

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
via Microsoft Teams or Call: +1 605.679.7263
Thursday, July 27, 2023, 10:00 a.m. CDT

Vice President Graf called the meeting to order at 10:01 a.m. CDT and called the roll. A quorum was present.

Members Present: Annette Petersen
Renee Graf
Zoe Hiller
Debbie Pageler

Members Absent: N/A

Others Present: Tyler Evins, Executive Director
Jerry McCabe, Senior Staff Attorney, DLR
Perla Samantha Olivares-Johnson

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

Petersen made a motion to approve the May 25, 2023 meeting minutes. Pageler seconded the motion. **MOTION PASSED.**

Hiller reported that the available cash balance was \$229,010.44.

Executive Director Evins presented his report.

The Following comments were made during the public comment period:

Fallon Helm of Revive Day Spa & Salon asked the Cosmetology Commission (Commission) to consider streamlining the apprenticeship application and licensing process to more closely align with the school requirements.

Savannah Thorne added support for streamlining the apprenticeship application and licensing process.

Trish Bates of Hollywood Style Salon spoke in support of the apprenticeship program for cosmetologists, estheticians, and nail technicians.

The Commission reviewed disciplinary case number 02-2023 and the accompanying proposed decision from Judge Ryan Darling, Office of Hearing Examiners. McCabe gave a summary of the findings of fact and evidence supporting the proposed decision to discipline Perla Samantha Olivares-Johnson (licensee). The licensee had an opportunity to address the violations outlined in the complaint. The Commission asked clarifying questions to determine if the licensee had received the initial complaint and the notice of hearing. The licensee confirmed that she did receive the complaint and the notice of hearing.

Hiller made a motion to adopt the proposed order. Petersen seconded the motion. A roll call vote was requested, and the votes are as follows: Petersen – Aye, Graf – Aye, Hiller – Aye, Pageler – Aye. **MOTION PASSED.**

The Commission reviewed disciplinary case number 05-2023 and the accompanying consent agreement. Petersen made a motion to approve the consent agreement. Hiller seconded the motion. A roll call vote was requested, and the votes are as follows: Petersen – Aye, Graf – Aye, Hiller – Aye, Pageler – Aye. **MOTION PASSED.**

The Commission reviewed a petition for declaratory ruling (Case No. 04-2023) from Angela Taylor of Stewart School. The petitioner requested that the Commission allow the student salon within the school to be used as a private salon by instructors on weekends. The statute in question was SDCL 36-15-37 which states that “No owner, employer, manager, or any other person may conduct simultaneously a salon and a school, unless the salon is conducted separately from the school so as not to be construed by the public as one enterprise.”

Petersen made a motion, based on the language of SDCL 36-15-37, that SDCL 36-15-37 prevents a salon license based on the facts of this request. Hiller seconded the motion. A roll call vote was requested, and the votes are as follows: Petersen – Aye, Graf – Aye, Hiller – Aye, Pageler – Aye. **MOTION PASSED.**

The Commission reviewed the school license renewal application for Stewart School. Executive Director Evins informed the Commission that the renewal application was standard, with no changes to the curriculum. Pageler made a motion to approve the school license renewal application for Stewart School. Petersen seconded the motion. **MOTION PASSED.**

The Commission reviewed the apprenticeship applications for Adriaahna Tilberg and Merari Salazar-Aguilar. Hiller made a motion to approve the apprenticeship applications for Adriaahna Tilberg and Merari Salazar-Aguilar. Pageler seconded the motion. **MOTION PASSED.**

The Commission reviewed the ownership change and license transfer application for Appoise Esthetics School, along with the accompanying stipulated disposition (Case No. 06-2023).

Pageler made a motion to adopt the Stipulated Disposition. Hiller seconded the motion. A roll call vote was requested, and the votes are as follows: Petersen – Aye, Graf – Aye, Hiller – Aye, Pageler – Aye. **MOTION PASSED.**

The Commission reviewed the instructor continuing education submission from Summit Salon Business Center (Summit). Vice President Graf disclosed a conflict of interest and yielded the chair to Commissioner Petersen. Fallon Helm spoke about the benefits of this Summit education program.

Hiller made a motion to approve the instructor continuing education program from Summit. Pageler seconded the motion. A roll call vote was requested, and the votes are as follows: Petersen – Aye, Hiller – Aye, Pageler – Aye. Graf abstained from the vote. **MOTION PASSED.**

Commissioner Petersen yielded the chair back to Vice President Graf.

The Commission reviewed the certification course provider application for Amazing Lash Studios. Petersen made a motion to approve the application. Pageler seconded the motion. **MOTION PASSED.**

The Commission reviewed the meeting and examination schedule for the remainder of 2023 and the examination schedule for 2024. Commissioner Petersen stated she could not attend the September 22, 2023, meeting.

Hiller made a motion to enter executive session at 11:22 a.m. CDT. Petersen seconded the motion. **MOTION PASSED.**

The Commission exited executive session at 11:25 a.m. CDT.

Petersen made a motion to approve the student license application for Applicants A, B, and C. Hiller seconded the motion. **MOTION PASSED.**

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

The meeting adjourned at 11:28 a.m. CDT.

DRAFT

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	206,767.06	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			206,767.06	DR *	
COME/BUDG UNIT TOTAL 6503 1033			206,767.06	DR **	
BUDGET UNIT TOTAL 1033			206,767.06	DR ***	

SOUTH DAKOTA COSMETOLOGY COMMISSION

EXECUTIVE DIRECTOR'S REPORT

October 26, 2023

South Dakota State Board Examinations:

Based on demand and limited computer availability, the Commission office will begin proctoring a state board examination bi-weekly. All exams will be scheduled for the first and third Wednesday of the month and will be held at 11am CT to allow examinees to travel to Pierre.

Budget Deficit:

The Cosmetology Commission is projected to face a budget deficit for fiscal year 2024. Our current monthly expenses amount to approximately \$39,587 which equates to an annual sum of approximately \$475,052. Our revenue for fiscal year 2023 amounted to approximately \$396,226.

If expenses remain at current levels, we will experience a deficit in an amount approximate to \$78,826 for FY24.

Our office is exploring a range of solutions to reduce expenses, including the reduction or elimination of paper applications, and mailed correspondence. As part of agenda Item H, I will also present an opportunity for significant cost savings with regard to our licensing procedures.

State of South Dakota

LICENSE issued by the South Dakota State Cosmetology Commission

This Certifies:

As:

LICENSE NO:
INITIAL LICENSURE DATE:



Verify License

South Dakota Cosmetology Commission
Phone: 605.773.6193 • email: cosmetology@state.sd.us

Commission Secretary

This license must be conspicuously displayed at the main workstation 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 verify this license, please use the license verification tool available at:
<https://apps.sd.gov/LD19Cosmetology/LicenseVerification.aspx>

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Cut Out Card Below
for Wallet Identification

Received of:

South Dakota Cosmetology Commission
This is to certify licensure of:



Verify License

Commission Secretary

State of South Dakota

LICENSE issued by the South Dakota State Cosmetology Commission

This Certifies:

As:

LICENSE NO:
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REMINDER:

Your license must be renewed annually on or before your birthday. You may renew your license up to 90 days prior to your license renewal date.

You may renew your license online at: <https://apps.sd.gov/LD19Cosmetology/Renewals/index.aspx>
or you may send in the Payment Identification Form along with a check or money order:
https://dlr.sd.gov/cosmetology/forms/Payment_Identification_Form.pdf



Renew Online

You may check the status of your license using the license verification tool at:
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or you may send in the Payment Identification Form along with a check or money order:
https://dlr.sd.gov/cosmetology/forms/Payment_Identification_Form.pdf



Renew Online

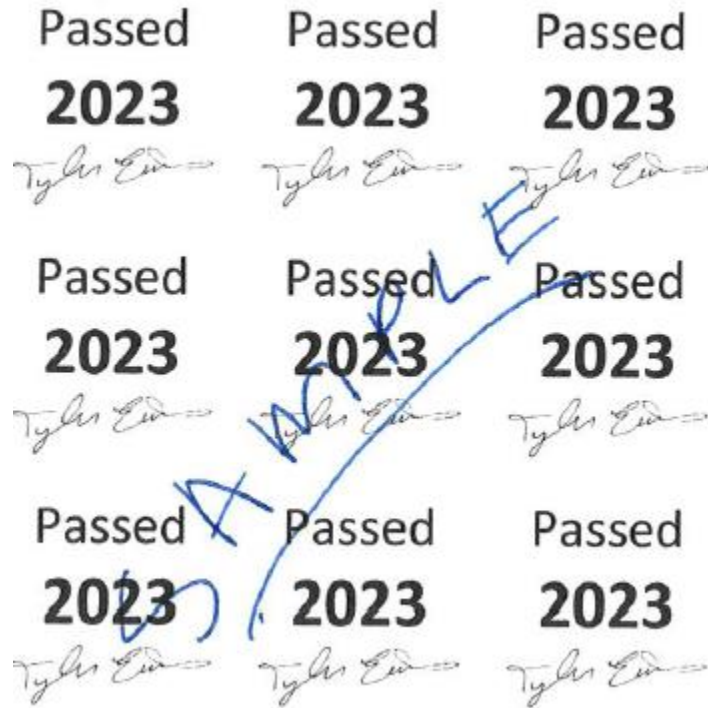
You may check the status of your license using the license verification tool at:
<https://apps.sd.gov/LD19Cosmetology/LicenseVerification.aspx>



Verify License

Salon/Booth Inspection “Pass Sticker”

Will Include Commission Secretary Signature



New Color for Each Inspection Year

August 23rd 2023
Preliminary Meeting
2024 Proposed Legislation
SD Board of Cosmetology

Fallon Helm Carl Perry Al Novstrup Brandei Schaeffbauer Scott Moore

Apprentice Salons are proposing to streamline the rules and regulation listed below regarding SD Board of Cosmetology codified laws. These efforts will serve to better facilitate, organize & automate operations; additionally, maximize productivity and minimize overhead at the state administrative level. Streamlining rules and regulations between apprenticeships and schools will better accommodate the larger group objectives. Please consider the following:

- The prerequisites of curriculum program hours to include a minimum not limited to of hours as noted in rules and regulation hours/days for students/apprentices to better accommodate/update our current demographics & psychographics for both programs to be cohesive.
36-15-29. 36-15-45.
- Require 1 salon apprentice license per 8 apprentices (max allowed) same as schools.
36-15-44. 36-15-30. 36-15-42.1.
- Reciprocity hours align regardless of facility providing.
36-15-45. 36-15-19.2 36-15-15.
- Facility hours be cohesive (amount and times) per day/week/program regardless of facility status.
36-15-29. 36-15-45.
- Implement cohesive process to all licenses (Instructor, salon, Apprenticeship and apprenticeship salon) to further support operations at state level and minimize administrative labor and overhead
36-15-44. 36-15-30. 36-15-42.1. 36-15-25.1.
- Term of apprenticeship
36-15-29. 36-15-47.

36-15-29.

License required for school of cosmetology, nail technology or esthetics--Requirements for license.

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

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

36-15-45. Required period of apprenticeship--Transfer to another salon--Break in apprenticeship period--Promulgation of rules.

A licensed apprentice in cosmetology shall receive education in the practice of cosmetology as required by this chapter in the same cosmetology salon for fifteen hundred consecutive hours. A licensed apprentice in esthetics shall receive education in the practice of esthetics as required by this chapter for six hundred consecutive hours. A licensed apprentice in nail technology shall receive education in the practice of nail technology as required by this chapter for four hundred consecutive hours in the same cosmetology salon or nail salon. The commission may permit an apprentice to transfer to another cosmetology, esthetics, or nail salon, as applicable, for completion of the apprenticeship if the apprentice applies for the transfer in writing to the commission and shows good cause for the request. The commission may permit a break in the consecutive period of the apprenticeship if the apprentice applies for the break in writing to the commission and shows good cause for the request. The commission shall define good cause by rules promulgated pursuant to chapter 1-26.

Instructors

36-15-47.1. Licensed instructors to teach apprentices--Fee for education prohibited.

Only an instructor licensed under this chapter may teach an apprentice in any of the practices of cosmetology. The instructor, the salon, or anyone connected with the apprenticeship may not charge, receive, or accept any fee or anything of value except services for the education.

Reciprocity

36-15-29. License required for school of cosmetology, nail technology or esthetics--Requirements for license.

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

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

Source: SDC 1939, § 27.1506; SL 1947, ch 125, § 1; SL 1957, ch 118, § 1; SL 1972, ch 206, § 27; SL 1997, ch 218, § 12; SL 2003, ch 202, § 40; SL 2005, ch 201, § 3; SL 2009, ch 182, § 2; SL 2018, ch 232, § 5, eff. Jan. 1, 2019.

36-15-19.2. Licensure by reciprocity--Requirements.

The commission may waive the examination required in § 36-15-19.1, 36-15-19.3, or in 36-15-19.5 upon application made to the commission that the applicant possesses the qualifications required pursuant to § 36-15-15, and that:

- (1) The applicant holds a currently valid license issued by another state, district, or foreign country and the requirements of that state, district, or foreign country at the time of the examination were equal to or not less than those required by this state;
- (2) The applicant has passed an examination acceptable to the commission in cosmetology, nail technology, or esthetics, as applicable;
- (3) The applicant shall take the prescribed written examination on the provisions of this chapter and rules adopted pursuant to this chapter. The commission shall determine the contents of the examination; and
- (4) The application is accompanied by the fee provided for in this chapter.

36-15-15. Application for license or permit--Evidence of qualifications.

An applicant for any license or permit shall first submit evidence, satisfactory to the commission that the applicant:

- (1) Is at least eighteen years of age or older, except as otherwise provided in this chapter; and
- (2) Has complied with all the rules adopted by the commission as to the qualifications, standards, and requirements required for the license and application.

36-15-45. Required period of apprenticeship--Transfer to another salon--Break in apprenticeship period--Promulgation of rules.

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Apprentice Salon License

36-15-44. Maximum number of apprentices in salon.

An apprentice salon may have up to eight apprentices not to exceed two apprentices per instructor during any one period of time.

36-15-25.1. Annual expiration and renewal.

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

36-15-30. School license--Annual expiration and renewal.

A school license issued pursuant to § 36-15-29 or pursuant to § 36-15-29.3 expires one year from date of issuance and is renewable annually. The renewal application shall be accompanied by the fee required in this chapter.

36-15-42.1. Apprentice salon license required to offer apprenticeship education--Requirements and term of license.

No salon may offer apprenticeship education without obtaining an apprentice salon license. The owner of the salon may apply to the commission to be licensed as an apprentice salon if:

- (1) The salon meets the applicable requirements of this chapter and rules promulgated pursuant to this chapter;
- (2) The salon has passed the annual inspection for the current year; and
- (3) The application is accompanied by the fee required in this chapter.

The apprentice salon license is valid for the length of the apprenticeship as stated in § 36-15-45. If the apprenticeship period extends longer than the length of hours in § 36-15-45, as applicable, then the apprentice salon license shall be renewed. The commission may grant an extension of the license for good cause. The commission shall define good cause by rules promulgated pursuant to chapter 1-26.

Cohesive process for all licensees

Terms – hours per day/week/program min/max required

36-15-29. License required for school of cosmetology, nail technology or esthetics-- Requirements for license.

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- (1) The applicant completes the application and provides any required documentation.
- (2) The application is accompanied by the fee required in this chapter.
- (3) The applicant has no violations with another cosmetology board.
- (4) The education offered is a complete program of not less than fifteen hundred hours for a cosmetology program or a complete program of not less than four hundred hours for a nail technician program or a complete program of not less than the hours established by rules pursuant to § 36-15-13 for an esthetician license or the respective equivalent credit hours; and
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36-15-47. Apprentice to practice in licensed salon--Supervision and time required for study and practice.

Any apprentice licensed pursuant to this chapter may practice cosmetology if the practice is performed only in a cosmetology, esthetics, or nail salon, as applicable, licensed pursuant to this chapter; the apprentice is under the constant supervision, control, and direction of a licensed instructor at all times; and the apprentice is actually engaged in the study and practice of cosmetology, esthetics, or nail technology at least forty hours a week.

Evins, Tyler

From: Angela Taylor <angela.taylor@stewartschool.com>
Sent: Wednesday, July 26, 2023 8:36 AM
To: Evins, Tyler
Cc: Danielle Bouwman
Subject: [EXT] Instructor State Board Exam
Attachments: LakeArea Approval for Proctoring Stewart School Instructors NIC exam.pdf

Importance: High

Dear Cosmetology Commission,

We have received approval from Lake Area Technical College (LATC) for our Instructors to take the State Board Exam with their proctor. Attached is the letter of approval from Tiffany Sanderson, President of LATC. Also attached is an email from Holly acknowledging that our Instructors could test in Watertown.

We are formally requesting the approval of the South Dakota Cosmetology Commission to allow this.

Thank you for your time and consideration of this request.

Sincerely,

Angela

Angela Taylor
School Director
Stewart School

www.facebook.com/stewartschoolsd
www.stewartschool.com



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From: [Tiffany.Sanderson](#)
To: [Angela Taylor](#)
Cc: [Holly.Miller](#); [April.Geffre](#)
Subject: RE: Proctoring for Instructors
Date: Wednesday, July 26, 2023 7:44:26 AM
Attachments: [image005.png](#)
[image006.png](#)

Hi Angela,

I'm fine with that. Please continue to work with Holly and April on the details. I'm glad we can partner together!

Tiffany

From: Angela Taylor <angela.taylor@stewartschool.com>
Sent: Tuesday, July 25, 2023 12:39 PM
To: Tiffany.Sanderson <Tiffany.Sanderson@lakeareatech.edu>
Subject: FW: Proctoring for Instructors

Good Afternoon Ms. Sanderson,

In our initial discussions with April, we failed to think about our Instructors. We did reach out to Holly regarding proctoring for the Instructor test as well, that email is below. Please let me know if you would be okay testing our Instructors.

I appreciate your time in this.

Sincerely,

Angela

Angela Taylor
School Director
Stewart School

www.facebook.com/stewartschoolsd
www.stewartschool.com



The information contained in this message may be privileged, confidential, and protected from disclosure. If the reader of this message is not the intended recipient, or any employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer and email system.

From: [Holly.Miller](#)
Sent: Tuesday, July 25, 2023 12:26 PM
To: [Danielle Bouwman](#)
Subject: RE: Proctoring for Instructors

Hi Danielle,

I don't mind at all but maybe run it past whomever you originally spoke with about doing testing here at LATC just in case there may be an issue that I am unaware of.

Holly Miller

Certified Test Administrator
Program Support
Lake Area Technical College
1201 Arrow Ave. Watertown SD

Holly.Miller@lakeareatech.edu
(605) 882-5284 Ext. 472



From: Danielle Bouwman <academicdirector@stewartschool.com>
Sent: Tuesday, July 25, 2023 12:21 PM
To: Holly.Miller <Holly.Miller@lakeareatech.edu>
Subject: Proctoring for Instructors

Hi Holly,

Would you also be able to proctor our instructors for their theory test? We plan to ask the commission for approval but I just wanted to see if you were ok with it before asking for their approval.

Sincerely,

Danielle

From: [Tiffany.Sanderson](#)
To: [Angela Taylor](#)
Cc: [Holly.Miller](#); [April.Geffre](#)
Subject: RE: Proctoring for Instructors
Date: Wednesday, July 26, 2023 7:44:26 AM
Attachments: [image005.png](#)
[image006.png](#)

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I appreciate your time in this.

Sincerely,

Angela

Angela Taylor
School Director
Stewart School

www.facebook.com/stewartschoolsd
www.stewartschool.com



September 29th, 2023

Dear Cosmetology Commission,

We would like to request the following for clarity and/or discussion:

Instructor License:

At the last meeting the Commission approved Summit training to count toward the 12 hours of education for the Instructor license. We agree that educators will benefit from more than educator training, but we would like clarity on what the Commission will allow as educator training. Business training, hair shows, technical education, etc. are fantastic for our educators to complete, as it provides them great content for the classroom. This will not, however, provide training on how to pass on knowledge to students. It was our understanding that the 12 hours of training was to be in the areas of facilitation, how to prepare class plans, how to reach all learning stylings, classroom set up and management, student assessment, etc. Defining the expectation of these 12 hours will be beneficial for all to know as we prepare for our annual trainings.

Currently a new instructor completes the 12 hours of training in teaching related topics and submits their application for a provisional license along with fees. They then take a laws test and upon passing the provisional license is issued. We would ask if the Commission could issue the provisional license upon receipt of the application so the instructor can start training on campus. They then have 90 days to take the NIC test. Could they also have 90 days to complete the laws test? The current process takes a minimum of 2 to 3 weeks, which provides an issue when we hire someone; they can only work at our front desk while we wait. It would be great to start their instructor training immediately if you would allow it.

Thank you for your time,

Angela Taylor

Angela Taylor
Stewart School



For office use only:

License number: _____
Date processed: _____ Date expires: _____

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

SOUTH DAKOTA COSMETOLOGY COMMISSION SCHOOL LICENSE RENEWAL FORM

Instructions

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

1. TYPE OF LICENSE RENEWING

Cosmetology School Nail School Esthetics School Branch School

2. SCHOOL INFORMATION

School Name: The Salon Professional Academy

Current On-site Director: Wendy Beaumont

School Address: 937 East North Street

City/State/Zip Rapid City SD 57701

Telephone: 605-342-0697

Fax: NA

Email: wbeaumont@tsparapidcity.com

Programs Offered:

Cosmetology YES NO

Number of clock hours

1500

Nail Technology YES NO

Number of clock hours

400

Esthetics YES NO

Number of clock hours

600

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

Days/Times Open: Attach a separate sheet with this information Attached - Student Catalog pg 39, 35, 39, 42

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

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

What months are programs started? Catalog - pg 57

Current Enrollment in - - - - Cosmetology Program: 28

Nails Program: 5

Esthetics Program: 11

Approximate Square Footage of school physical premises: 12,500 sq ft

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

Wendy Beaumont

[Redacted]

[Redacted]

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

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

4. INSTRUCTOR(S) AND QUALIFICATIONS - ATTACH a list of all instructors. Include their names, license numbers (both instructor license and personal license), and license expiration dates. All instructors must have a current South Dakota instructor license and a current cosmetologist, nail technician, or esthetician license, as applicable. There must be one (1) instructor for every 15 students 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.**

The Salon Professional Academy August 2023
937 East North Street
Rapid City, SD 57701
605-342-0697

Day/Times Open: The Academy is open Monday, Tuesday, Wednesday, Friday, and Saturday from 9:00 AM-4:30PM. Thursday's from 9:00 AM – 8:30PM

Days / Times of Theory Class: The Academy is closed to the public on Mondays for a full day of theory. There are an occasional few days that a Beyond Foundations Theory Class may be scheduled on a Wednesday (usually no more than 4 hours) and then if there are live Webinars of Sam V, Texture Mastery, Tammy Taylor Artificial Nails/Nail Art, BioTherapeutic Technology (usually about 1 hour per webinar) these classes are randomly scheduled according to the times set forth by the individual companies providing the webinars.

Days/Times of Student Salon Training: (Clinic) The Academy is open to the public for students to practice the practical skills they have learned on clients. The hours of operation are Tuesday, Wednesday, Friday, and Saturday from 9:00AM – 4:30Pm and Thursday from 9:00AM – 8:30PM.

The Salon Professional Academy
937 East North Street
Rapid City, SD 57701

List of Textbooks and Workbooks:

Cosmetology:

Milady Standard Cosmetology 13th Edition

Hard Cover Textbook

Theory Textbook

MindTap

Prosper U

FUEL Haircutting & Design

Esthetics:

Milady Standard Esthetics 12th Edition

Foundations & Esthetics Textbooks

Foundations Workbook

Fundamentals Workbook

Prosper U

Nail Technology:

Milady Standard Nail Technology 7th Edition

Textbook

Workbook

Prosper U

Massage Therapy:

Theory and Practice of Therapeutic Massage 6th Edition

Hardcover Textbook

Workbook

Prosper U

The Salon Professional Academy
937 East North Street
Rapid City, SD 57701

List of Required Equipment and Non-Required Equipment:

Cosmetology:

- Required Equipment
 - Workstation for each student working on Clients in the Student Salon Training Area
 - Mirror
 - Tabletop or counter
 - Client Chair
 - Labeled container for storing used or soiled tools and implements
 - Mannequin with real or synthetic hair
 - 1 marcel curling iron
 - 1 hand-held hair dryer
 - Chemical wave rods
 - Properly functioning shampoo bowls per 5 working stations (TSPA 7)
 - 1 Hooded Dryer per 15 working students
 - Combs & Brushes so clean, disinfected combs & brushes are used on each client
 - Manicure/Pedicure Kit
- Non-Required Equipment:
 - Artificial Nails Kit (Included in student kits)
 - Lash Extension Kit (included in student kits if cosmetology student elects to take the course)
 - Magnification Glasses (Included in student kit if cosmetology student elects to take the course)
 - iPad for instructional use with Textbooks (Included in student kits)
 - Magnetic Rollers
 - Straightening Iron & additional sizes of Marcel irons
 - Mannequin Shears (Included in student kits)
 - Capes/Aprons (Included in student kits)
 - Tint Bowls & Tint Bottles (Included in student kits and additional in the dispensary)
 - Hair Extension Kit (Included in student kit if students elect to take the course when offered)

Esthetics:

- Required Equipment:
 - Clients Chair or Massage Tables
 - Tabletop or Counter
 - Mirror
 - Labeled container for storing clean tools & implements
 - Clean, labeled container for storing soiled tools & implements
 - 1 steamer
 - 1 Magnifying lamp
 - Simulated Head Form

- Wax Pot, supplies for chemical & physical depilatories.
- Microdermabrasion Machine
- Non-Required Equipment:
 - Magnifying Vision Wear (Included in student kit)
 - Wood's Lamp (included in student kit)
 - Lash Extension Kit (included in student kit)
 - Lash Lifting/ Brow Lamination Kit (included in student kit)
 - Lash/Brow Tinting supplies
 - LED Light Therapy
 - Microcurrent Machine (included in student kit)
 - Moisture Reader
 - BT-Nano
 - iPad for instructional use with Textbooks (included in student kit)
 - Hydrafacial Machine
 - BT-Titan
 - Chemical Peels Products
 - BT-Trinity (wet/dry Microdermabrasion Machine)
 - BT-Sonic (included in student kit)

Nail Technology:

- Required Equipment:
 - Nail Technology Table (Manicuring Table – TSPA has 5)
 - Client Chair
 - Chair for Student
 - Adjustable light for each manicure table
 - Clean labeled container for storing disinfected tools & implements.
 - Clean labeled container for storing soiled tools & implements.
 - Simulated human hand.
 - Pedicure foot-spa that includes a foot bath large enough to completely immerse both feet of the client.
 - 1 electric file with appropriate attachments (included in student kit with additional attachments provided by the school)
- Non-Required Equipment:
 - Artificial Nail Kit (included in student kit)
 - Nail Art Supplies
 - Soak Off Gel Polish Kit
 - Manicure/Pedicure Kit (included in kit)
 - Gel Sculpting Kit (included in student kit)
 - iPad for instructional use with Textbook (included in student kit)

Classroom:

- Required Equipment:
 - Instructional Board or Chalkboard
 - Tables or desks& chairs to meet the instructional needs of scheduled students

- Lesson Plans related to subjects taught
- Non-Required Equipment:
 - Television for instructional use
 - Craft Supplies
 - Mannequin Stands

The Salon Professional Academy
937 East North Street,
Rapid City, SD 57701

List of Textbooks and Workbooks

Cosmetology:

- Milady Standard Cosmetology 14th Edition
 - Hard Bound Textbook
 - Theory Textbook
 - CIMA (Digital)
 - Prosper U
 - FUEL Haircutting & Design
 - Kara K Design
 - Circadia Student Manual

Esthetics:

- Milady Standard Esthetics 13th Edition
 - Foundations & Esthetics Textbooks
 - Foundations Workbook
 - Fundamentals Workbook
 - CIMA (digital)
 - Prosper U
 - Circadia Student Manual
 - Borboleta Lash Extension, Lash Lifting

Nail Technology:

- Milady Standard Nail Technology 7th Edition
 - Textbook
 - Workbook
 - CIMA (digital)
 - Prosper U

Massage Therapy:

- Milady Standard Massage Therapy 6th Edition
 - Hardcover Textbook
 - Workbook
 - Prosper U
 - Books of Discovery

The Salon Professional Academy
937 East North Street
Rapid City, SD 57701

Procedure For Tracking Student Hours:

- Students clock in using a finger scanner.
 - Student fingerprints are scanned during the 1st week of attendance.
 - Students are required to scan in and out at the beginning of and end of the day.
 - If a student leaves the premises the student is required to scan their finger upon leaving
- GENESIS System is the current Student Software The Academy is using to track student records and hours.
- Break Sheet:
 - Students are required to mark out on a break sheet located at the front desk when they take their morning, afternoon, and lunch breaks.
 - This break sheet is monitored and signed off by the instructor assigned to work on the Student Salon Training Area or by the at the front reception desk. (No student is allowed to mark another student in or out of breaks or lunch.)
- Each morning the student hours are cross checked with the break sheet and any absences or late/early dismissal slips from the day before. The hours are then confirmed and locked in.
 - Genesis is in real time.
- At the end of the month the student's hours are printed off and reviewed by the student and signed off by the student prior to submitting the hours to SD Cosmetology Commission.
- Hours are sent to the SD Cosmetology Commission before the 10th of each month.
 - The Assistant to the Director of Operations completes the form for submission to the Commission.
- All absences, tardies early dismissal sheets ae kept in student files located in the Director of Education/ Instructor's office.
- Student Coaches, Director of Education, Financial Aid Director and if necessary, the Director of Operations all monitor student hours, absences, and tardy slips in that order, weekly.
- The students can log on to GENESIS through a portal on the computers located throughout The Academy.
 - We have an open-door policy so if students have questions concerning their hours they are encouraged to first discuss with their coaches and then if needed it is brought to the attention of the Director of Education and/or Financial Aid Director.

Student Records Kept & Stored:

- All student's individual files are stored in the Administrator's Office
 - No student is allowed in the Administrator Office unattended by a staff member.
 - The doors to the Administrator's Office are locked whenever a staff member is not present.
 - The doors are locked and only personnel with codes are allowed access.

- Student financial aid records and personal records are stored in a fireproof safe that is locked and only Administrative Personnel have access to the key.
- All other student assignments, absence slips, etc. are kept in the instructor's office.
- All records are kept for a minimum of 3-5 years in accordance with regulations of the Dept. of Education and NACCAS, The Academy's accrediting agency

List of Instructors:

Holly Keszler: Cosmetology Instructor: License # IC-0600-2023 Expiration Date: 12-1-2023

Wendy Beaumont: Cosmetology Instructor: License # IC-04848 Expiration Date: 4-1-2024

Krista Kock: Cosmetology Instructor: License # IC-

Tristyn Reman: Cosmetology Instructor: License #IC-

Erica Williams: Nail Technology Instructor:

Tina Garfield: Esthetics and Nail Technology Instructor:

Ashley : Cosmetology Instructor

Teresa Jahner: Cosmetology Instructor: License # IC-14835-2023 Expiration Date 3-29-2024

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

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 one month before the expiration date.

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

2. SCHOOL INFORMATION

School Name: Paul Mitchell the School Rapid City

Current On-site Director: Peggy Sproat/Kara Goodrich

School address: 333 Omaha Street Suite 6&7

City/State/Zip Rapid City, SD 57701

Telephone: 605-348-4247	Fax:	Email: Peggys@rapidcity.paulmitchell.edu Karag@rapidciy.paulmitchell.edu
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Programs offered:	Cosmetology <u>YES</u> NO	Number of clock hours 1500
	Nail Technology <u>YES</u> NO	Number of clock hours 400
	Esthetics <u>YES</u> NO	Number of clock hours 600

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

Days/Times Open: Attach a separate sheet with this information: See Exhibit 2J and 2K

Days and Times of Theory Classes: Attach a separate sheet with this information: See Exhibit 2J and 2K

Days and Times of Clinic: Attach a separate sheet with this information: See Exhibit 2J and 2K

What months are programs started? See Exhibit 2L

Current Enrollment in - - - - Cosmetology Program: 29 Nails Program: 2 Esthetics Program: 10

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	[REDACTED]	[REDACTED]

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

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

Notary

Subscribed and sworn to before me this 18 day of July, 2023

SEAL

Randy Sproat
Notary Public - South Dakota

My Commission expires:

8-2-2023

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PROGRAM SCHEDULES

COSMETOLOGY SCHEDULE

Core & Protege (8 Weeks)			
Monday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch
Tuesday	9:00 AM to 5:30 PM	8 hrs per day	30 minute lunch
Wednesday	8:30 AM to 2:30 PM	6 hrs per day	No lunch
Thursday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch
Friday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch

After Completion of Core & Protege Schedule A			
Monday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch
Tuesday	11:30 AM to 8:00 PM	8 hrs per day	30 minute lunch
Wednesday	8:30 AM to 2:30 PM	6 hrs per day	No lunch
Thursday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch
Friday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch

After Completion of Core & Protege Schedule B			
Monday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch
Tuesday	11:30 AM to 8:00 PM	8 hrs per day	30 minute lunch
Wednesday	8:30 AM to 2:30 PM	6 hrs per day	No lunch

After Completion of Core & Protege Schedule C			
Wednesday	8:30 AM to 2:30 PM	6 hrs per day	No lunch
Thursday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch
Friday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch

Core theory days are M, T, W, TH, F (Cosmo, Esthetics and Nails) Theory days after Core is W for (Cosmo, Esthetics and Nails) Clinic Days after core is M, T, Th, F

ESTHETICS SCHEDULE

First 8 Weeks			
Monday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch
Tuesday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch
Wednesday	8:30 AM to 2:30 PM	6 hrs per day	No lunch
Thursday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch

After Completion of 8 Weeks			
Monday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch
Tuesday	11:30 AM to 7:00 PM	7 hrs per day	30 minute lunch
Wednesday	8:30 AM to 2:30 PM	6 hrs per day	No lunch
Thursday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch

NAIL TECHNOLOGY SCHEDULE

Full Time First 2 Weeks			
Tuesday	9:00 AM to 5:30 PM	8 hrs per day	30 minute lunch
Wednesday	8:30 AM to 2:30 PM	6 hrs per day	No lunch
Thursday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch
Friday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch

Full Time After First 2 Weeks			
Tuesday	11:30 AM to 8:00 PM	8 hrs per day	30 minute lunch
Wednesday	8:30 AM to 2:30 PM	6 hrs per day	No lunch
Thursday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch
Friday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch

Core theory days are M,T,W,TH,F (Cosmo, Esthetics and Nails) Theory days after Core is W for (Cosmo, Esthetics and Nails) Clinic Days after core is M,T, Th, F

MASSAGE SCHEDULE

First 18 Weeks			
Monday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch
Tuesday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch
Wednesday	8:30 AM to 2:30 PM	6 hrs per day	No lunch
Thursday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch

After 18 Weeks			
Monday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch
Tuesday	11:30 AM to 7:00 PM	7 hrs per day	30 minute lunch
Wednesday	8:30 AM to 2:30 PM	6 hrs per day	No lunch
Thursday	9:00 AM to 4:30 PM	7 hrs per day	30 minute lunch

2023 CLASS START DATES

COSMETOLOGY	
FULL TIME:	January 16, April 17, June 19, September 11, November 13
ESTHETICS	
FULL TIME:	April 24, August 21, November 27
MASSAGE	
FULL TIME:	April 24, August 21, November 27
NAIL TECHNOLOGY	
FULL TIME:	January 16, April 17, August 15, September 11

2024 CLASS START DATES

COSMETOLOGY	
FULL TIME:	January 22, April 1, June 17, August 26, November 4
ESTHETICS	
FULL TIME:	March 11, June 24, October 7
MASSAGE	
FULL TIME:	March 11, June 24, October 7
NAIL TECHNOLOGY	
FULL TIME:	January 22, April 1, June 17, September 9, November 18

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License Verification

Amanda Lacy

CO- 16268-2024 – 03/05/2024
IP- 16333-2023 --09/01/2024

Tracey Tines

CO- 11416-2024 – 06/06/2024
IP- 16253-2023 – 07/19/2023

Sarah Tester

CO-15617-2024 – 03/30/2024
IC- 15909-2024 – 03/30/2024

Carmela Olson

CO- 06858-2024 --03/16/2024
IC- 15518-2024 --03/16/2024

Rachel James

Co- 01809-2023 – 11/13/2023
IC- 08489-2023 – 11/13/2023

Sarah RedStar

CO- 15166-2023 – 10/16/2023
IC- 15854-2023 – 10/16/2023

Peggy Sproat

CO- 06370-2023 – 12/14/2023
IC- 05824-2023 – 12/14/2023

Melissa Regan

CO- 06746-2024 –01/15/2024
IC- 10676-2024 – 01/15/2024

Taylor Kauffman

CO- 13449-2023 –10-10-2023
IC- 13998-2023 – 10/10/2023

Kara Goodrich

CO- 18897-2024—03/29/1993
IC- 13653-2024 – 03/29/1993

4A

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TEXTBOOKS

Students are responsible for purchasing textbooks at an additional cost from the published tuition. The pricing information below may vary by vendor.

COSMETOLOGY

- 1 Milady's Hard Cover Standard Cosmetology Text Book
- 1 E-Book
- 1 State Laws and Rules Book

Cost: \$347.45

Sales Tax: \$22.58

Total: \$370.03

ESTHETICS

- 1 Milady Hard Cover Fundamentals for Esthetician
- 1 E-Book

Cost: \$285.45

Sales Tax: \$18.55

Total: \$304.00

MASSAGE

- 1 Massage Therapy Principles & Practices E-Book
- 1 Trail Guide to the Body 6th Edition E-Book
- 1 Trail Guide to the Body 6th Edition Student Workbook
- 1 Applied Anatomy & Physiology Manual Therapist E-Book
- 1 Applied Anatomy & Physiology Manual Therapist Review Book
- 1 Mblex Study Guide Book

Cost: \$380.00

Sales Tax: \$24.70

Total: \$404.70

NAIL TECHNOLOGY

- 1 Milady's Hard Cover Nail Technology
- 1 E-Book

Cost: \$265.58

Sales Tax: \$17.26

Total: \$282.84

Textbooks may be purchased from the school or from an independent vendor. If the student plans to purchase their textbooks from an independent vendor, they should inform the admissions's team prior to signing the enrollment agreement.

5c

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STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at Paul Mitchell The School Rapid City. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

Attendance and Documentation of Time

- 1 The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized timeclock. This device may consist of an app that can be used on your phone, a biometric scanner in the school, or similar device. In order to ensure proper clock hours are credited, full-time students are required to clock in/out 4 times a day: when they arrive to school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. If a student fails to clock in or out for their schedule on the student timeclock, the student will not receive hours. If the student wishes to dispute any hours they feel earned, the student must provide documentation to verify attendance on the missing time form. The documentation would include the student sign in sheet, the specialty class attendance role, and/or the guest service summary.
- 2 The School doors open no later than 8:45 am Monday, Thursdays & Fridays, 8:15 am on Wednesdays and 8:45 or 11:15 am on Tuesdays depending on your course schedule. Access to the school from the back door are no later than 8:45am Monday, Tuesday, Thursday & Friday, 8:15am on Wednesday. Times may vary depending on course or specialty class schedule.
- 3 All courses require continuous attendance.
- 4 The prescribed attendance schedule must be maintained each week.
- 5 General attendance will be taken at your scheduled start time. You are expected to go directly to your scheduled classes after attendance and any Daily Huddles discussions. If you are late you must check in with the front desk in order to get a late arrival form to gain entry to the classroom with a staff member.

If you are not ready and present for attendance you are considered tardy. Students who are more than 5 minutes late for theory will receive all but 15 minutes of their clock hours, however they will not receive their theory hour for their worksheet. To be considered on time for class you must be completely ready for class and in dress code and appearance.

Students will be allowed into the theory class with a staff member up 15 minutes after contract start time according to the classroom clock, not the time clock. Remember this is a disruption to all the students when you are interrupting class. Please be on time as respect to all. If you are more than 10 minutes late will not receive clock hours for the first hour and must wait in the breakroom until the next scheduled break in class.

Students more than 15 minutes late for specialty class or a guest artist class may attend the class but must check in with the front desk and be accompanied into the learning area by a staff member. Being late for a specialty class may require you to reschedule for the next class and pay a reschedule fee.

Students are never excused from mandatory theory class to work in the clinic.

- 6 If the student is going to be absent or even late they please call or email in NO LATER THAN 30 minutes before the scheduled clock in time to allow enough time for us to make arrangements for clients or classroom. If you are late you must check in with the service desk after you clock in if you were not present for general roll call.
- 7 Students must request time off from school from the Service Desk.

5D/5E

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PROFESSIONAL IMAGE

All Future Professionals must adhere to the following professional dress code while in attendance:

- ① Core Future Professionals may wear black. Phase One Future Professionals may wear black and white in any combination. Phase Two Future Professionals may wear black, gray, or white in any combination.
- ② Massage Future Professionals may wear black scrub tops and bottoms, or a Paul Mitchell logo shirt or sweatshirt. Accent colors on scrubs are not acceptable.
- ③ A minimal print in clothing is acceptable if it is a black and white print.
- ④ Clothing should be professional and clean.
- ⑤ Shoes should be professional, practical, and comfortable. Students should have pedicured toes when wearing open toed shoes.
- ⑥ Hair should be styled prior to arriving at the school.
- ⑦ Any cosmetics should be applied prior to arriving at the school and kept throughout the day.

At no time should you style your hair and/or do your own makeup on the clinic classroom.

- ⑧ The following is a list of acceptable dress:
 - a. Jeans or clothing made of jean material if they are black in color. Any rips or tears must fall below the fingertips, when standing up. Leggings must be worn under jeans with holes.
 - b. Shirts are suggested to have a cap sleeve with no underarm exposed.
 - c. Printed T-shirts, sweatshirts and/or jackets with the Paul Mitchell logo may be worn.
 - d. Stylish hats, scarves, and stylish head wraps of any color.
 - e. Skirts, shorts, skorts or dresses that fall naturally to 4 inches above the knees.
 - f. Accessories may be worn of any color, such as jewelry, belts, scarves, socks, shoes.
- ⑨ Tights, Nylons and/or leggings are to be worn under skirts or dresses that is 4 inches above the knees.
- ⑩ Name tag — as provided by the school. All Future Professionals are required to wear a name tag while in attendance. If you do not have one you will be required to buy a replacement from the financial aid office for \$5.00.
- ⑪ Massage Future Professionals should have long hair up and secured during body work.
- ⑫ Massage Future Professionals may wear a long sleeve under the scrub top if the future professional is cold, but only during classroom instruction and at the approval of the Learning Leader.
- ⑬ During practical palpitation training, Massage Future Professionals will be informed by the Learning Leader on necessary attire.
- ⑭ Massage Future Professionals and Esthetician fingernails should not extend beyond the fingertip and should be clean and filed.
- ⑮ Massage Future Professionals holster and lotion bottle must be worn in the clinic classroom.
- ⑯ Wednesday dress code: Future Professionals are allowed to wear Blue/White/Black denim jeans. All other dress code rules apply of what you can and can not wear as the other days of the week. Hair and Makeup is still required.

50/5E

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PERSONAL SERVICES

- ❶ Future Professionals who are up to date with all practicals, exams, and clinic practical worksheets and not on the Back on Track list may receive personal services. Personal services are considered rewards. School assignments and successful learning are the priority. Future Professionals must do the following prior to starting the service:
 - a. Acquire approval for the service the day of and after the first 30 minutes of the day.(This allows time for the guest services to be started for the day and adjusted after attendance)
 - b. Both Future Professionals must be scheduled off the service books by a Learning Leader.
 - c. Pay for service before beginning. Student Discount is 50% off the service guest menu.
 - d. Personal services are considered rewards and scheduled for Future Professionals who are up to date with all practicals, exams, and clinic practical worksheets. School assignments and successful learning are the priority.

COMMUNICATION GUIDELINES AND PROFESSIONAL CONDUCT

- ❶ Visitors are allowed in the service reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic classroom area.
- ❷ Only emergency calls are permitted on the business phone. Future Professionals may use their phones for a limited time only in the breakroom. Please keep your calls to three (3) minutes or less.
- ❸ Cell phones are permitted outside the school facility and in the Future Professional breakroom, only when signed out for break.
- ❹ Future Professionals may not visit with another Future Professional who is servicing a client.
- ❺ Future Professionals may not gather around the Learning Leader Station, service desk, service reception area, or offices.
- ❻ Food, drinks, and snacks are allowed only in the lunchroom. Beverages in the classroom or clinic classroom must be in a school approved bottle. The bottle must be black, white or silver and have a spill proof lid. It can not be a disposable cup in any color. The Bestro next door will make your drinks in your own bottles for your convenience.
- ❼ Paul Mitchell The School Rapid City is a smoke-free campus.
- ❽ Possession of or taking school property or another's personal property is unacceptable and grounds for termination. This includes taking items from lost and found that do not belong to you. We suggest marking or better yet an engraver to initial your items. An engraver can be checked out with the Operations Leader.
- ❾ School administration has the right to access and inspect a Future Professionals locker at any time, refer to the locker policy.

FIRE EVACUATION POLICY

There are 5 fire extinguishers on the school premises. There locations are as follows:

- ❶ SALON FLOOR - west wall in the rear of salon
- ❷ SALON FLOOR - south wall of the shampoo area
- ❸ SALON FLOOR - reception area near the west door
- ❹ STUDENT BREAK ROOM - north wall next to the classroom door
- ❺ MASSAGE/ESTHETICS HALL - east wall next to massage clinic

Should there be a fire in the school:

Clinic Classroom: Use the front door or rear door depending on your location and meet at the rear of the school in the smoking area.

5D | 5E

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- ⑫ Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- ⑬ All clinic practical worksheets are due on the assigned day of each month by end of day.
- ⑭ If a Future Professional fails to complete a worksheet 100%, the Future Professional will be placed on the Back on Track list and will remain on the list until the following month.
- ⑮ If a Future Professional fails to pass the Core written and/or practical exam on their second attempt, they may be asked to withdraw from the program and re-start in the next Core class start date.
- ⑯ Theory Class: Future Professionals The school requires a Future Professional to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.
- ⑰ Future professionals must complete all assignments that they are asked to do by any staff member as they feel it is important to their learning experience to become a well-rounded, successful Licensed Professional. Sometimes these assignments are given with little notice, but your Learning Leader will be there to guide you and help you complete this goal. Assignments could include but not limited to tests, makeup tests, quiz, doll head work, sanitation tasks, or service floor clients.

If you feel you have a valid reason to not do an assignment please bring it to the Future Professional Advisor. If you are refusing to do a guest or assignment you must complete the Guest Refusal form. You will be required to complete the assignment on a mannequin.

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- ⑧ Locks may be cut at any time if there is valid reason that any of these violations may be in effect.
- ⑨ Should a Future Professional take a leave of absence/ or drop from the program it is their sole responsibility to gather all belongings and have the Financial Advisor mark and store these items before discontinuing attendance. Missing items are not the schools responsibility to replace. The Future Professional is allowed to take any personal items with them. All items personal or school kit items left after 60 days without arrangement will be the property of the school.
- ⑩ If all kit items that were purchased from the kit agreement from the first payment in full they solely belong to the Future Professional. Should a Future Professional drop this will be determined after the final withdrawal/settlement calculation has been completed. If your account reflects it has been paid you may take items with you at anytime, otherwise all kit items must stay at the school. Please consult with your Financial Advisor before taking any kit items home with you.

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When a future professional informs a staff member that the future professional has a disability, or needs accommodations or assistance due to a disability, the staff member will refer the future professional to The School's ADA/504 Compliance Coordinator. Learning Leaders should not honor requests for accommodations that have not been approved by the ADA/504 Compliance Coordinator ("the Coordinator").

Future Professional Eligibility for Accommodation

Applicants for admission and qualified future professionals with disabilities who wish to request reasonable accommodations (including campus tours, orientation, academic adjustments, auxiliary aids and services, or modifications) must contact the Coordinator and complete the Disability Verification Form. Future professionals must provide documentation of their disability from an appropriate professional, which depends on the nature of the disability. For example, a future professional with a psychological disability should provide documentation from a psychologist, psychiatrist, or social worker. The documentation submitted must reflect a date within the past twelve months; if the documentation is older than twelve months, the future professional must provide current documentation to continue their request for accommodations.

The Coordinator has the discretion to determine the type of documentation necessary to establish the present level of the future professional's disability and its impact on the future professional's needs in the education setting. Any costs related to the initial documentation will be the responsibility of the future professional.

All documentation related to an accommodation request, including medical documentation, is treated as confidential, and maintained by the Coordinator in accordance with the Records Retention Policy. Access to these files will be limited to those individuals who need to be informed regarding necessary accommodations or other services.

Interactive Process to Request Accommodations

Future professionals who plan to request accommodations should contact the Coordinator promptly to ensure adequate time for the Coordinator to review the future professional's documentation before the future professional begins the class or program for which the accommodation is requested. The Coordinator will keep a record of the dates and contacts with the future professional, including a record of the accommodation(s) requested by the future professional. Future professionals who have questions about the type of documentation they need to provide should contact the Coordinator to discuss acceptable documentation.

The Coordinator will schedule a meeting with the future professional to discuss their request for accommodation(s). The future professional and the Coordinator will discuss how the future professional's disability impacts them, how the future professional expects the disability to impact them in The School's program, the type of accommodation(s) the future professional has previously received (if any), and the accommodation(s) being requested. The Coordinator and the future professional will discuss which accommodations are needed during all phases of their educational program (Core, Adaptive, and Creative), and for classroom instruction, skills-based instruction, and skills practice.

To qualify, the documentation must show the nature of the future professional's disability and how it limits a major life activity. The accommodation(s) requested by the future professional should be related to these limitations. There are no pre-set accommodations for specific disabilities. Instead, the Coordinator and the future professional will discuss and determine what the future professional's limitations are, and how they can be accommodated.

Examples of Accommodations

- A future professional with an orthopedic disability may need a cushioned floor mat, scheduled time to sit, or a particular type of chair.

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④ Training and Policy Dissemination

The Coordinator will deliver training sessions for all School staff members at least once each calendar year. In these training sessions, the Coordinator will explain the basic requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (as amended) as they apply to The School. The Coordinator will provide information regarding:

- The School's responsibility to provide accommodations to future professionals with disabilities and to not penalize future professionals for using approved accommodations.
- How to appropriately interact with future professionals with disabilities.
- How to implement approved accommodations.
- How to support qualified future professionals with disabilities in The School's programs.

The Coordinator will maintain record of each training session. The Coordinator may also provide training for future professionals who wish to learn about The School's process for requesting accommodations or The School's grievance procedures.

The Coordinator will publish this policy and procedures on its website and in each handbook or catalog provided to applicants for admission, future professionals, and employees.

⑤ Grievance Procedure

The School is committed to working with future professionals with disabilities to resolve disagreements regarding the need for and/or implementation of accommodations. A future professional requesting an accommodation and/or use of auxiliary aids and/or services may file a complaint in accordance with the procedures detailed below.

① **Informal Resolution:** The Coordinator will assist future professionals with disabilities who have concerns about implementation of their accommodations or their treatment by School staff members or other future professionals. At the request of a future professional, the Coordinator will informally mediate or attempt to resolve issues related to the future professional's disability. If this informal process does not resolve the future professional's concerns, the future professional may request a formal resolution or file a formal complaint.

② **Formal Resolution:** A future professional may request a formal resolution with the Director of The School.

- To dispute the Coordinator's decision to deny a request for accommodation.
- To dispute the Coordinator's decision to provide an alternate accommodation rather than the specific accommodation requested.
- To dispute the Coordinator's determination that the future professional has not presented sufficient documentation to support the requested accommodation.
- To resolve concerns that the Coordinator failed to effectively address concerns that a School staff member failed to provide an approved accommodation.

The Director will review all materials submitted by the Coordinator and will interview, as necessary under the circumstances, the future professional, the Coordinator, involved School staff, and other individuals who are relevant to the issue. The Director will render a decision in writing to the future professional.

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ANTI-BULLYING POLICY

1. Purpose: Paul Mitchell The School Rapid City ("School") is committed to maintaining a working and learning environment that provides for a safe and inclusive environment that is free from bullying, harassment, and intimidation.
2. Scope: This policy applies to anyone who engages in bullying, harassment, and intimidation on School property, at School activities, or through electronic communication (via cell phones, computers, or other electronic devices) using School resources, including School-provided internet or online learning platforms. As described below in Item 8, conduct that is prohibited by federal law is addressed by the School's Anti-Discrimination, Harassment, and Retaliation Policy.
3. Definitions:
 - a. Bullying, Harassment, and Intimidation: Any severe or pervasive physical, written, or verbal act or conduct (including electronic communications) by one individual or a group of individuals that has or can reasonably be predicted to have the effect of one or more of the following:
 - i. Causing a reasonable person to feel scared or fear harm to themselves or their property;
 - ii. Causing a reasonable person to experience a detrimental effect on their physical or mental health;
 - iii. Causing a reasonable person to experience interference with their academic performance; or
 - iv. Causing a reasonable person to experience interference with their ability to participate in or benefit from the services, activities, or privileges provided by the School.
 - b. Retaliation: An adverse action taken by threatening, intimidating, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy or because the individual has made a report, complaint, testified, assisted, participated, or refused to participate in a manner in an investigation, proceeding, or hearing under this policy.
4. Prohibited Conduct:
 - a. Students and staff may not engage in behavior that constitutes bullying, harassment, and intimidation as defined in this policy. Such behavior includes, but is not limited, to direct physical contact like hitting or shoving, damaging or destroying a person's work product or personal property, verbal or written attacks like name calling or teasing, social isolation or manipulation, and cyberbullying.
 - b. Students and staff may not engage in retaliation against an individual for reporting behavior that may violate this policy or participating in an investigation pursuant to this policy.

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COPYRIGHT INFRINGEMENT POLICY

This policy applies to those who use Paul Mitchell The School Rapid City's network or equipment to share files, including, the school's faculty, staff, students, guests, external individuals, and organizations accessing network services via the school's networking or computer facilities.

This copyright policy also includes the use of streaming services within the school network such as Netflix, Hulu, YouTube, Spotify, Pandora, or any other similar services.

Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright law include, but are not limited, to literary, dramatic, musical, artistic, pictorial, graphic, film, and multi-media works. This protection extends to software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and subsequent use.

This is in accord with the Digital Millennium Copyright Act (DMCA), which provides educational institutions with some protections if individual members of the community violate the law. For the school to maintain this protection, it must expeditiously take down or otherwise block access to infringing material whenever it is brought to the attention of the organization. If the school receives an allegation of copyright infringement based on your use of the school's networking or computers, the matter will be referred to the school director for further investigation.

The following are some examples of copyright infringement that may be found in a school setting:

- ▶ Downloading, using, or sharing files of music, videos, and games without proper documented permission of the copyright owner.
- ▶ Using corporate logos without permission.
- ▶ Placing an electronic copy of a standardized test on a department's website without permission of the copyright owner.
- ▶ Enhancing a departmental website with music that is downloaded or artwork that is scanned from a book, all without attribution or proper documented permission of the copyright owners.
- ▶ Scanning, taking a picture of, or digitally posting any photograph/image and using it without the proper documented permission or attribution.
- ▶ Placing a number of full-text articles on a course webpage that is not password protected and allowing the web page to be accessible to anyone who can access the Internet.
- ▶ Downloading licensed software from non-authorized sites without the permission of the copyright or license holder.
- ▶ Making a movie file or a large segment of a movie available on a website without proper documented permission of the copyright owner.
- ▶ Torrenting or other peer to peer communication on the network.
- ▶ Streaming personal music from non-commercial platforms such as Spotify, Pandora, YouTube Music or Apple Music.
- ▶ Streaming personal TV/Movies from streaming platforms such as Netflix, Hulu, YouTube TV, Disney Plus or similar platform is a violation of Copyright Law, as the agreement made is not between the Streaming Service and the School, but the Streaming Service and the individual.
- ▶ Sharing, taking a picture of, digitally posting, downloading, or distributing the proprietary curriculum, educational systems, and supporting digital or printed assets and tools (apps and printed materials such as books or guides) created and owned by Paul Mitchell Advanced Education.

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STUDENT BIOMETRIC INFORMATION PRIVACY POLICY

Paul Mitchell The School Rapid City records attendance in clock hours. To ensure proper clock hours are credited, students are required to clock in and out utilizing a biometric scanner in accordance with the Techsphere Hand Vascular Pattern Recognition policy. Biometric scanners are computer-based systems that scan a student's finger, hand vascular pattern or facial identifier for purposes of identification. The computer system extracts unique data points and creates a unique mathematical representation used to verify a person's identity. Paul Mitchell The School Rapid City or its vendors may collect, retain, and use biometric data for the purpose of identifying students when recording clock hours.

Biometric Data Defined

In general, biometric data is "biometric identifiers" and "biometric information" as defined below.

"Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. Biometric identifiers do not include writing samples, written signatures, photographs, human biological samples used for valid scientific testing or screening, demographic data, tattoo descriptions, or physical descriptions such as height, weight, hair color, or eye color.

"Biometric information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual. Biometric information does not include information derived from items or procedures excluded under the definition of biometric identifiers.

Purpose for Collection of Biometric Data

The School does not collect or store biometric data. At this time, the School's third-party time clock vendor may collect and store an individual's biometric identifier (for example, fingerprint, hand, wrist or facial identifiers), solely for identification in connection with the use of the biometric time clock. The School's third-party time clock vendor will retain biometric data of an only for so long as the person is an enrolled student. The biometric data shall be permanently removed from the records of the School's vendors and licensors in accordance with the retention schedule set forth herein.

Disclosure and Authorization

Each student will be required to sign the Release and Consent to Use of Biometric Data as a condition of his/her enrollment with the School.

The School and its time clock vendors will not sell, lease, trade, or otherwise profit from students' biometric data; provided, however, that the School's time clock vendor will be paid for products or services used by the School that utilize such biometric data.

The School will not disclose or disseminate any biometric data to anyone other than its time clock vendors without first obtaining student's written consent to such disclosure or dissemination unless disclosure or redisclosure is required by state or federal law or municipal ordinance or required pursuant to a valid warrant or subpoena issued by a court of competent jurisdiction.

Retention Schedule

The School shall retain a student's biometric data only until, and shall require that its time clock vendors permanently destroy such data when, the first of the following occurs:

- ① Within thirty (30) days after the initial purpose for collecting or obtaining such biometric data has been satisfied, such as the withdrawal or graduation of a student;
- or
- ② Within 3 years of the student's last interaction with the School.

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In addition, disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student's information is needed to determine the amount of the aid, the conditions for the aid, or the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

Paul Mitchell The School Rapid City provides and permits access to student and other school records as required for any accreditation process initiated by the school or by the National Accrediting Commission of Career Arts and Sciences (NACCAS), or in response to a directive of said Commission.

Disclosures in Response to Subpoenas or Court Orders

FERPA permits schools to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

The school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

Disclosures for Other Reasons

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99.31[a][14]).

Directory Information

Paul Mitchell The School Rapid City does not publish "directory information" on any student.

Record Maintenance

All requests for releases of information are maintained in the student's file as long as the educational records themselves are kept. Student records are maintained for a minimum of six (6) years for withdrawal students; transcripts of graduates are kept indefinitely.

Amendment to Student Records

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the school director and bring any supporting documentation to show that the record is incorrect.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Family Educational Rights and Privacy Act. The Office's address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202.

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ENROLLMENT INFORMATION

- ① **Enrollment periods:** Please refer to the Tuition and Registration Schedule supplement or contact Paul Mitchell The School Rapid City for exact starting dates.
 - ② **Holidays and school closures:** Paul Mitchell The School Rapid City allows the following holidays off designated by program.
 - Cosmetology: New Year's Day, 1 day for Easter, Memorial Day, 2 days for Independence Day, Labor Day, Thanksgiving Day and the Friday after, 3 days for Christmas, and staff personal development days (as scheduled) .
 - Esthetics and Massage: New Year's Day, 1 day for Easter, Memorial Day, 1 or 2 Days for Independence Day depending on the days of the week it may fall, Labor Day, Thanksgiving Day, 2-4 Days for Christmas depending on the days of the week it may fall, and staff personal development days (as scheduled) .
 - Nail Technology: New Year's Day, 2 days for Independence Day depending on the days of the week it falls, Thanksgiving Day and the Friday after, 2-4 Days for Christmas depending on the days of the week it may fall, and staff personal development days (as scheduled) .
- These dates are determined according to the calendar each year. Additional holidays may be added to the schedule at the discretion of school administration. The school is open for business unless there is a declared State of Emergency. Unexpected closures and snow days will be reported via mass text message and/or Current Students Facebook page.
- ③ **Enrollment Agreement:** Paul Mitchell The School Rapid City clearly outlines the obligation of both the school and the student in the Enrollment Agreement. A copy of the Enrollment Agreement and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.
 - ④ **Payment schedule:** Paul Mitchell The School Rapid City offers a variety of financial payment schedules. See Paul Mitchell The School Rapid City's Financial Services Leader for details.

COST OF TUITION AND SUPPLIES

Our current tuition, fees, and supply costs are detailed below.

Prospective students are encouraged to use the Net Price Calculator available on our website to receive a personalized estimate of the cost of attending Paul Mitchell The School Rapid City.

Transfer students and students who are approved to re-enter their program are assessed a per clock hour rate for the remainder of their program.

TUITION – COSMETOLOGY

Tuition	\$15,750.00
Application Fee (<i>non-refundable</i>)	25.00
Technical Kit*	1,283.22
Textbooks (<i>non-refundable</i>)	347.45
Digital Kit (<i>non-refundable</i>)	312.90
Education Kit (<i>non-refundable</i>)	575.00
Shipping Fees (<i>non-refundable</i>)	16.65
Sales Tax (<i>non-refundable</i>)	164.78
TOTAL COSTS	\$18,475.00

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SCHOOL FIELD TRIP PLANS for school license year September 2023 through August 2024

1. School Name: PMTS Rapid City - Cosmetology, Nails, and Esthetics

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	Clock hours	Educational objectives and approximate number of students
1	Supply House Visits, Hair Shows	Whenever scheduled	Varies depending on available hours left of each student	Learning about the offerings that supply houses give our students as far as products, guest artist, and opportunities after school
2	Class in the Park	June	5 hours	Motivation, teamwork, business skills, career opportunities, Color theory, and creating a team.
3	Salon Visits	Whenever scheduled	Varies depending on available hours left of each student	Visit salons and do research on salons that would be a fit for the student for employment opportunities
4	Ann Bowler Day	November	up to 2 hours	Annual Paul Mitchell event to volunteer time at a senior center doing services such as manicures, styles, hand and arm massage - etc.
5	Constitution Day	September	1 hour	As required by the DOE to educate students about the constitution, because that is where the majority of their funding comes from to pay from school. The Constitution also is a strong part of our Cosmetology Commission. Lesson Plans reflect the same.
6	Native Pop Fashion Fashion Show	March	up to 5 hours	Hair and makeup for the fashion show for the Indigenous Artist
7	Bridal Show Case	Jan	up to 6 hours	Hair and Makeup next to talented professionals in our industry for a bridal runway show
8	Pride in the Park	July	up to 7 hours	Setting up a booth at Memorial Park to do a variety of services. Supporting and encouraging our community. Skin, hair, nail services for free
9	LGBTQ+ Community Center	Whenever scheduled	up to 2 hours	Providing services for youths in the center to encourage self worth and belonging.
10	Assistants for fashion shows, runway shows, or other community events	Whenever scheduled	as available to students	Working with salon professionals to help prep models for events in our industry

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5/ realize that these field trips need to be changed or dropped, I must write the the Commission for prior

School representative's signature:

Date:

Karin Goodrich

.....
Date received by Commission: _____

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

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

1. Completes a School Field Trip plan which lists:
 - a. Name and location of field trip.
 - b. Approximate dates(s).
 - c. Number of hours.
 - d. educational objectives (important).
 - e. number of students involved.
2. submit appropriate lesson plans.
3. Submits this plan with the renewal of the school license.
4. 32 hours allowed for cosmetology students and 16 hours of esthetics and nail technician students.
5. instructor(s) directly supervise the students at all times on the field trip.
6. students and instructors wear identification nametags while on the field trip. (hair show trips may be requested, but they must be well-organized and have specific educational objectives.)

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LESSON PLAN

SUBJECT UNIT Supply House Visits

SESSION NUMBER 1 OF 2 LESSIONS

LENGTH OF SESSION 4 hours

BEHAVIORAL OBJECTIVE: To visit area supply houses and ask questions about products, prices, retail markup and sales

THEORY 2

DEMO _____

PARTICIPATION 2

EXPERIENCES 2

CLASSROOM Area Supply House

TOOLS AND EQUIPMENT: Paper and pen

RESOURCE MATERIAL: The students from every new class will go as a group to visit Supply Houses.

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5-minute classroom attention getter: What are you going to do to get their interest to want to learn what you have to share?)
To find out what role a supply house has in our industry and what products they have to offer.

PRESENTATION OUTLINE:

SUMMARY: By participating the students will gain a different insight to our industry regarding sales.

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT: Group oral report and discussion on professional products and retail

METHOD OF MEASURING: A one-page report on how the supply house works in our industry.

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LESSON PLAN

SUBJECT UNIT Class in the Park

SESSION NUMBER 1 OF 1 LESSIONS

LENGTH OF SESSION 5 hours

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

THEORY 1

DEMO 1

PARTICIPATION 2

EXPERIENCES 1

CLASSROOM Canyon Lake Park

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

RESOURCE MATERIAL: Demonstrators from various salons

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5-minute classroom attention getter: What are you going to do to get their interest to want to learn what you have to share?)

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

PRESENTATION OUTLINE: N/A

SUMMARY: N/A

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

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

METHOD OF MEASURING:

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LESSON PLAN

SUBJECT UNIT Constitution of the United States

SESSION NUMBER 1 OF 1 LESSIONS

LENGTH OF SESSION 2 hours

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

THEORY 2

DEMO _____

PARTICIPATION 1

EXPERIENCES _____

CLASSROOM Scavenger hunt downtown, with a presentation about the signing of the Constitution called Founding Fathers. This is located on downtown Rapid City.

TOOLS AND EQUIPMENT: Paper and pen

RESOURCE MATERIAL Scavenger hunt and watch a presentation about the signing of the Constitution.

MOTIVATION FOR LEARNING THE APPLICATION Searching for items related to the constitution. A great way to learn our Constitution.

PRESENTATION OUTLINE:

SUMMARY:

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT:(should be a completion of outcome and criteria) Write a paper on the Constitution and choose a President and recreate their hairstyle on each other or a manikin.

METHOD OF MEASURING: The student's paper being handed in the next day in attendance.

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LESSON PLAN

SUBJECT UNIT: Native Pop Fashion Show

SESSION NUMBER: 1 OF 1 LESSONS

LENGTH OF SESSION: 2 hours

BEHAVIORAL OBJECTIVE: Learn New Styles

THEORY:

DEMO:

PARTICIPATION: 1

EXPERIENCES: 1

CLASSROOM: Salon

TOOLS AND EQUIPMENT: Combs, hot tools, makeup, makeup brushes.

RESOURCE MATERIAL:

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5-minute classroom attention getter: What are you going to do to get their interest to want to learn what you have to share?)
Learn new styles in the indigenous culture

PRESENTATION OUTLINE: Learn new styles, assist in creating new looks, you may stay, and watch completed looks walk the runway.

SUMMARY: We will be assisting professional create the looks for the culture shock fashion show. 5-7 high end indigenous designers will be presented at the monument for the Native American music award shows.

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT: Practice new styles that are related to the indigenous culture.

METHOD OF MEASURING:

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LESSON PLAN

SUBJECT UNIT: Bridal Showcase

SESSION NUMBER: 1 OF 1 LESSONS

LENGTH OF SESSION: 4 hours

BEHAVIORAL OBJECTIVE: Learn how to create wedding hairstyles, and makeup applications. Learn how to work as a team to create fashion shows. To network with salon owners, wedding vendors, and stylists to promote personal and professional growth as a student and as a stylist once they transition to a salon.

THEORY:

DEMO:

PARTICIPATION: 3

EXPERIENCES: 1

CLASSROOM: Rushmore Mall

TOOLS AND EQUIPMENT: Combs, hot tools, makeup, makeup brushes.

RESOURCE MATERIAL:

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5-minute classroom attention getter: What are you going to do to get their interest to want to learn what you have to share?) Learning wedding looks, creating a teamwork atmosphere, networking with salon owners, stylists and wedding vendors.

PRESENTATION OUTLINE: Learn new styles, assist in creating new looks, you may stay, and watch completed looks walk the runway.

SUMMARY: By participating our students will gain insight to our industries in the wedding and special events world.

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT: Group oral discussion on how to create various wedding looks and how to work together as a team to complete a fashion show ready looks.

METHOD OF MEASURING:

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LESSON PLAN

SUBJECT UNIT: Pride in the Park

SESSION NUMBER: 1 OF 1 LESSONS

LENGTH OF SESSION: 8 hours

BEHAVIORAL OBJECTIVE: Inclusion Community Event

THEORY: 1

DEMO: 1

PARTICIPATION: 6

EXPERIENCES: Inclusion Community Event

CLASSROOM: Monument Park, Rapid City SD

TOOLS AND EQUIPMENT: Styling tools, tinsel, glitter, face painting, jewels.

RESOURCE MATERIAL: Milady Styling and Milady Makeup

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5-minute classroom attention getter: What are you going to do to get their interest to want to learn what you have to share?)
Promoting inclusion and our video with our Paul Mitchell one size fits all

PRESENTATION OUTLINE: Theory, Demo, Participation and then clean up with sanitation guidelines.

SUMMARY: We will be creating inclusive looks for the community and for those in the pride events.

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT: Event take a way's.

METHOD OF MEASURING:

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LESSON PLAN

SUBJECT UNIT: Ann Bowler Day

SESSION NUMBER: 1 OF 1 LESSONS

LENGTH OF SESSION: 2 hours

BEHAVIORAL OBJECTIVE: Community Event

THEORY:

DEMO:

PARTICIPATION: 2

EXPERIENCES: Community Event

CLASSROOM: Senior Center

TOOLS AND EQUIPMENT: Styling tools, makeup, nail tools

RESOURCE MATERIAL: Combs, hot tools, makeup, makeup brushes, nail tools

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5-minute classroom attention getter: What are you going to do to get their interest to want to learn what you have to share?)
Volunteering at the Senior Center by doing services such as manicures, styles, hand and arm massages

PRESENTATION OUTLINE: Participation and then clean up with sanitation guidelines.

SUMMARY: We will be volunteering for the community. Also creating networking opportunities for the future professionals.

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT: Event take a way.

METHOD OF MEASURING:

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SUB NAME PROGRAM

Katy Moran	Cosmetologist
April Sullivan	Cosmetologist
Lacy Blair	Massage
Natasha Reynolds	Cosmetologist
Paige Jenson	Cosmetologist
Bridget Michelle	Cosmetologist
Brandi O'Brien	Esthetician
Paige Estus	Cosmetologist

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Company/ Guest Artist	Contact
Department of Labor	
Department of Revenue	Jean Richer
West River Business Services Center (WRBSC)	Mark or Donna
Midwest Pridefest	D Starr
Beauty as a Business	Johnny
Deadwood Day Spa	Noelle Waffle
Mystique Edge	Megan
Total Eclipse	Bailey White
Day Spa	Holly Dirken
Focus on Your Beauty Spa	Stephanie Cole
Great Clips	Denise
Ulta	TJ
Perfect 10	Kimber Prosser
Healing Hands & Hearts Massage	Nichole Robinson
Top Performance Equine Sports Therapy Center	Rhonda Evans
CosmoProf	MaryKay
Salon Centric	Shantha Peters
Life of Riley	
Massage Envy	Mike Oster

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PAID AUG 29 2023

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

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

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

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

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

2. SCHOOL INFORMATION

School Name: Inspire Salon + Spa @ lake area technical college
 Current On-site Director: Angela Larson
 School Address: 1201 Arrow Ave.
 City/State/Zip: Waterbury, SD. 57201
 Telephone: 882-5284 Fax: 882-6299 Email: larsonan@lakearea.tech.edu
 Programs Offered:
 Cosmetology YES NO Number of clock hours: 1500 + 2100 Diplomas
 Nail Technology YES NO Number of clock hours:
 Esthetics YES NO Number of clock hours:

Are the courses in clock or credit hours? CLOCK CREDIT If in credit hours, attach the conversion.
 Days/Times Open: Attach a separate sheet with this information
 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? Aug - Fall start + Jan - Spring start
 Current Enrollment in - - - - Cosmetology Program: 65 Nails Program: _____ Esthetics Program: _____
 Approximate Square Footage of school physical premises: _____

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

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

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

4. INSTRUCTOR(S) AND QUALIFICATIONS – ATTACH a list of all instructors. Include their names, license numbers (both instructor license and personal license), and license expiration dates. All instructors must have a current South Dakota instructor license and a current cosmetologist, nail technician, or esthetician license, as applicable. There must be one (1) instructor for every 15 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.

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

- List of required and non-required equipment (ARSD 20:42) 15 functioning shampoo bowls, 6 hooded dryers
- School's current catalog see attached sheet
- List of textbook(s) and workbook(s) used Pivot Point Fundamentals (copyright has tablet computer and work-books)
- School advertising brochures and **website address** www.lakareatexh.edu / attached sheet
- School rules and regulations see attached sheets
- Student policies and procedures see attached sheets
- Explanation of procedure to track student hours daily roll call, timesheets and student monthly tracking
- Explanation of how student records are kept and stored electronically and paper copies filed sheets
- Schedule of days and times open, showing theory and practical times, holidays closed see attached calendar
- Listing of proposed field trips on Commission form see attached sheet
- Listing of substitute instructors and guest demonstrators see attached sheet
- List any changes made since the last renewal application

6. AGREEMENT AND SIGNATURE

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

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

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

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

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

Owner or School Director Signed: [Signature] Dated: 8/24/2023
Owner or School Director Signed: _____ Dated: _____

Notary

Subscribed and sworn to before me this 24 day of August, 2023.

SEAL

[Signature]
Notary Public – South Dakota

My Commission expires: 5/21/25

Cosmetology • January Start

Semester Course Outline • 2022 – 2023

11 Months (2 Semesters, 1 Summer Session) (1500 Hours) • Revised: 3/8/22

Credits Required for Graduation: 39.5

• Optional exit point for 1500 Hours

Expanded Clinical Certification • Additional 4 months (1 Semester) (600 Hours)

Credits Required for Certification: 10 • Credits Required for Graduation: 49.5



Spring Semester

Course Number	Course Title	Clock Hours	Credits
COS 102	Pre-Clinical Lab	180	4
COS 113	Clinical Floor I	180	3
COS 116	Theory I	150	10
Total		510	17

Summer Session

Course Number	Course Title	Clock Hours	Credits
COS 122	Theory II	45	3
COS 125	Clinical Floor III	300	5
Total		345	8

Fall Semester

Course Number	Course Title	Clock Hours	Credits
COS 119	Clinical Floor II	600	10
COS 128	Theory III	45	3
COS 137	Cosmetology Business Theory	15	1
CSS 100	Career Search Strategies	8	.5
Total		668	14.5
Grand Total		1523	39.5

- **Exit point for 1500 Hours:** The exit point is intended for those students who do not pursue the Expanded Clinical Certification for an additional 600 hours of training.

Expanded Clinical Certification

Spring Semester

Course Number	Course Title	Clock Hours	Credits
COS 131	Clinical Floor	600	10
Total		600	10
Grand Total		2123	49.5

Cosmetology • August Start

Semester Course Outline • 2022 – 2023

11 Months (2 Semesters, 1 Summer Session) (1500 Hours) • Revised: 3/8/22

Credits Required for Graduation: 39.5

• Optional exit point for 1500 Hours

Expanded Clinical Certification • Additional 4 months (1 Semester) (600 Hours)

Credits Required for Certification: 10 • Credits Required for Graduation: 49.5



Fall Semester

Course Number	Course Title	Clock Hours	Credits
COS 102	Pre-Clinical Lab	180	4
COS 113	Clinical Floor I	180	3
COS 116	Theory I	150	10
Total		510	17

Spring Semester

Course Number	Course Title	Clock Hours	Credits
COS 119	Clinical Floor II	600	10
COS 122	Theory II	45	3
CSS 100	Career Search Strategies	8	.5
Total		653	13.5

Summer Session

Course Number	Course Title	Clock Hours	Credits
COS 125	Clinical Floor III	300	5
COS 128	Theory III	45	3
COS 137	Cosmetology Business Theory	15	1
Total		360	9
Grand Total		1523	39.5

- **Exit point for 1500 Hours:** The exit point is intended for those students who do not pursue the Expanded Clinical Certification for an additional 600 hours of training.

Expanded Clinical Certification

Fall Semester

Course Number	Course Title	Clock Hours	Credits
COS 131	Clinical Floor	600	10
Total		600	10
Grand Total		2123	49.5

Instructor(s) Name	IC-License Number	CO-License Number	Expiration Date
Angela Larson	IC-08478-2021	CO-07242-2021	10/4/2021
Rachael Maag	IC-11557-2021	CO-05917-2021	12/8/2021
Kylie Johnson	In Progress	CO-14570-2024	8/02/2024

- Substitutes- Shawna Shelton, Jackie Lage, Courtney Palmer, Alicyn Wagner, Ikea Gruenwald, Leslie Carter, and Elizabeth Lloyd these are our go to subs we call if an instructor is sick.
- Demonstrators that come in to our school are scheduled sporadically throughout the school year. However, the regulars are Ilike skincare, Matrix educator, Pigment Cosmetics, Great Clips, Christoffels Hair Restoration, Its' a 10 nails.

Cosmetology Sequence and Schedule

Course Sequence

I. Pre-clinical

- A. Basic Foundation
 - i. Hair
 - ii. Esthetics
 - iii. Nails
- B. Theory
 - i. Academics
 - ii. Demonstrations
 - iii. Salon Visits, Demonstrations, and Recruiting

II. Clinical

- A. Theory
 - I. Academics
 - II. Demonstrations
 - III. Salon Visits, Demonstrations, and Recruiting
- B. Practical
 - i. Hair
 - ii. Esthetics
 - iii. Nails
- C. Laws
- D. Career Strategies

III. Post-clinical

- A. Laws
- B. Theory
 - i. Academics
 - ii. Demonstrations

iii. Salon Visits, Demonstrations, and Recruiting

C. Practical

i. Hair

ii. Esthetics

iii. Nails

Course Schedule

1. LATC Handbook – Academic Calendar

2. Daily Schedule

Monday8:00 a.m. – 4:00 p.m. or 8:00 p.m. Preclinical only: 12:00 noon – 4:00 p.m.

Tuesday8:00 a.m. – 4:00 p.m.

Wednesday.....8:00 a.m. – 4:00 p.m.

Thursday.....8:00 a.m. – 4:00 p.m.

Friday8:00 a.m. – 4:00 p.m.

3. Monday through Friday you will have a 45 minute lunch break.

4. Monday 12-hour days on the floor are from 8:00 a.m. – 8:00 p.m. with two (2) 45 minute breaks.

Cosmetology Program Rules

These program rules are in addition to the Lake Area Technical College policies.

1. We use a checkmark system. Any violations of the rules stated will result in a checkmark or dismissal. After five (5) checkmarks per semester, you will be required to clock out, losing time, to correct the violation. Please refer to page 12 for further information on the Checkmark System.
2. **Time clock**
 - a. You must clock in by 8:00 a.m. and be in the theory room ready for roll call or you will lose time for the day.
 - b. You must clock out for lunch break or you will lose 15 minutes.
 - c. You must clock back in from lunch break or you will lose 15 minutes. Failure to clock back in will result in you losing full lunch time and the time you are late.
 - d. You must clock out at the end of the day or you will lose 15 minutes.
 - e. You are required to clock in and out yourself. It is against regulations to clock anyone else in or out.
 - f. It is the student's responsibility to ensure that the time clock reads their card correctly for clocking in and out purposes to ensure that you receive full credit for hours present.
3. Students are advised **not to be** absent unless absolutely necessary. Since no person can predict when a situation may arise that will prevent them from attending class, they need to reserve as much time as possible to cover these situations.
 - a. With perfect attendance for each week, you will receive reward cards to use for services. (Please refer to page 9 for further information.)
 - b. During the first semester, you are allotted 24 hours absent.
 - i. At 12 hours you will receive a written warning. After 24 hours absent you will be dropped. You have the option to appeal to the Director of Enrollment. You must attend class until your appeal meeting has been conducted. If you are dropped due to attendance, you may not re-enter the program for an entire semester.
 - c. During the remainder courses in the Cosmetology program, you are allotted 32 hours absent per semester.
 - i. At 15 hours you will receive a written warning. After 32 hours absent you will be dropped. You have the option to appeal to the Director of Enrollment. You must attend class until your appeal meeting has been conducted. If you are dropped due to attendance, you may not re-enter the program for an entire semester.
4. If you are unable to attend school for any reason, you must call the department at **(605) 882 - 6310** before 8:00 a.m. and leave a message if no one answers.
 - a. You are required to fill out a **Green** request leave form before your absence to be submitted to the Department Supervisor for approval. Refer to the Absentee Form page for more information.
 - b. Following an absence without prior approval, you must fill out a white absentee form and give to the department supervisor.
 - c. You will receive a checkmark if you fail to call before the start of your school day or clock in by the time you notified us you will be here.

5. If you are going to be out of the department, except for using the restroom or getting a drink of water from the water fountain by the restroom, you must have instructor's permission and check out with Rosemary. If you do not follow this policy, you will only receive hours for time present in the department.
6. Attending school on Monday nights will be open to students based on attendance and availability. Monday night students may choose to attend for eight (8) or twelve (12) hours.
 - a) If for any reason the student will no longer be able to attend Monday nights, a written four-week notice must be given to department supervisor.
 - b) If you have three (3) unexcused Monday night absences, you will be required to return to the 8:00 a.m. to 4:00 p.m. schedule.
7. You are required to attend school for more than four (4) hours to receive a lunch break.
8. Students must maintain a professional appearance during school hours. If you do not follow these policies, this will fall under our warning system. (Please refer to pages 13 and 14 for further information.) Uniforms consist of:
 - a. Clean, wrinkle-free black pants no longer than ½ inch from the floor.
 - b. Clean, wrinkle-free, closed black smock with any kind of shirt under the smock, except for hooded sweatshirt.
 - c. Clean, primarily black, un-scuffed, **professional leather or faux leather shoes**, and black socks must be worn. No rubber shoes allowed.
 - d. You must wear your name tag at all times during school hours.
 - e. On Fridays, students can wear their cosmetology shirts or Lake Area Tech attire with their uniform pants and professional, primarily black shoes and black socks.
9. According to our program requirements, students must maintain good hygiene during school hours. **If you do not follow this policy, you will be sent home until you comply.**
10. Cell phones are not allowed in the department for **any** reason unless given prior permission. **Students who are caught with a cell phone in the department will be sent home immediately and lose hours for the remainder of the day.**
11. The supplies that the students receive in their kits are their responsibility. The department will not be held responsible for lost or misplaced items.
12. Beverages and snacks are not allowed in the department unless given permission by an instructor.
13. Under South Dakota State Laws, all services must be checked by an instructor before, during, and after. If you do not have your service checked, you will not receive credit.
14. South Dakota State Law requires each student to have one text book available for inspection at all times. You are required to have your tablet and workbook in class every day. If you do not meet these requirements, you must clock out and lose time to get the required items.
15. Students must have the consent of an instructor to help another student with a service. Students cannot perform services on themselves.

16. **Discounts**

- a. Students receive a 25% discount on products purchased in the department.
- b. Students' immediate family members: parents, siblings, spouse, and children receive a 10% discount on services and products.
- c. Reward cards and COSMO Bucks are nontransferable, not replaceable, and expire on your graduation day.

17. Academic Dishonesty, bullying, tobacco, drugs, and stealing **are not** tolerated.

18. Your services will be scheduled at the discretion of the instructor and receptionist. Client services are our priority.

19. Students are required at all times to be courteous and polite, to exhibit proper conduct, and refrain from using profanity. If you do not follow this policy, you may be sent home.

20. Students are allotted two (2) name tags per person. Each additional nametag is a cost of \$5.00 at the student's responsibility.

21. In order to remain impartial, instructors do not attend current students' weddings, showers, or other private occasions.

22. **There will be consequences for not following program policies and may result in a check mark or being dismissed for the day.**

Any infringements of these policies and Lake Area Technical College policies will be regarded as cause for a student to be considered for disciplinary action including probation or expulsion from the institute in accordance with proper disciplinary proceedings.

Theory Class Regulations

You are required to have your tablet and workbook with you every day. If you don't, you must clock out and lose time to get the required items.

Absences

If you are absent, it is your responsibility to visit with the instructor of the theory course taught when you were absent.

1. If you miss a test, you must meet with the theory instructor the day you return to school to set up a time to take your test. Failure to do so will result in zero.
2. Assignments must be turned in to the instructor the day you return to school for full credit. Failure to do so will result in a zero for that assignment.

Assignments

1. Assignments are to be turned in by the due date for full credit. You will receive half credit if an assignment is turned in at roll call the following morning. Failure to turn in an assignment results in a zero.
2. Deviations from the theory class regulations will be left up to the theory instructor.

Grades

1. Students with a final non-passing grade below 80% will meet with the instructors.

The Educational Services Center is accessible to all students who need help and may be required for the student to maintain satisfactory progress.

Academic Honesty/Dishonesty

Students' Responsibilities: Students are responsible for their own behaviors and are expected to maintain stated standards of academic honesty. Students share the responsibility with the faculty for maintaining an environment that supports academic honesty and discourages plagiarism or cheating.

Faculty and Administrator Responsibilities: Faculty are responsible for creating a classroom and testing environment that discourages cheating, confronts suspected violators and insures fair treatment of all students. Administrators also share the responsibility for developing an environment that discourages academic dishonesty.

If a student is participating in academic dishonesty, he/she may be dismissed from the course or otherwise disciplined.

ADA Statement: Lake Area Tech wishes to fully include persons with disabilities. If you are in need of any special accommodations in the instruction or assessments of this course, please contact Lake Area Tech Disability Services Coordinator at 882-5284, ext. 399. It is the responsibility of the student to provide documentation of disability in order for a recommendation of accommodations to be

implemented. Each person and each disability is unique. Lake Area Tech's Disability Services follows the guidelines of the ADA when determining accommodations with realistic consideration of industry standards. Lake Area Tech's Disability Services can assist in coordination of accommodations.

Cosmetology

Grading Policy and Withdrawal From Program

Grading Policy

1. Refer to the LATC Handbook and the SAP guidelines. Refer to MyPortal for course outlines.
2. Theory
 - Any student with a final grade below 80% will be required to complete a customized assignment given by instructions to be finished by a determined date.
 - Your attendance is also calculated into this grade. Poor attendance may result in failing the course.
3. Clinical Floor
 - Refer to Grading Rubric.
 - If you have a final grade below 80%, you will need to retake the course next time it is offered.
 - Your attendance is also calculated into this grade. Poor attendance may result in failing the course.
4. Awards
 - Academic Achievement Award:* is awarded to a student whose theory work averages to a 94% or above for the entire semester.
 - Perfect Attendance:* is awarded to a student with perfect attendance for the entire semester.
5. COS 102 – Pre-clinical Lab and COS 116 – Theory are prerequisites for COS 113 – Clinic Floor I and courses in the following semesters. If you do not pass COS 102 and COS 116, you will be withdrawn from the program and can reapply the next start date.
6. If you fail a course, you must retake that course the next time it is offered. You will need to retake any failed courses paying full cost of that course. Any other courses in that semester you will need to pay an audit cost to be enrolled.
7. Perk Day

You will get one (1) chance during your education to raise a failing course grade to a passing grade. This day is called Perk Day.

Grading Scale: A = 100% – 93.5% B = 93.4% – 86.5% C = 86.4% – 79.5% F = 79.4% and below

Withdrawal From Program

1. See LATC Handbook for procedure related to withdrawal.
2. The Cosmetology program requires students to complete the appropriate paperwork with the Cosmetology Department Supervisor. Students must see the Director of Enrollment and Financial Aid Department prior to leaving school.

Cosmetology Program Contract

Graduation and award of a diploma for Lake Area Technical College (LATC) Cosmetology program requires the completion of 1500 or 2100 hours and a passing grade status. Students must then take and pass the South Dakota Cosmetology Commission State Board Exam to obtain their license. It is the student's responsibility to pay for this exam.

Attendance is an important aspect in being a successful student. To guide our students, we have created an attendance policy to follow which is stated clearly in our Cosmetology Program Handbook. In addition LATC has a Satisfactory Academic Progress (SAP) policy in place, which regulates that attendance and grade point average (GPA) must maintain at least minimum levels.

I have read and understand the LATC Cosmetology Program Handbook, which includes my attendance policies, program rules, and theory class regulations. I also understand and will follow the South Dakota Cosmetology Commission laws and rules.

I have read and understand the LATC Student Handbook including the basics of attendance and its importance.

I, (print name) _____, understand the above contract and agree

to the conditions set forth in it. I will also abide by the standards set forth by Lake Area Technical College.

Student's Signature

Department Supervisor's Signature

Date _____

Note: Any unforeseen instances or events will be handled at the discretion of the Department Supervisor and will be discussed with the individuals involved at that time.

Lake Area Tech Calendar 2023-2024

August 2023						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 14- All staff returns
August 18- New Students Orientation
August 21- All Classes begin
 9 school days, 14 work days

December 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 15- End of fall semester
December 18-20 – Workdays
December 25 – Christmas
 December 21 -January 2– Winter Break
 11 school days, 13 work days
 79 school days, 89 work days (fall)

April 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 1- Easter Monday (**Workday, No School**)
 21 school days, 22 work days

September 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 1 – **Last Day to add/drop, Day 10**
September 4–Labor Day
 20 school days, 20 work days

January 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 1 - New Year's Day
January 3-4- Workday
January 5- New Students & Workday
January 8- All Spring Classes begin
 January 15– MLK Jr. Day (**No School, Workday**)
 January 22- **Last day to drop/add, Day 10**
 17 school days, 21 work days

May 2024						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 10- End of Spring Semester & Graduation
 8 school days, 8 work days
 81 school days, (86) work days (SP semester)
 May 13-14 - **Work days**
May 15- Summer session begins
 May 17 - End 180 day contracts
May 21 – Summer's Add/Drop Day (Day 5)
May 27- Memorial Day
 12 school days, 14 work days (summer session)

October 2023						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 13 – **Midterm**
 October 9 - Native American Day (**Workday, No School**)
 21 school days, 22 work days

February 2024						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February 19- Presidents Day
 20 school days, 20 work days

June 2024						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 3– last day of 190 day contracts
June 12 – Midterm
 20 school days, 20 work days

November 2023						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 10- Veteran's Day Observed
 November 22- **No school, Workday**
November 23– Thanksgiving
 November 24 – **No School**
 18 school days, 19 work days

March 2024						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 5 - **Midterm**
 March 11-15 – **Spring break**
March 29 – Good Friday
 15 school days, 15 work days

July 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 4 - Independence Day
July 11- End of summer session
 July 16- End 210, 220 day contracts
 July 12-16 - **Workdays**
 8 school days, 11 work days
 40 school days, 45 work days (summer session)

Field Trips and Community Service Request of 32 hours

Salon Visits

Where: unsure at this time (will be Sioux Falls most likely)

When: Spring 2023, usually April

Credit Hours: 12

Objectives and approximate # of students: Through this field trip the students are able to visit possible future employers and their businesses. We choose a variety of salons that offer different features including services offered, chair/booths offered, commission vs booth rental, different size of salons and various locations around town. The students enjoy visiting with the salons and seeing how they operate on a daily basis. Providing this field trip may help them see themselves in a certain salon.

We also make a stop at the supply store so they can see how those are operated and make purchases if they wish.

We will have approximately 40-45 students attending the field trip and 3 instructors.

Community Services

Where: Watertown, S.D.

When: Fall, Spring and Summer Semester

Credit Hours: 20

Objectives and approximate # of students: to help students understand that as professionals we need to give back to the community. Also, to understand that community service involvement teaches individuals compassion and understanding.

We will have approximately 40-65 students attending the field trip and 4-3 instructors.

SCHOOL FIELD TRIP PLANS for school license year Aug, 2023 through July, 2024.

1. **School Name:** Inspire Salon + Spa @ Lake Area Tech

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.

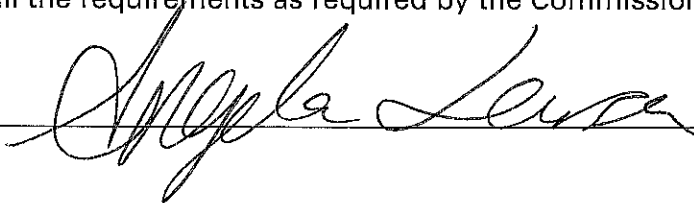
Name and location of field trip(s)	Approx. Date	Credit Hours	Educational objectives and approximate number of students.
1. <u>Downtown Watertown</u>	<u>Fall 2023</u>	<u>4</u>	<u>See attached sheet</u>
2. <u>Spring Field Trip out of town to Salons and supply house.</u>	<u>Spring 2024</u>	<u>12</u>	<u>see attached sheet</u>
3. <u>Community Service (unknown @ this time)</u>	<u>?</u>	<u>16</u>	<u>See attached sheet</u>
4.			

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

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

School representative's signature: _____

Date: 8-24-2023



Date received by Commission: _____

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

APPOISE

Esthetics School

**Appoise Esthetics
School Catalog**

A message from the owner:

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

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

Poise: graceful and elegant bearing in a person

Balance, gracefulness, control and presence.

OUR MISSION:

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

Appoise Esthetician School
701 N. Main St.
Aberdeen SD, 57401
appoisesd@gmail.com
www.appoise.com/estheticsschool
605-846-0725

Founder
Nicole Johnson Lic Esthetician, since 2003
Owner
Gina Sommers, RN/Lic Esthetician

A little about our founder, Nicole.

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

School Objective:

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



Appoise Goals for students:

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

Provide reciprocity for students needing transfers, if applicable.

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

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

Prepare you for the state written and practical examinations.

Job Opportunities Upon Completion

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

Campus:

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

Program Hours:

Part time hours/week: 4pm - 9pm

Weekends: no holidays

Day hours may be implemented depending on student interest. Times to be determined.

Transfer Hours from other Institutions:

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

Leave of Absence:

Any student that takes more than 5 days (or up to 29 hours) off, consecutively, will need to make up those hours. Any student who misses more than 5 days (or more than 29 hours) will need to make up those hours at an additional cost to the student. \$100 per hour will be charged to the student for any additional hours needed to be made up over 29 hours.

Any student that submits their resignation, and wants to come back to school at a later date, will

need to reapply. The hours that they have accumulated will stay, but they will need to pay additional fees if they left for any period longer than 90 days. After 90 days, you will need to reapply and pay the tuition difference, plus additional fees, for our staff to manage your hours and makeup work.

3

Admission Requirements:

1. Have an informal interview and meeting with an Admissions Representative 2. Complete an Admissions Application and submit a \$100 non-refundable application fee. 3. Submit a statement of intent describing your reasons and goals for enrolling in the program. 4. Submit your high school transcripts showing graduation date or a copy of your General Education Diploma (GED). 5. Must be at least 18 y.o.

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

Holidays:

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

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

Tuition and Fees

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

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

\$550.00** **non-refundable**

\$8,900.00 Tuition

**Lash Extension Training:: extra \$500.00

Total Cost \$8,900.00 without lashes

With lashes: \$9,400

20% of the total tuition is due prior to the first day. No exceptions. In order to make sure that we can keep our school small and guarantee that our students show up, we require deposits to hold your space. If you quit after the first 5 days, you will get a full refund, minus your application fee.

Payment Plans:

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

Returned checks will incur a \$50.00 check fee.

Esthetics Course Outline

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

The three primary aspects of training are:

Theoretical knowledge, the foundation of all learning;

Practical experience, the application of the acquired knowledge;

Professional business-building skills that are vital for success.

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

Time commitment:

30 - Weeks total Part-Time Schedule Based on 15-30 Scheduled Hours per week

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

Total Hours:

Infection Control: 60 hours

Anatomy: 30 hours

Equipment: 20 hours

Massage: 60 hours

Chemistry: 60 hours

Skin care Procedures and Practices: 200 hours

Make up: 70 hours

Lashes: 18 hours

Laws and Rules: 20 hours

5

Communication Skills: 40 hours

Hair Removal: 30 hours

Ingredients: 20 hours

Graduation

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

600 hours for Esthetics

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

Having completed tuition and fee obligations

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

Refunds:

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

After the student attends the first day of school, the following items are considered non-refundable: kit, books, supplies, and uniform unless a student or legal guardian cancels enrollment within three business days of signing the enrollment contract, in which case, all money collected by the school will be refunded except for the non-refundable \$100.00 application fee. There is no refund of tuition after the student has been offered at least 50% of the hours scheduled in the academic year. Any money due to the applicant or student shall be refunded within 45 business days of the official withdrawal date or the date the school discovers that the student has unofficially withdrawn

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

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

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

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

Student Services:

Academic and Individual Advising

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

Exit Interviews/Transcripts

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

Make-up Work Procedure

Students not in attendance at testing time must: a) Contact educators immediately upon returning to school to schedule make-up examinations. b) Accept no higher than an 80% passing score for make-up exams with up to three attempts if necessary. c) Make arrangements with their educator to take examinations or practical testing prior to absence (if absence is known ahead of time) to be eligible for full score value (applies only if student obtained an approved Leave of Absence or approved time away from school). d) Arrange with their educator to take missed examinations or practical testing immediately upon their return to receive full score value (applies only for students on emergency and/or medical leave).

Client Services

Our clinic operates by pre-booked appointments or walk-ins. Walk-in clients are accepted on a first come, first serve basis. Students are assigned clients on each clinic day. Every student is required to find at least 5 models to practice on for clinic days. Each student will be required to perform every service Apoise offers 5 times. It is the student's responsibility to make sure the instructor is aware of service provided. The instructor will then document appropriately.

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

Student Check In and Time Clocks:

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

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

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

Each program has predetermined start times. Students are expected to have clocked in and be at their station or desk ready to begin training at that time. Students are encouraged to arrive 15 minutes prior to their scheduled start time to allow sufficient time to prepare for the day.

Students not clocked in by their scheduled start time will be considered absent. Students are expected to complete their scheduled hours for every day of attendance.

8

Leave of Absences:

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

Allowed Leave of Absences:

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

Uniform Policies:

One (1) black pair of scrubs, one (1) black apron and one pair (1) closed toed shoes must be worn during clinic hours. They are to be clean, not torn, unstained, unaltered and worn during all clinic-floor hours. If it does not meet these standards, or if the student comes to school without it, he/she will be sent home to retrieve it with loss of hours. The scrubs and apron are the student's responsibility to purchase before any clinic days start.

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

Other Specifics and Opportunities:

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

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

various industry leaders.

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

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

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

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

Safety at Appoise Esthetics School

Safety Reports

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

Medical Emergencies and Accidents

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

Emergency (medical)

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

Fire Drills

From time to time, for your safety, fire drills may be conducted. These may be in conjunction

with the local Fire Department. Everyone must follow the above procedures in evacuation and re-entering of the building.

10

Tornado Warnings

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

Equal Educational Opportunities

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

Transcripts:

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

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

Disability Accommodation & Grievance Policy

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

small environment, so she has a lot of education and background to help us all find boundaries and be respectful. She has been working in mental health for over 20 years. Feb 2023 2 hours

Megan Johnson: PMU/Tattoo Artist. She is a great speaker for sanitation and cleanliness. Permanent makeup artists have special training and I know the girls all want to learn what she knows about color theory and understanding makeup in relation to color theory. She will also address sanitation, since Tattoo Artists have very high blood-borne pathogen standards. April 2023
2 hours

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

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

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

Kelly Weaver: Small business Development Regional Director. Speaks about what all you need to do to start up a new business. Assists with business plans and market projections.
1.5 hours

Rachel Dix: Money expert. Teaches how to save, when to save, why to save. What to do with your money and what not to do with your money as you start a business. 1.5 hours

Candace Brisco: Esthetician, Yoga business owner, Biotech major. Will address chemistry of facial products, what to avoid and how they interact together and on the skin. Also has Ph strips to test make up currently using so student gets an idea of what is good and what isn't.
2 hours

**Live Meaux Co skin training. Dates TBD, but there are specific dates of training on the skincare line that we use. Those dates may not be during our regular hours. They have 15 hours of training that Meaux Co's owner, Sash Moreaux will be facilitating. These may be outside our regular hours but I want them to attend if they can via zoom. If they are recorded, we will watch

during class hours. Free training sessions are found online under education.

www.meauxcopro.com

Total hours: 20

***Milady offers multiple training courses online. Do other schools utilize their free training? For example: January is Human Trafficking month and they have two training sessions that are available. Are those allowed to be watched on their own time outside of class, or do they need to have the certification during school hours? One is 3.5 hours and the other is 2 hours. If they add more throughout the year, how do we plan for hours and times? Does any school offer these advanced trainings as options to their students?

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

Finally, if I have two sessions in 2023, do I need to ask for the same people to be approved twice for different sessions or how does that work? The goal is for me to submit this prior to the school being renewed, but if my school date doesn't need renewing, before my next session starts, how does that work (if they were already approved?)

Thank you
Nicole Johnson
651-336-9684

Appoise Esthetics School Aberdeen

Field Trips for 2023/2024

We are requesting approval for the following field trips.

1. Beauty Supply House – tour and get introduced to professional products.
All students 15:1 student/instructor ratio. 2 hours Feb. 2024
2. Salon Visits – encompasses cosmetology, esthetics and nails. Tour and to be exposed to how salons differ from full service to limited services. Learn about pay scale, commissions or independent booth rental. All students 15:1 student instructor ratio. 3 hours April 2024

Lina Simmons 8/16/23

8/16/2023

Updated information for Appoise Eshetics School Aberdeen

Appoise Esthetics School Aberdeen.

Instructor Information Update: Will get you their resumes once they have completed the instructor video trainings.

Nicole Johnson

Wendi Owens

Candace Briscoe

Janea Hagen

Jordan Beck Di Yanui

Amanda Hieb

NOV

All Tuesdays, Wednesdays and Thursdays 4-9 except Thanksgiving day – no class

Nov 4 and 18 (9-5)

DEC

All Tuesdays, Wednesdays and Thursdays 4-9 except Dec 22 through Jan 1 – no class

Dec 2 9-5

Dec 3 11-3

Dec 9 9-5

Dec 10 11-3

Jan - class resumes on the 2nd

All Tuesdays, Wednesdays and Thursdays 4-9

Jan 6 9-5

Jan 7 11-4

Jan 27 9-5

Jan 28 11-4

FEB

All Tuesdays, Wednesdays and Thursdays 4-9

Feb 10 9-5

Feb 11 11-4

Feb 24 9-5

Feb 25 11-4

MAR

All Tuesdays, Wednesdays Thursdays 4-9

March 2 9-5

March 3 10-4

March 16 9-5

March 17 10-4

March 23 9-5

April

All Tuesdays, Wednesdays and Thursdays 4-9

April 6 9-5

April 7 10-4

April 20 9-5

April 21 10-4

May

All Tuesdays, Wednesdays and Thursdays (for the first 3 weeks)

May 4 9-5

May 5 10-4

May 18 9-5

May 19 10-4

May 23- June 5 make up hours times will be determined