-hour course on the advanced technique of Camellia lash application and the safety and contraindications.

Lash Perfect/ 12-hour course on professional application of individual eyelash extensions.

Novalash/ 1-day training on becoming a certified lash extensionist with Novalash.

MadameLash/ 2-day course for advanced technique of applying Volume Lashes.

Lash Tribe/ 32 hour intensive advanced techniques on the importance of proper techniques in application and the importance of following impeccable safety, sanitation, and infection control guidelines to ensure the utmost in client safety.

EyeLash Excellence/ 2 weeks of 8 hour days of Continued Education on advanced techniques, skill building, safety, infection control, learning to develop curriculum and learning to teach others eyelash extension application safely, effectively, and properly.

I have several unlisted credentials that are too numerous to mention but those trainings and certificates are available upon request.

Studio 19 Lashes Training Log

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

TIME IN/OUT SIGNATURE

TIME IN/OUT SIGNATURE

DAY 1

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 2



Certificate of Training

this certifies that

Tami Lee Stokes

has successfully completed

the 16 hour Studio 19 Lash Extension Training – SD State Approved Continuing Education
Course on September 29 & 30, 2017

Signed _____

Date _____

September 30, 2017

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

Agenda Item I. 6.

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

CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A – General Provider Information

1. Provider's Name: Adrienne Scheitler
2. Provider's Address: 1730 Sheridan Lake Rd
Rapid City SD 57702
3. Provider's Contact Name: Adrienne Scheitler
4. Phone Number: 605.545.5228 Fax Number: _____ Email: adriennesma@gmail.com
5. Check one: Individual Provider Company Provider

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

Check ONLY ONE category Microdermabrasion Electric Nail File Eyelash Extensions

1. Name of Course: Eyelash Extention Training
(All continuing education in South Dakota must emphasize safety and sanitation)
2. Number of Continuing Education Credit Hours: 16 (Do not include time for breaks and meals)
3. Initial Date and Time of Course Offering: 2018
4. Location of Course: _____
(Business Name, Street Address, City, State, Zip)
- IF you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). The Commission must have at least twenty-four (24) hours written notice of any changes in the date, location or instructor of your course. Resumes are required for a new course instructor. This information must be faxed to the number above (All correspondence MUST include the Commission assigned Course Certification number, course name and number of credit hours).
5. Instructor Name: Adrienne Scheitler
6. Qualifications and licensure. Attach instructor's resume. List state(s) of licensure and current license number. (An instructor does not have to be licensed in SD, but must be licensed from another state)

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

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. Sign in sheet
before class after lunch sign out at end of day.
2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.
3. Attach a sample copy of the certificate of attendance the provider issues to the licensee as proof of attendance of the course. The certificate must show name of course, name of attendee, dates of attendance, and number of hours earned.

Section D – Signature

1. Name of person completing this application (Please print) Adrienne Scheitler
2. Signature: Adrienne Scheitler Date: 8/31/17

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

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

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

Section E – Commission Office Use Only

_____ Approved _____ Hours Course Approval Number: _____
_____ Denied Reason: _____
Reviewed by: _____ Date: _____

EYELASH EXTENTION TRAINING

By Adrienne Scheitler

Table of Contents

1. Eyelash Anatomy -30 Minutes
2. Client Consent Form- 30 Minutes
3. Consultation: Style, Length, Sizes Curls- 1 Hour
4. Safety and Sanitation / Lash Bed Set up- 1.5 Hours
5. Eyelash Extension Supplies- 1 hour
6. Contraindications- 1 hour
7. Eyelash Extension Application 30 Minute Demo. 3 Hours Each Lash model/ 3 Models
9.5 Hours
8. Eyelash Extension Aftercare-1 Hour
9. Experience and Practice and Continuing Education-30 Minutes
10. Rebooking and On Call responsibilities to your client and business- 30 minutes
11. Eyelash Extension Patch Testing and Removal- 2 Hours 1 Model Each

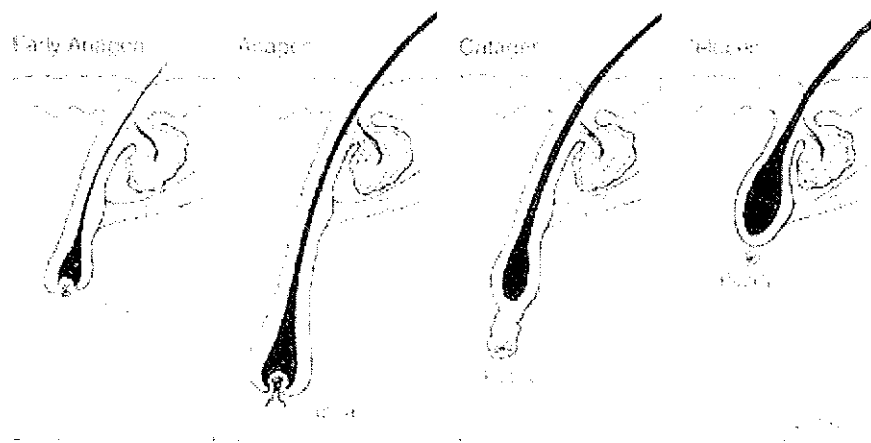
Section 1

Eyelash Extension Anatomy

Each eyelid is the perfect anchoring ground for eyelashes, one row per eyelid. Each single eyelash is embedded into the eyelid by the root, which anchors into a root hair plexus. This gives the eyelash hairs additional sensitivity to snap the eye closed in the event of an airborne particle reaching the eye.

The eyelashes belonging to the upper lids and the lower lids vary from each other. The upper lid eyelashes are longer, tend to curve in an upward direction, and are more noticeable than the lower lid eyelashes, which are shorter and tend to be stumpy without much curve.

Eyelash Stage Growth



Fills

- 1 week Fills and Pricing
- 2 week Fills and Pricing
- 3 week Fills and Pricing
- No 4 week fills Full Set Pricing

Section 2

EYELASH EXTENSION CONSENT FORM

Although every precaution will be taken to ensure your safety and wellbeing before, during and after your lash extension application, please be aware of the following information and possible risks. Please initial: ___ I understand that a full set of lash extensions can make the appearance of my own lashes about 30-50% thicker, and make my lashes appear 20-50% longer. ___ I understand that lash extension services have some inherent risk of irritation to the orbital eye area, including the eye itself, and could result in stinging and burning, blurry vision and potential blindness should the adhesive enter the eye or should an allergic reaction occur. ___ I understand that some irritation, itching or burning may occur on the skin if the bonding agent comes into contact with it. ___ I understand that if the bonding agent comes into contact with my eye, my eye will be flushed with water and I will be assisted in seeking medical attention immediately. ___ I understand that this is a semi-permanent procedure, as my natural lashes will continue to grow and fall out normally, making touch-up or "fill" appointments necessary to maintain the original look achieved by replacing the lashes that have fallen out. Most clients require a fill appointment every 2-3 weeks. ___ I understand that while every attempt will be made to provide me with the length and fullness I have chosen, my final result may not be what I initially envisioned. ___ I understand that it is imperative that I disclose all of the information requested in the Client Profile/Health History. ___ I have cited all conditions and circumstances regarding my health history, medications being taken, and any past reactions to products or medications. ___ I understand that additional conditions could occur or be discovered during the procedure which could affect my ability to tolerate the procedure. ___ I consent to "before and after" photographs for the purpose of documentation, potential advertising and promotional purposes. I understand that if I have any concerns, I will address these with my lash extension specialist. I give permission to my lash extension specialist to perform the lash extension procedure we have discussed, and will hold him/her and his/her staff harmless and nameless from any liability that may result from this treatment. I have accurately answered the questions above, including all known allergies, prescription drugs, or products I am currently ingesting or using topically. I understand my lash extension specialist will take every precaution to minimize or eliminate negative reactions as much as possible. In the event I may have additional questions or concerns regarding my treatment, I will consult the lash extension specialist immediately. I agree that this constitutes full disclosure, and that it supersedes any previous verbal or written disclosures. I certify that I have read, and fully understand, the above paragraphs and that I have had sufficient opportunity for discussion to have any questions answered. I understand the procedure and accept the risks. I do not hold the lash extension specialist, whose signature appears below, responsible for any of my conditions that were present, but not disclosed at the time of this procedure, which may be affected by the treatment performed today. Client Name

(Printed) _____ Client Name

(Signature) _____ Date: _____ Lash extension

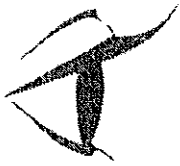
specialist _____ I

Section 3

Eyelash Extension Consultation

Topics of Discussion

- Style Eyeshape, and preference
- Length: Glasses, Eyeshape
- Sizes .05-.20 Thickness
- Curls
- Allergies Latex, Collagen, or Adhesives
- Seasonal Allergies



A-Curl



B-Curl



C-Curl



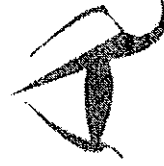
D-Curl



E-Curl



F-Curl



J-Curl



NATURAL EYE



OPEN EYE



CAT EYE



DOLL EYE

Section 4

Safety and Sanitation

- Always wash your hands and sanitize prior to any eyelash procedure.
- Insure that tweezers are sanitized before each new client
- Always use new Eyelash pads, new disposable mascara wands, sanitized tweezers clean adhesive tray, clean linen and lash bed.
- Use new glue and tray for each Client
- Do not double dip in the Lash Sealant. Use a new disposable mascara wand if you need more sealant
- Sanitize immediately after each procedure.
- Client must cleanse their own eyelashes after the 24 hour period to prevent Blepharitis

Blepharitis/Demodex is a common problem amongst those who do not have good eyelid hygiene. It's defined as 'inflammation of the eyelid' a condition that is annoying and irritating rather than dangerous.

Basically, dead skin cells when not washed away properly can build up on the eyelids, and cause itchiness and inflammation. It can cause the eyes/eyelids to feel itchy, block the hair follicles, and they can even end up looking a bit red and sore. Then you end up itching your eyes and playing with you extensions (even in your sleep when you don't even realize you're doing it!) and they start to come off.

We have seen this occur with clients who are not washing their eyelids properly in order to get their extensions to last, but the reverse happens. When they start up a proper cleansing regimen, their eyes feel much better and their extensions last longer! It is worse when one wears very thick/dense eyelash extensions, and then coats them in mascara (which we NEVER recommend) because as you can imagine, they are almost impossible to clean well.

It sounds absolutely horrid, but luckily it is easily treated/managed, and even more easily prevented, and the majority of people that suffer it can continue to wear eyelash extensions with no issues at all.

A second reason is that if you have an oily complexion, and/or also if you've been wearing makeup or moisturizer that does contain some amount of oil in it, some of this oil will end up on your eyelash extensions. If you never wash them, the oil remains there, building up, and slowly eating away at the eyelash adhesive. All eyelash adhesives are attacked by oil. The less oily you let your eyelash extensions get generally the better your extensions will last. Being gentle is Key.

Sanitation
We sanitize in order to make a surface, our hands, a tool, etcetera, clean and safe for use. Sanitation is an absolute necessity. When we sanitize, we kill the single-cell microorganisms we call bacteria. There are trillions of bacteria, and not all are bad. Non-pathogenic bacteria are harmless and beneficial, but pathogenic bacteria are harmful and can cause infection.
For this reason, a clean working environment is imperative, as is following sanitation requirements learned in beauty school, such as washing hands and fingernails with an antibacterial soap. Keep in mind that sanitation will not destroy all spores and viruses, which is where heavy duty disinfecting and sterilizing come in.
To make our hands sanitary we need to wash them for 20 seconds with soap (preferably antibacterial) and water as hot as can be comfortably tolerated. How long is 20 seconds? Remember the ABC song from your childhood? Sing it while you wash and you'll clock in about 20 seconds (of course, if you sing it out loud people may look at you funny when you come out of the bathroom!).
Disinfection
To disinfect something is to render it free from pathogenic organisms or to make them inert. That is, to kill the germs and bacteria or to render them harmless.
To keep you and your client safe, any item that touches a customer must be disinfected before it can be used on any other customer. Most disinfectants kill 99.99% of germs within 30 seconds. When you disinfect you are removing potentially harmful bacteria that might not be visible to the naked eye. You can disinfect tools by soaking them in alcohol, <u>quats</u> , or a phenol compound such as <u>Barbicide</u> for at least ten minutes (see recommended instructions for products used).
Most disinfection solutions are weakened or rendered inactive by contamination of organic material such as skin or nail dust. They should be replaced daily or according to manufacturer's directions. We also recommend disinfecting tables, handles, magnifier lamps, doorknobs, sinks and dispensers between clients.

Sterilization

Sterilization is the removal of all microorganisms and other pathogens from a surface or object by subjecting it to high heat or pressure such as an autoclave. When we sterilize, we completely eliminate microbial viability, killing all non-pathogenic and pathogenic spores, fungi and viruses.

In the salon, sterilization is not really necessary. This process is only required on instruments entering the body cavity. This procedure is normally used in the medical and dental field. Some salons, however, do use heat or pressure to sterilize metal instruments.

For sterilizing purposes, I recommend an autoclave, and for smaller spaces a glass bead sterilizer. Always sterilize areas that come into contact with blood or other bodily fluids.

Instruments and tools such as tweezers and scissors should be stored in a covered container after being sterilized until you're ready to use them.

Section 5

Eyelash Extension Supplies

Lash Table

Linens

Pillow

Lighting

Adhesive Tray

Lash Pads

Tweezers (Isolation, Application, Classic or Volume)

Eyelash Extensions Sizes vary Should have an adequate variety

Acetone

Disposable Mascara Wands

Disposable Micro swabs or Lip applicators

Adhesive or choice

Lash Primer for Cleansing

Lash Sealant

Nano Mister (optional)

Lash Tape

Eyelash Extension Palette

Barometer

Saline Solution

Saddle Stool

Lash Fan

License Cosmetology or Esthetics License with 16 Hour Eyelash Extension Training on it.

Section 6

Contraindications

Contraindications such as conjunctivitis, sties and hay fever should be avoided at all times while doing eyelash extensions. Conjunctivitis and sties are both highly contagious and you do not want to risk contamination and spreading the infection to future clients. Similarly, it is suggested that if you are an "eye rubber" due to allergies such as hay fever, if rubbing your eyes is just a habit, or in the past you have experienced sensitivity around the eye area after using skin care or makeup, the eyelash extensions may not agree with you. Additionally, the use of prescribed medicated eye drops or ointment may coat the lashes and cause them to clump resulting in an unnatural and unappealing look.

Section 7

Eyelash Extension Application

Sanitize Hands before touching the client or any supplies

Place Eye Pads on Clients lower eyelashes

This is easiest if the client looks up at you

Gently press lash pad against lower lashes smoothing out the lash pad making sure it is on the lower lashes and not riding into the clients eyeball this can cause a chemical burn on your clients eye. And be painful to the client for several days and cause the clients eye to tear up during application which will end in poor eyelash extension retention.

Place your lash palette and adhesive tray where the clients will not bump or end up in the glue.

Prime the lashes using micro swabs and primer

This will ensure the lashes are clean and you will have better lash retention. All residue must be cleaned off of the eyelashes before applying eyelash extensions.

Grab sanitized tweezers and start by individually isolating each eyelash and applying an eyelash extension with a very small amount of glue in the lash map of client's choice.



On completion of applying eyelash extensions use tweezers to ensure that none of the client's eyelashes are stuck to the lash pad before removing lash pads

Use an eyelash extension fan for at least 1 minute to ensure the adhesive is dry.

Seal the eyelash extensions with Sealant (depending on the product brand and procedure you have chose)

Using a new disposable mascara wand with each dip in the sealant. **DO NOT DOUBLE DIP!**

Dry with lash fan again for up to 1 minute.

Slowly remove lash pad from clients lower lashes

Make sure the light is not shining in their eyes and let the client take their time to sit up.

Section 8

Eyelash Extension Aftercare

Do not get lashes wet for no less than 24 Hours after application

Do not shower, splash, swim, sauna, steam room, or hot tub in the 24 hour period

Do not wear mascara

Use oil free makeup, makeup remover and no lash serums unless provided by the eyelash extension company

Do not pull on your eyelash extensions (tell client if they play with their lashes or if the lashes bother them you will remove them. To make sure your client is not losing or damaging their natural lashes.

Cleanse lashes regularly

Use Liquid eyeliners

Section 9

Experience Practice & Continuing Education

- Experience sets vs months vs years
- Practice (you can buy practice lashes on amazon)
- Special Pricing when you are starting
- Continuing Education
- Other Lash Training Russian volume vs Classic

Section 10

Rebooking

You now have a responsibility to your client. You should book every client before they walk out the door to make sure all your hard work does not go to waste. You also have a responsibility to your client now that they have a set of eyelashes you applied you are responsible or should feel responsible that your client is having the best experience. I usually guarantee all of my clients lashes for the first week, they can come back for free till if their lashes are falling out at rapid rate. Also if you client suddenly has an allergy to the lashes you want to get them in as fat as possible to make sure it does not result in a damaged reputation or a lawsuit. You want to keep your clients eyes safe.

Section 11

Eyelash Extension Patch Test and Removal

If your client is not sure or worried they may be allergic to the eyelash extensions you should offer a patch test. If you want to charge that is your choice. You can apply just a few lashes to each eye and if your client is allergic that is all if should take to make any allergy symptoms arise. If they are allergic please get this client in asap to get the few lashes removed.

Lash Removal is important. There are many reasons that a client might want or need thier lashes removed

1. Other people eyelash extensions
2. Poor application
3. Irritation
4. Cost
5. Lash Break
6. Allergy
7. They just don't like them.

When you buy whatever product line you have chosen you also need to buy the lash remover. No matter what. These removers are made to remove the specific glue. You need to purchase the same brand remover and adhesive.

SAMPLE

ADVANCED ESTHETICS
by Adrienne

**CERTIFICATE
OF COMPLETION**

THE CERTIFICATE
IS PROUDLY PRESENTED TO

Insert Name Here

for successful completion of the **16 Hour Eyelash Extension Course**
Having demonstrated the requisite understanding and competency,
this certificate is hereby awarded by Advanced Esthetics
in accordance with the State of South Dakota



DATE

SIGNATURE

Agenda Item
I. 7.

FEE \$100 Non-refundable
Check or money order \$100 ck
Make payable to: #2490
Cosmetology Commission

CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A - General Provider Information

1. Provider's Name: Kylie Lemke
2. Provider's Address: 103 Jerry St Yankton SD 57578
3. Provider's Contact Name: _____
4. Phone Number: 605 720 1343 Fax Number: _____ Email: kylie.sean@1@gmail.com
5. Check one: Individual Provider Company Provider

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

Check ONLY ONE category Microdermabrasion Electric Nail File Eyelash Extensions

1. Name of Course: minky's eyelash extension workshop & minky's volume upstroke
(All continuing education in South Dakota must emphasize safety and sanitation) course
2. Number of Continuing Education Credit Hours: 16 (Do not include time for breaks and meals)
3. Initial Date and Time of Course Offering: see attached
4. Location of Course: Legacy Studio
217 West 3rd St Yankton SD 57578
(Business Name, Street Address, City, State, Zip)

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

5. Instructor Name: Kylie Lemke
6. Qualifications and licensure. Attach instructor's resume. List state(s) of licensure and current license number. (An instructor does not have to be licensed in SD, but must be licensed from another state)

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

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. Full description in Attachment
2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.
3. Attach a sample copy of the certificate of attendance the provider issues to the licensee as proof of attendance of the course. The certificate must show name of course, name of attendee, dates of attendance, and number of hours earned.

Section D – Signature

1. Name of person completing this application (Please print) Kyrie Lemke
2. Signature: Kyrie Lemke Date: 8/7/17

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

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

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

Section E – Commission Office Use Only

____ Approved _____ Hours Course Approval Number: _____
____ Denied Reason: _____
Reviewed by: _____ Date: _____

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

Dates for upcoming Minkys Eyesh Extension Hands on Workshop

Initial Date August 27th-28th

September 24th-25th

October 22nd-23rd

November 19th-20th

December 17th-18th

January 28th-29th

MINKY'S WORKSHOP OUTLINE

DAY 1

(Theory and Safety)

INTRODUCTION AND EYE ANATOMY (Powerpoint) (3-4 hours)

Make sure to download the Minkys Basic Workshop PowerPoint. Please take out my picture/bio and add information about yourself. Using a professional picture and stating ALL the professional courses you have taken is important. Your students must know they're in good hands, take the time to brag a little, you've worked hard!

This PowerPoint covers simple eye anatomy and Minkys' fun lash growth cycle video. Please advise your students to save the link on their phones to pass forward to all of their clients. The video is an easy way for the general public to understand the growth patterns and why fills are needed. This is meant to be a fun, "ice breaker" portion of the workshop, at this point would be good to have each student introduce themselves.

STUDY GUIDE

(PDF sent via email by Minkys)

Students love familiarity. If they followed instructions then they have read the Study Guide. However, as the educator it is up to you to make sure each student understands the Guide.

Using the Study Guide is an easy way to go through the necessities of lashing prior to issuing the Quiz. Just follow along, page by page and answer questions as they arise. Use your professional experiences for reference, this will help the students relate, remember, and retain the information you have given. Paying special attention to sanitation, allergies, adhesive safety, are KEY pieces. Our workshops are comprehensive, and there is a lot of information to cover and remember. Keep in mind our goal is to clarify safety, NOT artistry! I will say this 3-5 times during a workshop just to be completely clear.

QUIZ

(In the Training Manual)

To avoid students feeling overwhelmed and nervous, let your student know the "quiz is open book & open mouth." Be sure they fully understand the answer to each question.

There are 3 types of learning styles. Instead of finding which student learns which way, why not just teach with all three learning styles? Here is some information...

UNDERSTANDING VARK Student learning styles fall into three "categories:" *Visual Learners, Auditory Learners and Kinesthetic Learners (hands on)*. Students' preferred learning modes have significant influence on their behavior and learning..*here is a great link for more information on learning styles (<https://teach.com/what/teachers-teach/learning-styles/>)*.



TRAINING VIDEO

Minkys Training Video is an awesome teaching tool. The video breaks down of all the items and techniques needed to apply MINKYS eyelash extensions. Everything is right there! Let the video play. When a product is being used, pause the video. Let the student find the product in their kit. While they are searching for it, feeling it, smelling it, YOU explain it and its purpose.

MINKYS product line is exclusive in the way that we have researched many products on the market, we know what works. If you need any explanation on any individual product we are happy to explain, we would like uniform answers to each individual product.

Be sure to pause on the Removal & Fill Processes. Students tend to miss this information. Also, make sure to give them the Training Video link: www.minkys.com/training-video

Once all the products are out of the kit, replay the video (without any interruption). While it is playing, have the students "dress" the tile, matching the curl, length and thickness where applicable.

REMINDER: You are representing MINKYS brand when you train, what you use in your private practice is NOT to be discussed with your students. Also, we love researching new products, if you like something & would like MINKYS to investigate. Please let US know (not your students) we are happy to see if it's something we would like to offer.

TRAINING MANUAL

Pull out each individual loose sheet provided inside of the training manual. There will be six documents (all are on 2 sided sheets)

1. Quiz (student keeps)
2. Certification Score Sheet (student keeps)
3. Model/student Release Form (you keep!)
4. Workshop Checklist (you keep!) (Be SURE your student fills this out, store in safe a place)
5. Coaching Program (student keeps)
6. Roadmap to Success (student keeps).

Consider MINKYS Training Manual to be workshop guide and an "*at home trainer.*" Encourage your students to review the Training Manual and the Student Kit Postcard with the 12 Easy Step by Step Guide BEFORE applying their practice sets of lashes. These two tools will walk them through every step with explanations and photos.

Tell them reading through the Training Manual's FAQ's are homework for the evening. It's a great way to "recap" the info you have given them during the workshop.

HANDS-ON PRACTICE WITHOUT MODELS (1-1.5 hours)

At this point the mood of your students will change. Likely, they are getting excited or nervous to start lashing. You now need to introduce three things:

Tweezers: Picking up the extensions. Isolating natural lashes. Right amount of adhesive.

Here is how I do it:

- Let your students try lashing, on a paper or the back of their hand, ANY way they think it should be done.
- They may ask questions, tell them they just need to try, I say "get your bad Ju-Ju out before I teach you the easier way".
- Turn on some music (be sure it's appropriate) let them lash for 2 songs.
- Show them how to hold the tweezers properly. (REMINDER: The tweezers selected by MINKYS are the most popular. It doesn't mean they are the ONLY tweezers that can be used, it's just a great place to start.)
- Once you have shown them how to hold the tweezers properly, let them lash again for a the length of 2 songs.

Next, I do the following:

- Demonstrate the proper way to select an extension.
- And, the proper way the extension is to "lay" inside of the tool.
- Play two (2) songs.
- Introduce how much adhesive is to be used.
- Walk around to each student, have them watch you, hold the tweezers correctly, pick up extension correctly, dip in the adhesive, and place the extension correctly.
- Now it's time to play! Have your students see who can make the longest lash; applying end to tip until it begins to loop around. FUN! This entire time, muscle memory will be kicking into gear, learning the tension of the tweezers, without even knowing it. There is SO much to learn once they are with a live model, why not take some stresses off the student prior to their models arrival?

LUNCH TIME 45 MINS-1 HR

HANDS-ON PRACTICE WITH MODELS (3 hours minimum)

The models should be arriving now. Makes sure each model does the following:

- Used the bathroom, and, if need be, wash their eyelids and lashes.
- Signed the model release form and made completely aware that a full set will not be applied in this workshop.
- Make sure each model is completely comfortable before turning your attention back to your students.
- **MAKE SURE EACH STUDENT HAS SANITIZED THEIR TWEEZERS AND HANDS!**
- On one or all models, demonstrate cleaning and priming the natural lashes.
- Show how to apply the Lint Free Gel Patches and medical tape.
- Demonstrate correct isolation. I recommend having your student stand behind you to watch your technique.
- Now have your students prime, apply the gel patches and/or tape over the lower lashes, and practice isolating.
- **HAVE EACH STUDENT TAKE BEFORE PIC OF THEIR MODELS - AND THEN RE-SANITIZE THEIR HANDS.**
- Once they feel they are properly isolating, you should check the priming, patches/tape placement and isolating technique.
- If they are isolating properly then dispense the Training Adhesive.

At this point, they now know how to hold the tweezers, prime, apply the patches/tape, pick up extension, dip the lash into the adhesive and isolate. Remind them of all they know, they only need to place the extension at this point. You will see the stress physically diminish once you tell them all they know. Now, tell them, place a extension on a natural lash. That's it. That's all. There is nothing they can mess up, you are right there, just do it!

Day 2

PRACTICE ROUNDS (8 hours)

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: Brazilian 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: Brazilian 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

Agenda Item
I-8

CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A – General Provider Information

1. Provider's Name: Stewart School
2. Provider's Address: 1604 N West Ave
Sioux Falls SD 57104
3. Provider's Contact Name: Katie VanBalleghoyen or Angela Taylor
4. Phone Number: 605-773-7175 Fax Number: 605-773-0288 Email: dowhatyoulove@stewart-school.com
5. Check one: Individual Provider Company Provider

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

Check ONLY ONE category Microdermabrasion Electric Nail File Eyelash Extensions

1. Name of Course: Eyelash Extensions 16 hours
(All continuing education in South Dakota must emphasize safety and sanitation)
 2. Number of Continuing Education Credit Hours: 16 (Do not include time for breaks and meals)
 3. Initial Date and Time of Course Offering: Nov 2017
 4. Location of Course: Stewart School 1604 N West Ave SF SD 57104
(Business Name, Street Address, City, State, Zip)
- IF you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). The Commission must have at least twenty-four (24) hours written notice of any changes in the date, location or instructor of your course. Resumes are required for a new course instructor. This information must be faxed to the number above (All correspondence MUST include the Commission assigned Course Certification number, course name and number of credit hours).
5. Instructor Name: Madeline Knutson
 6. Qualifications and licensure. Attach instructor's resume. List state(s) of licensure and current license number. (An instructor does not have to be licensed in SD, but must be licensed from another state)

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

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. Attendance Sign In


forms

2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.

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

Section D – Signature

1. Name of person completing this application (Please print) Angela Taylor

2. Signature:  Date: 9/16/17

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

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

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

Section E – Commission Office Use Only

_____ Approved _____ Hours Course Approval Number: _____

_____ Denied Reason: _____

Reviewed by: _____ Date: _____

STIEWART

h a i r . s k i n . n a i l s
s c h o o l

Certificate of Completion

Name

Successfully completed 16 Hours of Eyelash Extensions Certification.

Date of Completion Here

Angela Taylor; School Director

Madaline Hudson; Certifying Instructor

Eyelash Extensions 16- Hour

Day, Date, 2017

8:00 am	Welcome & Housekeeping
8:15	Introduction to Eyelash Extensions
10:00	Break
10:15	South Dakota Safety and Sanitation Requirements
12:00	Lunch
12:30	South Dakota Safety and Sanitation Requirements
2:30	Break
3:00	Demonstration of Proper Application
5:00 pm	Dismissal

Day, Date, 2017

8:00 am	Welcome & Housekeeping
8:15	Work with the lashes
10:00	Break
10:15	Discussion and Q&A
12:00	Lunch
12:30	Practice Applying to Mannequin Faces
2:30	Break
3:00	Test
4:30	Recap & Review
5:00 pm	Dismissal

Madaline M. Knutson

513 N. Main

Hartford, SD. 57033

Education	2008	Jr. Instructor Training	Stewart School	Sioux Falls, SD
	1978-1979	Wilmar Technical School	Cosmetology Program	Wilmar, Mn.
		Men's Razor Cutting Class		Wilmar, Mn.
	1974-1978	Canby High School		Canby, Mn.
Work Experience	2008-current	Sr. Instructor	Stewart School	Sioux Falls. SD
	1992-2008	The Hair Gallery	Co-owner/manager/operateor	Canyb, Mn.
	1992-1984	Marilyn's Beauty Salon	Stylist, operator/manager	Canby, Mn.
	1978-1984	Goloen Touch	Stylest, operator/manager	Canby, Mn.

*** Skills-** In my 38 years as a hairdresser I have become awill skilled in haircutting techniques both with a scissors and razor. In permanent waving I am able to work will all sorts of Hair , short long and difficult. I am able to do corrective color, highlighting and low lighting techniques and am good at proper color selections.

*** Interests and Acctivities-** I have great people skills. I have been envolved with my chuches compemporary worship team for 25 years. I also have been a 6 year board member of our local education scholarship foundation. I have held publicity chair 2 years and president position on that board. I am also the varsity cheerleading coach at our local high school for 3 years. I also belong to my church choir and play in a hand bell chori. I enjoy working with youg people. I love to do gardening, camping, paintin, sewing and music.

References Celest Jelen co-worker/co-owner Hm 507-224-3192

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

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

Agenda Item
I-9

CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A - General Provider Information

1. Provider's Name: Stewart School
2. Provider's Address: 604 N West Ave
Sioux Falls SD 57104
3. Provider's Contact Name: Katie Van Buehgen or Ansel Taylor
4. Phone Number: 336-2775 Fax Number: 357-0288 Email: dowhatyoulove
@stewart-school
.com
5. Check one: Individual Provider Company Provider

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

Check ONLY ONE category Microdermabrasion Electric Nail File Eyelash Extensions

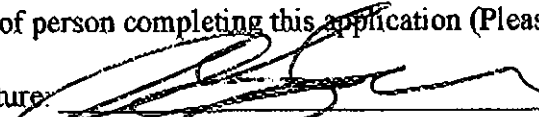
1. Name of Course: Microdermabrasion 1 1/2 hour
(All continuing education in South Dakota must emphasize safety and sanitation)
2. Number of Continuing Education Credit Hours: 1 1/2 (Do not include time for breaks and meals)
3. Initial Date and Time of Course Offering: November 2017
4. Location of Course: Stewart School 604 West Ave SF SD 57104
(Business Name, Street Address, City, State, Zip)
IF you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). The Commission must have at least twenty-four (24) hours written notice of any changes in the date, location or instructor of your course. Resumes are required for a new course instructor. This information must be faxed to the number above (All correspondence MUST include the Commission assigned Course Certification number, course name and number of credit hours).
5. Instructor Name: Karina Crane
6. Qualifications and licensure. Attach instructor's resume. List state(s) of licensure and current license number. (An instructor does not have to be licensed in SD, but must be licensed from another state)

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

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance. Sign in Sheets
for attendance.
2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.
3. Attach a sample copy of the certificate of attendance the provider issues to the licensee as proof of attendance of the course. The certificate must show name of course, name of attendee, dates of attendance, and number of hours earned.

Section D – Signature

1. Name of person completing this application (Please print) Angela Taylor
2. Signature:  Date: 9/6/2017

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

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

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

Section E – Commission Office Use Only

_____ Approved _____ Hours Course Approval Number: _____

_____ Denied Reason: _____

Reviewed by: _____ Date: _____

Microdermabrasion 16 Hour

Day, Date, 2017

8:00 am Welcome & Housekeeping
8:15 Introduction to Microdermabrasion
10:00 Break
10:15 South Dakota Safety and Sanitation Requirements
12:00 Lunch
12:30 South Dakota Safety and Sanitation Requirements
2:30 Break
3:00 Introduction to the Microdermabrasion Machine
5:00 pm Dismissal

Day, Date, 2017

8:00 am Welcome & Housekeeping
8:15 Work with the Microdermabrasion Machine on Hands
10:00 Break
10:15 Discussion and Q&A
12:00 Lunch
12:30 Microdermabrasion on each other
2:30 Break
3:00 Test
4:30 Recap & Review
5:00 pm Dismissal

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Certificate of Completion

Name

Successfully completed 16 Hours of Microdermabrasion Certification.

Date of Completion Here

Angela Taylor; School Director

Karema Evans; Certifying Instructor

KARMA F. CRANE

Advanced Senior Cosmetology Educator
LE, COE, Esthetic Instructor

email: karma.stewartschool@gmail.com

phone: 605.336.2775

Education

1994 – 1995 + Cosmetology Degree

College of Cosmetology, Gillette, Wyoming

Objective

“

To be educated in the fascinating
creative world of **MUDD** and implement
a new makeup coaching experience for
my students.

Work Experience

1990 -1999 + Boardwalk Hair Design -Gillette, Wyoming

- Receptionist
- Cosmetologist

1999 – 2006 + Head Turners Salon –Parker, South Dakota

- Owner

2004 – Present + Stewart School –Sioux Falls, South Dakota

- Advance Senior Instructor
- Esthetics Director
- Nuts & Bolts Team Leader
- Coach of the Year -2010

Advanced Training

- + Clinicalcare Skincare Solutions
- + Derma Genesis Microdermabrasion
- + "Sugar It "Sugaring
- + Oncology Esthetics
- + Hedlux Airbrush Makeup
- + Temptu Airbrush Makeup
- + Mirabella Makeup
- + Sassoon Cutting/Stephen Moody
- + Wella
- + Matrix
- + Chi
- + Nioxin
- +Lanza
- +Sebastian
- +Bed Head
- +Big and Sexy
- +Aquage
- +MIZANI
- +Nick Arrogo –Haircutting

Certifications

- + CCSS Educator
- + Microdermabrasion
- + Sugar It Educator
- + Oncology Esthetician
- + Hedlux Educator

Agenda Item
I-10

CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

Section A – General Provider Information

1. Provider's Name: Stewart School
2. Provider's Address: Leoy N West Ave
Sioux Falls SD 57104
3. Provider's Contact Name: Katie VanBulleghouwen or Angela Taylor
4. Phone Number: 326-2775 Fax Number: 327-0288 Email: dowhatyoulove@stewart-school.com
5. Check one: Individual Provider Company Provider

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

Check ONLY ONE category Microdermabrasion Electric Nail File Eyelash Extensions

1. Name of Course: Electric Nail File 8hr
(All continuing education in South Dakota must emphasize safety and sanitation)
2. Number of Continuing Education Credit Hours: 8 (Do not include time for breaks and meals)
3. Initial Date and Time of Course Offering: November 2017
4. Location of Course: Stewart School Leoy N West Ave Sioux Falls 57104
(Business Name, Street Address, City, State, Zip)

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

5. Instructor Name: Angi Maiso
6. Qualifications and licensure. Attach instructor's resume. List state(s) of licensure and current license number. (An instructor does not have to be licensed in SD, but must be licensed from another state)

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

Section C – Method of Course Attendance Verification

1. Briefly explain the method of monitoring for course attendance.

Attendance.

Sign in sheet for

2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.

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

Section D – Signature

1. Name of person completing this application (Please print)

Angela Taylor

2. Signature:



Date:

9/6/17

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

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

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

Section E – Commission Office Use Only

_____ Approved _____ Hours

Course Approval Number: _____

_____ Denied Reason: _____

Reviewed by: _____

Date: _____

Nail Drill 8- Hour

Day, Date, 2017

8:00 am	Welcome & Housekeeping
8:15	Introduction to the Nail Drill
10:00	Break
10:15	South Dakota Safety and Sanitation Requirements
12:00	Lunch
12:30	Demonstrate Proper Use of Drill & Practice
2:30	Break
3:00	Test
4:15	Recap & Review
5:00 pm	Dismissal

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Certificate of Completion

Name

Successfully completed 8 Hours of Electro Nail File Certification.

Date of Completion Here

Angela Taylor; School Director

Angi Manco; Certifying Instructor

Angi Marso
5201 West Thurman Drive
Sioux Falls, South Dakota

Professional Summary:

Responsible to educating cosmetology students in the fields of cosmetology, esthetics, and nail technology. I am a motivated educator that encourages all students to be positive, motivated, and willing to be give the best of their abilities to their field.

Qualifications/Certifications/Training:

Teaching and educating both verbally and technically
Motivating to all students
Interpersonal skills with students, parents, clients, etc.
Cosmetology degree
Salon Experience
Nail Drill Education
Instructor Seminars Yearly
Chi Continuing Education Show
Chicago National Hair Show
Nuts & Bolts Instructor Education
CEA Educations in Las Vegas & Arizona
Wella, Redken, Lanza, Aguage, Sebastian, Nioxin, Bed Head, etc. training

Education:

Stewart School : November 1995 to June 1997
Colorado Technical University: May 1999 to June 2000

Experience:

Stewart School September 2002 to present
West Coast Beauty Supply June 2002 to September 2002
Stewart School January 1997 to December 2000