

**Meeting Agenda**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
123 W. Missouri Ave, Pierre, SD  
November 17, 2017 8:30 a.m. CST

To join the meeting via conference call:  
Dial: (866) 410-8397 • Conference Code: 5816742095

- A. Call to Order ..... Tammy Ugofsky
- B. Roll Call ..... Crystal Carlson
- C. Approval of Agenda ..... Tammy Ugofsky
- D. September 21 & 22, 2017 Meeting Minutes ..... Crystal Carlson
- E. Treasurer's Report..... Crystal Carlson  
  
DLR Director of Administrative Services will be present to provide an overview of the monthly financial reports
- F. Executive Director's Report..... Kate Boyd
- G. Disciplinary Actions..... Violations Committee
  - 1. Case L-2017
  - 2. Case Q-2017 (Staff recommendation to dismiss for lack of evidence)
  - 3. Lapsed Case 18-2017
- H. Cosmetology Inspectors - Laurie Brandner
- I. Special Events - Inspection of licensees who have a booth license solely for purpose of performing services at special events.
- J. Status of Apprenticeships at Revive Day Spa, Aberdeen
- K. School Requests
  - 1. Headlines Academy Statement of Emergency Need for Conditional Senior Instructor Licenses
    - Kara Ammons
    - Kirianna Marenchin
    - Caroline Vettorazzi
  - 2. Black Hills Beauty College-Rapid City Statement of Emergency Need for Conditional Senior Instructor License
    - Mary Ann Rankin

3. Black Hills Beauty College-Rapid City School License Renewal Application
- L. Pre-approved Provider Applications
1. Ramona Reicherts - Microdermabrasion Provider Application
  2. Ayla Archer - Eyelash Extension Provider Application
- M. Other Business
- N. Upcoming Meeting Dates
1. December 2, 2017 - Cosmetology State Board Exams - Watertown
  2. January 4 & 5, 2018 - Cosmetology & Nail Technician State Board Exams - Pierre
  3. February 9, 2018 - Commission Meeting - Pierre
- O. **ADJOURN**

*Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the Cosmetology Commission (605/773-6193) at least 48-hours before convening to make any necessary arrangements.*

**Meeting Minutes**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**

Rapid City and Sturgis, South Dakota  
September 21 & 22, 2017 MDT

**Thursday, September 21, 2017**

President Tammy Ugofsky called the meeting to order at 1:05 pm on Thursday, September 21, 2017 at the Department of Labor & Regulation office located at 2330 N Maple Avenue Suite 1, Rapid City, South Dakota.

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

**Members Present:** Laurie Brandner  
Crystal Carlson  
Lori Little  
Tammy Ugofsky

**Members Absent:** Lori Berreth

**Others Present:** Executive Director Kate Boyd  
Graham Oey, Staff Attorney, Department  
of Labor & Regulation, via phone  
Commission staff member Kelsey Skoglund, via phone  
Tom Poloncic, Black Hills Beauty College  
Joy Poloncic, Black Hills Beauty College  
Tami Stokes, Cosmetologist  
Kim Wiseman, Esthetics Student  
Peggy Sproat, Headlines Academy  
Cricket Rick, Headlines Academy  
Angela Taylor, Stewart School, via phone  
Matt Fiegen, Stewart School, via phone

Several new agenda items were presented to be added to the agenda. Tammy Ugofsky made a motion to approve the agenda with the additional items added. Crystal Carlson seconded the motion. **MOTION PASSED.**

Laurie Brandner made a motion to require any agenda items to be submitted at least two weeks prior to each Commission meeting. Lori Little seconded the motion. **MOTION PASSED.**

Tammy Ugofsky made a motion to approve the July 14, 2017 meeting minutes. Lori Little seconded the motion. **MOTION PASSED.**

The Commission asked for a report at the next meeting of the funds that were spent and when they were spent to purchase the new tablets used for testing and the desk scanners/printers. It was agreed that we will invite the Department of Labor and Regulation Finance Officer to attend the November 17 meeting to explain the various details of the monthly financial report.

The treasurer's report showed that as of August 31, 2017 the available budget was \$222,305 and the cash center balance was \$208,817.

The Executive Directors Report had been included as a part of the meeting packets that were mailed. There were no questions or comments.

Case I-2015 - Lori Little made a motion to change the suspension time from November 1-11, 2017 to November 11-17, 2017 and change two employees attending education to all employees of the salon" and to approve the amended Consent Agreement for Case I-2015 with the following terms:

- a. Nails Studio Salon's license, #LS-04791, will be suspended for a period of 180 days with 173 days being held in abeyance. Nails Studio Salon's license will actively be suspended for 7 days beginning November 11, 2017 through November 17, 2017;
- b. The remaining 173 days of suspension for the salon's license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Nails Studio Salon will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Nails Studio Salon will be subject to additional inspections for a period of 1 year from the date of execution of this agreement. Ms. Vuong, as owner of the salon, will make a onetime payment to the Commission for the additional expenses of the inspections in the amount of \$350.00 by August 31, 2017; and
  - 3) Nails Studio Salon will provide the Commission with the names and license numbers of the employees who were photographed using the illegal razor blade pedicure tools on May 22, 2015 and June 18, 2015;
    - a. The names shall be provided to the Commission by September 30, 2017; and
    - b. Ms. Vuong, agrees to testify under oath as needed in disciplinary cases against the individuals named 11(b)(3);
- c. Nails Studio Salon agrees to send all employees of the salon, including Ms. Vuong, to attend and successfully complete the State Laws and Rule Refresher Course and Exam. This course is provided in Pierre, SD, and is provided at a cost of \$50 per person to be paid by Nails Studio Salon. The course and exam must be completed by November 10, 2017; and
- d. Pursuant to SDCL 36-15-58.5 the Commission imposes a onetime payment of \$1,000.00 to be paid prior to November 7, 2017 as a condition for the reinstatement of Nails Studio Salon's suspended license;
  - 1) If the individuals named under paragraph 11(b)(3) are able to be verified as still licensed by the Commission, allowing the Commission staff to pursue disciplinary

action against those individuals, Nails Studio Salon's reinstatement payment in paragraph 11(d) shall be reduced to \$100.00.

Tammy Ugofsky seconded the motion. **MOTION PASSED** with Crystal Carlson and Violations Committee Laurie Brandner abstaining.

Case U-2016 - Crystal Carlson made a motion to approve the Consent Agreement for Case U-2016 with the following terms:

- a. Ms. Lemke's license, Lic # NT-13022, will be suspended for a period of 45 days with 31 days being held in abeyance; Ms. Lemke's license will actively be suspended for 14 days from October 2, 2017 through October 15, 2017.
- b. The 31 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Ms. Lemke will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Ms. Lemke will successfully pay for and successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at [www.miladypro.com](http://www.miladypro.com). Ms. Lemke must submit to the Commission the Certificate of Completion received after successful completion of the course by October 31, 2017.

Tammy Ugofsky seconded the motion. **MOTION PASSED** with Violations Committee Laurie Brandner abstaining.

Lapsed Case 4-2017 - Tammy Ugofsky made a motion to approve Lapsed Case 4-2017 Consent Agreement with the following terms:

- a. Ms. Zimmerman's personal license, Lic. #CO-08164, will be suspended for a period of 5 days with 5 days being held in abeyance; Ms. Zimmerman's license will not actively be suspended.
- b. The 5 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Ms. Zimmerman will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
- c. Lindsey Zimmerman's booth license, Lic. # CB-07861, will be suspended for a period of 10 days with 10 days being held in abeyance; Lindsey Zimmerman Booth license will not actively be suspended.

- d. The 10 days of suspension for the Booth license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Lindsey Zimmerman Booth will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$150.00, as a condition for the immediate reinstatement of the booth license, to be paid prior to October 31, 2017.

Crystal Carlson seconded the motion. **MOTION PASSED** with Violations Committee Laurie Brandner abstaining.

Lapsed Case 5-2017 - Crystal Carlson made a motion to approve Lapsed Case 5-2017 Consent Agreement with the following terms:

- a. Ms. Kadinger's personal license, Lic. #CO-02252, will be suspended for a period of 10 days with 10 days being held in abeyance; Ms. Kadinger's license will not actively be suspended.
- b. The 10 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Ms. Kadinger will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$125.00, as a condition for the immediate reinstatement of her personal license, to be paid prior to October 31, 2017.
- c. Washington Crossings Salon license, Lic. #CP-08577, will be suspended for a period of 10 days with 10 days being held in abeyance; Washington Crossings Salon license will not actively be suspended.
- d. The 10 days of suspension for the salon license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Washington Crossings Salon will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$150.00, as a condition for the immediate reinstatement of the salon license, to be paid prior to October 31, 2017.

Tammy Ugofsky seconded the motion. **MOTION PASSED** with Violations Committee Laurie Brandner abstaining.

Lapsed Case 7-2017 - Lori Little made a motion to approve the Consent Agreement for Lapsed Case 7-2017 with the following terms:

- a. Ms. Kapperman's personal license, Lic. #CO-09282, will be suspended for a period of 5 days with 5 days being held in abeyance; Ms. Kapperman's license will not actively be suspended.
- b. The 5 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Ms. Kapperman will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
- c. Tessa Kapperman Booth license, Lic. #CB-06080, will be suspended for a period of 5 days with 5 days being held in abeyance; Tessa Kapperman Booth's license will not actively be suspended.
- d. The 5 days of suspension for the booth license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Tessa Kapperman Booth will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$100.00, as a condition for the immediate reinstatement of the booth license, to be paid prior to October 31, 2017.

Tammy Ugofsky seconded the motion. **MOTION PASSED** with Violations Committee Laurie Brandner abstaining.

Lapsed Case 9-2017 Crystal Carlson made a motion to approve Lapsed Case 9-2017 Consent Agreement with the following terms:

- a. Ms. Schieffer's personal license, Lic. #CO-11301, will be suspended for a period of 5 days with 5 days being held in abeyance; Ms. Schieffer's license will not actively be suspended.
- b. The 5 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Ms. Schieffer will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;

- 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$75.00, as a condition for the immediate reinstatement of her personal license, to be paid prior to October 31, 2017.
- c. Tara Schieffer's Booth license, Lic. #CB-07041, will be suspended for a period of 15 days with 15 days being held in abeyance; Tara Schieffer Booth's license will not actively be suspended.
- d. The 15 days of suspension for the booth license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Tara Schieffer Booth will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$225.00, as a condition for the immediate reinstatement of the booth license, to be paid prior to October 31, 2017.

Tammy Ugofsky seconded the motion. **MOTION PASSED** with Violations Committee Laurie Brandner abstaining.

Lapsed Case 10-2017 - Tammy Ugofsky made a motion to approve Lapsed Case 10-2017 Consent Agreement with the following terms:

- a. Ms. McGill's personal license, Lic. #CO-05012, will be suspended for a period of 15 days with 15 days being held in abeyance; Ms. McGill's license will not actively be suspended.
- b. The 15 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Ms. McGill will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$275.00, as a condition for the immediate reinstatement of her personal license, to be paid prior to December 31, 2017.
- 1) Connies Clip and Curl Salon license, Lic. #CS-01912, will be suspended for a period of 15 days with 15 days being held in abeyance; Connies Clip and Curl Salon license will not actively be suspended.
- 2) The 15 days of suspension for the salon license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Connies Clip and Curl Salon will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;



- 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$275.00, as a condition for the immediate reinstatement of the booth license, to be paid prior to December 31, 2017.

Crystal Carlson seconded the motion. **MOTION PASSED** with Violations Committee Laurie Brandner abstaining.

Lapsed Case 11-2017 - Crystal Carlson made a motion to approve Lapsed Case 11-2017 Consent Agreement with the following terms:

- a. Ms. McCorkell's personal license, Lic. #CO-01724, will be suspended for a period of 7 days with 7 days being held in abeyance; Ms. McCorkell's license will not actively be suspended.
- b. The 7 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Ms. McCorkell's will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Ms. McCorkell will pay the \$55.00 renewal and late penalty fees prior to December 31, 2017 for the time she working in the salon from November, 2015 through July, 2016 prior to her retirement.

Tammy Ugofsky seconded the motion. **MOTION PASSED** with Violations Committee Laurie Brandner abstaining.

Lapsed Case 12-2017 - Crystal Carlson made a motion to approve Lapsed Case 12-2017 Consent Agreement with the following terms:

- a. Ms. McCorkell's personal license, Lic. #CO-01725, will be suspended for a period of 15 days with 15 days being held in abeyance; Ms. McCorkell's license will not actively be suspended.
- b. The 15 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Ms. McCorkell's will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$300.00, as a condition for the immediate reinstatement of her personal license, to be paid prior to December 31, 2017.

Tammy Ugofsky seconded the motion. **MOTION PASSED** with Violations Committee Laurie Brandner abstaining.

Lapsed Case 8-2017 - Lori Little made a motion to approve Lapsed Case 8-2017 Consent Agreement with the following terms:

- a. Ms. Crandall's personal license, Lic. #CO-06682, will be suspended for a period of 5 days with 5 days being held in abeyance; Ms. Crandall's license will not actively be suspended.
- b. The 5 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Ms. Crandall will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
- c. Kathryn Crandall Booth license, Lic. #CB-06342, will be suspended for a period of 10 days with 10 days being held in abeyance; Kathryn Crandall Booth's license will not actively be suspended.
- d. The 10 days of suspension for the booth license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Kathryn Crandall Booth will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$150.00, as a condition for the immediate reinstatement of the booth license, to be paid prior to October 31, 2017.

Crystal Carlson seconded the motion. **MOTION PASSED** with Violations Committee Laurie Brandner abstaining

The Commission had previously considered the pursuit of legislation to allow for substitute instructors without requiring an instructors license, provided the individual is licensed with the Commission and substitutes fewer than 80 hours per year. Attorney Graham Oey recommended that the Commission not pursue legislation to allow for substitute instructors who do not have an instructor's license.

Tammy Ugofsky made a motion to not pursue legislation to allow substitute instructors who do not have a South Dakota instructor's license. Lori Little seconded the motion. **MOTION PASSED.**

Tammy Ugofsky had interviewed the senior instructor and two proposed apprentices and recommended that the apprenticeships be approved. Crystal Carlson made a motion to approve the two apprenticeships at Leo Thomas Salon. Lori Little seconded the motion. **MOTION PASSED.**

Tami Stokes, owner of Studio 19 Lash Bar & Salon addressed the Commission regarding number of required hours and content that she thought should be required for teaching eyelash extensions, Commission should consider developing rules to prohibit certain products that can harm the public, and she recommended that liability insurance be required.

Crystal Carlson made a motion to approve the instructor continuing education request from Black Hills Beauty College - Sioux Falls and Rapid City. Tammy Ugofsky seconded the motion. **MOTION PASSED.**

Tammy Ugofsky made a motion to approve the Headlines Academy school license renewal application. Lori Little seconded the motion. **MOTION PASSED** with Laurie Brandner abstaining.

Tammy Ugofsky made a motion to approve the Headlines Academy eyelash extension pre-approved provider application. Crystal Carlson seconded the motion. **MOTION PASSED** with Laurie Brandner abstaining.

Tammy Ugofsky made a motion to approve Studio 19 Lash Bar & Salon/Tami Stokes eyelash extension pre-approved provider application. Laurie Brandner seconded the motion. **MOTION PASSED.**

Crystal Carlson made a motion to approve Adrienne Scheitler's eyelash extension pre-approved provider application. Laurie Brandner seconded the motion. **MOTION PASSED.**

Tammy Ugofsky made a motion to approve Kylie Lemke's eyelash extension pre-approved provider application. Crystal Carlson seconded the motion. **MOTION PASSED.**

Tammy Ugofsky made a motion to approve Stewart School's eyelash extension pre-approved provider application. Crystal Carlson seconded the motion. **MOTION PASSED.**

Crystal Carlson made a motion to approve Stewart School's microdermabrasion pre-approved provider application. Tammy Ugofsky seconded the motion. **MOTION PASSED.**

Tammy Ugofsky made a motion to approve Stewart School's electric file pre-approved provider application. Crystal Carlson seconded the motion. **MOTION PASSED.**

Crystal Carlson made a motion to approve Black Hills Beauty College-Rapid City eyelash extension pre-approved provider application. Tammy Ugofsky seconded the motion. **MOTION PASSED.**

Tammy Ugofsky made a motion to approve Black Hills Beauty College-Rapid City electric nail file provider application. Lori Little seconded the motion. **MOTION PASSED.**

Tammy Ugofsky made a motion to approve the Headlines Academy field trip request to take their students to a program on the U.S. constitution. Lori Little seconded the motion. **MOTION PASSED.**

Crystal Carlson made a motion to approve the student license application of Dwight Johnson. Tammy Ugofsky seconded the motion. **MOTION PASSED.**

President Ugofsky stated that the NIC Conference report would not be given at this time.

Laurie Brandner requested that the November 17, 2017 meeting agenda include a discussion about inspectors duties and responsibilities, territories, and pay and benefits.

It was also suggested that we have the inspectors attend the Commission meeting at least once a year.

It was also recommended that the next agenda include a discussion about special events and how to monitor the safety and infection control for special events for those licensees who have a salon or booth license but are rarely there because they mainly perform services at special events.

Upcoming Meeting Dates for the Remainder of 2017 are

- October 12 & 13, 2017 - State Board Examinations (C & N) - Pierre
- November 3, 2017 - State Board Examinations (E) - Pierre
- November 17, 2017 - Commission Meeting - DLR Office - Pierre
- December 2, 2017 - State Board Examinations (C) - Watertown

Laurie Brandner made a motion to recess to drive to Sturgis for a school visit at Desaree and Company School of Beauty. Crystal Carlson seconded the motion. **MOTION PASSED.**

The meeting was recessed at 3:05 pm MDT.

President Ugofsky called the meeting back to order at 4:06 pm at Desaree & Company School of Beauty located at 1117 Main St Suite B, Sturgis South Dakota.

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

**Members Present:** Laurie Brandner  
Crystal Carlson  
Lori Little  
Tammy Ugofsky

**Members Absent:** Lori Berreth

**Others Present:** Desaree Dargatz, Owner, Desaree and Company School of Beauty

The Commission toured the Desaree & Company cosmetology program classrooms and met with Desaree and Company school representative Desaree Dargatz

Laurie Brandner made a motion to recess for the day. Tammy Ugofsky seconded the motion.  
**MOTION PASSED.**

The meeting was recessed for the day at 5:16 pm MDT.

**Friday, September 22, 2017**

President Tammy Ugofsky called the meeting back to order at 9:07 am on Friday, September 22, 2017 MDT at Headlines Academy located at 333 Omaha St Suites 6 & 7, Rapid City, South Dakota.

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

**Members Present:** Laurie Brandner  
Crystal Carlson  
Lori Little  
Tammy Ugofsky

**Members Absent:** Lori Berreth

**Others Present:** Peggy Sproat, Owner, Headlines Academy  
Cricket Rick, Headlines Academy

The Commission toured Headlines Academy classrooms and met with Headlines Academy representatives Peggy Sproat and Cricket Rick.

Crystal Carlson made a motion to recess. Laurie Brandner seconded the motion. **MOTION PASSED.**

The meeting was recessed at 10:00 am MDT.

President Ugofsky called the meeting back to order at 10:15 am at Black Hills Beauty College located at 623 St. Joseph Street, Rapid City, South Dakota.

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

**Members Present:** Laurie Brandner  
Crystal Carlson  
Lori Little  
Tammy Ugofsky

**Members Absent:** Lori Berreth

**Others Present:** Holly Keszler, Director, Black Hills Beauty College

The Commission toured Black Hills Beauty College-Rapid City classrooms & observed students and met with Black Hills School Representative Holly Keszler.

Tammy Ugofsky made a motion to adjourn the meeting at 11:00 am. Lori Little seconded the motion. **MOTION PASSED.**

President Ugofsky adjourned the meeting at 11:00 am MDT.

Respectfully submitted,

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Kate Boyd, Executive Director

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Crystal Carlson, Secretary-Treasurer

# Agenda Item E

# Sept. 17

BA20JB60

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MONTHLY

BUDGET UNIT 1033

AVAILABLE FUNDS  
AS OF: 09/30/2017

FY YEAR REMAINING: 75.1%  
PAY DAYS REMAINING: 17

DATE 09/30/2017

BUDGET UNIT NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	316,243.00	0.00	0.00	36,492.95	102,550.53	177,199.52	184,599.40
BUDGETED TOT	316,243.00	0.00	0.00	36,492.95	102,550.53	177,199.52	
ALL COMP TOT	316,243.00	0.00	0.00	36,492.95	102,550.53	177,199.52	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	142,785.00	0.00	0.00	20,551.22	50,982.08	91,802.92	64.3
5102 EMPLOYEE BENEFITS	49,184.00	0.00	0.00	5,886.47	13,839.73	35,344.27	71.9
5203 TRAVEL	40,074.00	0.00	0.00	8,528.70	14,692.31	25,381.69	63.3
5204 CONTRACTUAL SVCS	73,719.00	0.00	36,492.95	10,106.32	19,249.92	17,976.13	24.4
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	1,605.85	3,786.49	6,694.51	63.9
TOTALS	316,243.00	0.00	36,492.95	46,678.56	102,550.53	177,199.52	56.0

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	142,785.00	0.00	0.00	20,551.22	50,982.08	91,802.92	64.3
5102000 EMPLOYEE BENEFITS	49,184.00	0.00	0.00	5,886.47	13,839.73	35,344.27	71.9
5203000 TRAVEL	40,074.00	0.00	0.00	8,528.70	14,692.31	25,381.69	63.3
5204000 CONTRACTUAL SVCS	73,719.00	0.00	36,492.95	10,106.32	19,249.92	17,976.13	24.4
5205000 SUPPLIES & MATRLS	10,481.00	0.00	0.00	1,605.85	3,786.49	6,694.51	63.9
PS SUBTOTALS	191,969.00	0.00	0.00	26,437.69	64,821.81	127,147.19	66.2
OE SUBTOTALS	124,274.00	0.00	36,492.95	20,240.87	37,728.72	50,052.33	40.3
COMPANY 6503-I TOT	316,243.00	0.00	36,492.95	46,678.56	102,550.53	177,199.52	56.0

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	184,599.40	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			184,599.40	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			184,599.40	DR **	
BUDGET UNIT TOTAL 1033			184,599.40	DR ***	



STATE OF SOUTH DAKOTA  
 REVENUE SUMMARY BY BUDGET UNIT  
 FOR PERIOD ENDING: 09/30/2017

AGENCY 10 LABOR & REGULATION  
 BUDGET UNIT 1033 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	4293901	COS-OPERATOR/MANAGER	8,990.00	30,675.00
103300061806	6503	4293969	COS-SALONS LICENSE	4,130.00	13,140.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	125.00	350.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	590.00	862.00
103300061806	6503	4293972	COS-PERMITS	1,824.00	5,724.00
103300061806	6503	4293973	COS-SCHOOL LICENSE	300.00	600.00
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIF	940.00	3,060.00
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	16,899.00	54,411.00 *
ACCT: 42			LICENSES, PERMITS & FEES	16,899.00	54,411.00 **
103300061806	6503	4393903	COS-PENALTY S	2,515.00	6,340.00
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	2,515.00	6,340.00 *
ACCT: 43			FINES, FORFEITS & PENALTIES	2,515.00	6,340.00 **
103300061806	6503	4896004	COS-EDUCATION COURSE COST	900.00	900.00
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	3,240.00	4,940.00
103300061806	6503	4896020	MISCELLANEOUS INCOME	16.00	119.00
ACCT: 4896				4,156.00	5,959.00 *
ACCT: 48			OTHER REVENUE	4,156.00	5,959.00 **
103300061806	6503	4920045	NONOPERATING REVENUES	.00	2,909.35
ACCT: 4920			NONOPERATING REVENUE	.00	2,909.35 *
ACCT: 49			OTHER REVENUE	.00	2,909.35 **
CNTR: 103300061806				23,570.00	69,619.35 ***
COMP: 6503				23,570.00	69,619.35 ****
B UNIT: 1033				23,570.00	69,619.35 *****

STATE OF SOUTH DAKOTA  
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT  
FOR PERIOD ENDING: 09/30/2017

AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503								
COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	4293901	CI08CC010	09/06/2017	304381	09/05/2017	1,065.00	DR
6503	103300061806	4293901	CI08CC010	09/06/2017	304381	09/05/2017	1,065.00	CR
6503	103300061806	4293901	CI08CC010	09/06/2017	304381	09/05/2017	1,065.00	CR
6503	103300061806	4293969	CI08CC010	09/06/2017	304381	09/05/2017	735.00	CR
6503	103300061806	4293971	CI08CC010	09/06/2017	304381	09/05/2017	228.00	CR
6503	103300061806	4293972	CI08CC010	09/06/2017	304381	09/05/2017	126.00	CR
6503	103300061806	4293901	CI08CC011	09/08/2017	304850	09/08/2017	1,255.00	DR
6503	103300061806	4293901	CI08CC011	09/08/2017	304850	09/08/2017	1,255.00	CR
6503	103300061806	4293901	CI08CC011	09/08/2017	304850	09/08/2017	1,255.00	CR
6503	103300061806	4293969	CI08CC011	09/08/2017	304850	09/08/2017	630.00	CR
6503	103300061806	4293972	CI08CC011	09/08/2017	304850	09/08/2017	138.00	CR
6503	103300061806	4293901	CI08CC012	09/20/2017	305575	09/15/2017	1,440.00	DR
6503	103300061806	4293901	CI08CC012	09/20/2017	305575	09/15/2017	1,440.00	CR
6503	103300061806	4293969	CI08CC012	09/20/2017	305575	09/15/2017	1,440.00	CR
6503	103300061806	4293972	CI08CC012	09/20/2017	305575	09/15/2017	735.00	CR
6503	103300061806	4293984	CI08CC012	09/20/2017	305575	09/15/2017	306.00	CR
6503	103300061806	4293901	CI08CC013	09/20/2017	305566	09/15/2017	100.00	CR
6503	103300061806	4293901	CI08CC013	09/20/2017	305566	09/15/2017	2,910.00	DR
6503	103300061806	4293969	CI08CC013	09/20/2017	305566	09/15/2017	2,910.00	CR
6503	103300061806	4293970	CI08CC013	09/20/2017	305566	09/15/2017	840.00	CR
6503	103300061806	4293972	CI08CC013	09/20/2017	305566	09/15/2017	25.00	CR
6503	103300061806	4293984	CI08CC013	09/20/2017	305566	09/15/2017	840.00	CR
6503	103300061806	4293901	CI08CC014	09/26/2017	306267	09/22/2017	1,365.00	DR
6503	103300061806	4293901	CI08CC014	09/26/2017	306267	09/22/2017	1,365.00	CR
6503	103300061806	4293969	CI08CC014	09/26/2017	306267	09/22/2017	1,365.00	CR
6503	103300061806	4293971	CI08CC014	09/26/2017	306267	09/22/2017	665.00	CR
6503	103300061806	4293972	CI08CC014	09/26/2017	306267	09/22/2017	30.00	CR
6503	103300061806	4293984	CI08CC014	09/26/2017	306267	09/22/2017	30.00	CR
6503	103300061806	4293901	CI08CC015	09/30/2017	306711	09/29/2017	955.00	DR
6503	103300061806	4293901	CI08CC015	09/30/2017	306711	09/29/2017	955.00	CR
6503	103300061806	4293969	CI08CC015	09/30/2017	306711	09/29/2017	525.00	CR
6503	103300061806	4293970	CI08CC015	09/30/2017	306711	09/29/2017	100.00	CR
6503	103300061806	4293971	CI08CC015	09/30/2017	306711	09/29/2017	332.00	CR
6503	103300061806	4293972	CI08CC015	09/30/2017	306711	09/29/2017	384.00	CR
6503	103300061806	4293973	CI08CC015	09/30/2017	306711	09/29/2017	300.00	CR
6503	103300061806	4293984	CI08CC015	09/30/2017	306711	09/29/2017	120.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							16,899.00	CR *
6503	103300061806	4393903	CI08CC010	09/06/2017	304381	09/05/2017	470.00	CR
6503	103300061806	4393903	CI08CC011	09/08/2017	304850	09/08/2017	690.00	CR
6503	103300061806	4393903	CI08CC012	09/20/2017	305575	09/15/2017	320.00	CR
6503	103300061806	4393903	CI08CC014	09/26/2017	306267	09/22/2017	360.00	CR

STATE OF SOUTH DAKOTA  
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT  
FOR PERIOD ENDING: 09/30/2017

AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR	
6503 103300061806	4393903	C108CC015	09/30/2017	306711	09/29/2017	675.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							2,515.00	CR *
6503 103300061806	4896007	C108CC010	09/06/2017	304381	09/05/2017	880.00	CR	
6503 103300061806	4896020	C108CC010	09/06/2017	304381	09/05/2017	2.00	CR	
6503 103300061806	4896004	C108CC011	09/08/2017	304850	09/08/2017	100.00	CR	
6503 103300061806	4896007	C108CC011	09/08/2017	304850	09/08/2017	320.00	CR	
6503 103300061806	4896007	C108CC012	09/20/2017	305575	09/15/2017	120.00	CR	
6503 103300061806	4896007	C108CC014	09/26/2017	306267	09/22/2017	880.00	CR	
6503 103300061806	4896020	C108CC014	09/26/2017	306267	09/22/2017	14.00	CR	
6503 103300061806	4896004	C108CC015	09/30/2017	306711	09/29/2017	800.00	CR	
6503 103300061806	4896007	C108CC015	09/30/2017	306711	09/29/2017	1,040.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							4,156.00	CR *
6503 103300061806	52053100	CB808041	09/13/2017		09/01/2017	592.32	DR	
6503 103300061806	52032600	C108-100	09/15/2017	305302	09/13/2017	158.20	DR	
6503 103300061806	52032600	C108-100	09/15/2017	305302	09/13/2017	5.00	CR	
6503 103300061806	52032600	C108-100	09/15/2017	305302	09/13/2017	158.20	CR	
6503 103300061806	52032600	C108-100	09/15/2017	305302	09/13/2017	5.00	CR	
6503 103300061806	52032600	C108-100	09/15/2017	305302	09/13/2017	158.20	CR	
6503 103300061806	52032600	DC808010	09/30/2017		09/01/2017	199.48	DR	
6503 103300061806	52041800	DF808100	09/20/2017		09/13/2017	417.75	DR	
6503 103300061806	52041810	DF808100	09/20/2017		09/13/2017	89.70	DR	
6503 103300061806	52049600	D108CC002	09/06/2017	MC3375	09/06/2017	180.01	DR	
6503 103300061806	52049600	D108CC002	09/06/2017	MC3375	09/06/2017	180.01	DR	
6503 103300061806	52049600	D108CC002	09/06/2017	MC3375	09/06/2017	180.01	DR	
6503 103300061806	52030100	MF808052	09/26/2017		09/22/2017	102.81	DR	
6503 103300061806	52053500	MS808049	09/20/2017		09/13/2017	816.97	DR	
6503 103300061806	52042000	PL808060	09/15/2017		09/12/2017	505.45	DR	
6503 103300061806	52045300	TL808053	09/15/2017		09/15/2017	144.30	DR	
6503 103300061806	5228000	TI08-022	09/26/2017		09/20/2017	1,109.66	DR	
TOTAL ACCOUNT GROUP NET CHANGE							3,985.25	DR *
6503 103300061806	82044900	REALES/COSMRNT17	09/26/2017	309289	09/25/2017	1,041.75	CR	
6503 103300061806	82049600	18SC100002 948	09/08/2017	18SC100002	09/08/2017	105.00	CR	
6503 103300061806	82041900	18SC100003 253	09/08/2017	18SC100003	09/07/2017	426.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							1,572.75	CR *
TOTAL COMPANY--NET CHANGE							21,157.50	CR **

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV. APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
COMPANY NO 6503										
COMPANY NAME PROFESSIONAL & LICENSING BOARDS										
6503	103300061806	51010100	CGEX170828	09/01/2017					3,797.85	DR
6503	103300061806	51010100	CGEX170914	09/15/2017					4,406.81	DR
6503	103300061806	51010100	CGEX170922	09/26/2017					100.00	DR
6503	103300061806	51010100	CGEX170927	09/30/2017					3,728.86	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	103300061806	51010200	CGEX170828	09/01/2017					2,102.58	DR
6503	103300061806	51010200	CGEX170914	09/15/2017					2,836.33	DR
6503	103300061806	51010200	CGEX170927	09/30/2017					2,558.79	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
6503	103300061806	51010300	CGEX170828	09/01/2017					7,497.70	DR
6503	103300061806	51010300	CGEX170914	09/15/2017					60.00	DR
6503	103300061806	51010300	CGEX170927	09/30/2017					240.00	DR
OBJSUB: 5101030 BOARD & COMM MBR'S FEES										
OBJECT: 5101 EMPLOYEE SALARIES										
6503	103300061806	51020100	CGEX170828	09/01/2017					1,020.00	DR
6503	103300061806	51020100	CGEX170906	09/06/2017	329847				20,551.22	DR
6503	103300061806	51020100	CGEX170906	09/06/2017	329845				443.86	DR
6503	103300061806	51020100	CGEX170906	09/06/2017	329848				5.35	DR
6503	103300061806	51020100	CGEX170906	09/06/2017	329848				3.67	DR
6503	103300061806	51020100	CGEX170906	09/06/2017	329844				3.37	DR
6503	103300061806	51020100	CGEX170907	09/08/2017	329846				3.36	DR
6503	103300061806	51020100	CGEX170907	09/08/2017	329846				4.21	DR
6503	103300061806	51020100	CGEX170914	09/15/2017	335440				1.69	DR
6503	103300061806	51020100	CGEX170919	09/20/2017	340840				560.70	DR
6503	103300061806	51020100	CGEX170919	09/20/2017	340832				4.50	DR
6503	103300061806	51020100	CGEX170919	09/20/2017	340832				3.37	DR
6503	103300061806	51020100	CGEX170922	09/26/2017	340839				1.68	DR
6503	103300061806	51020100	CGEX170922	09/26/2017					7.65	DR
6503	103300061806	51020100	CGEX170927	09/30/2017					524.46	DR
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE										
6503	103300061806	51020200	CGEX170828	09/01/2017					1,567.87	DR
6503	103300061806	51020200	CGEX170914	09/15/2017					264.71	DR
6503	103300061806	51020200	CGEX170922	09/26/2017					305.45	DR
6503	103300061806	51020200	CGEX170927	09/30/2017					6.00	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	103300061806	51020600	CGEX170828	09/01/2017					834.58	DR
6503	103300061806	51020600	CGEX170914	09/15/2017					1,160.56	DR
6503	103300061806	51020600	CGEX170927	09/30/2017					1,144.16	DR
OBJSUB: 5102060 HEALTH/LIFE INS -ER SHARE										
6503	103300061806	51020800	CGEX170828	09/01/2017					3,442.07	DR
6503	103300061806	51020800	CGEX170914	09/15/2017					10.03	DR
6503	103300061806	51020800	CGEX170922	09/26/2017					12.30	DR
									.17	DR

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	51020800	CSEX170927	09/30/2017					10.67	DR
	OBJSUB: 5102080	WORKER'S COMPENSATION								
6503	103300061806	51020900	CSEX170828	09/01/2017					33.17	DR *
6503	103300061806	51020900	CSEX170914	09/15/2017					2.65	DR
6503	103300061806	51020900	CSEX170922	09/26/2017					3.24	DR
6503	103300061806	51020900	CSEX170927	09/30/2017					.05	DR
	OBJSUB: 5102090	UNEMPLOYMENT COMPENSATION							2.84	DR
	OBJECT: 5102	EMPLOYEE BENEFITS							8.78	DR *
	GROUP: 51	PERSONAL SERVICES							5,886.47	DR **
6503	103300061806	52030100	MP808052	09/26/2017					26,437.69	DR ***
	OBJSUB: 5203010	AUTO-STATE OWNED-IN STATE							102.81	DR
6503	103300061806	52030300	CSEX170906	09/06/2017	329848				102.81	DR *
6503	103300061806	52030300	CSEX170906	09/06/2017	329845				343.14	DR
6503	103300061806	52030300	CSEX170906	09/06/2017	329847				337.26	DR
6503	103300061806	52030300	CSEX170906	09/06/2017	329844				241.50	DR
6503	103300061806	52030300	CSEX170907	09/08/2017	329846				236.46	DR
6503	103300061806	52030300	CSEX170919	09/08/2017	335440				301.98	DR
6503	103300061806	52030300	CSEX170919	09/20/2017	340840				217.14	DR
6503	103300061806	52030300	CSEX170919	09/20/2017	340832				417.06	DR
6503	103300061806	52030300	CSEX170919	09/20/2017	340839				91.14	DR
6503	103300061806	52030300	CSEX170928	09/28/2017	349947				143.64	DR
	OBJSUB: 5203030	AUTO-PRIV (IN-ST.) H/RTE							2,557.38	DR *
6503	103300061806	52031000	CSEX170907	09/08/2017	335440				78.30	DR
6503	103300061806	52031000	CSEX170928	09/28/2017	349947				57.00	DR
6503	103300061806	52031000	317162-317901	09/06/2017	00441286	RAMKOTAHOT	12177768	03	1,387.99	DR
	OBJSUB: 5203100	LODGING/IN-STATE							1,523.29	DR *
6503	103300061806	52031400	CSEX170906	09/06/2017	329847				70.00	DR
6503	103300061806	52031400	CSEX170906	09/06/2017	329845				48.00	DR
6503	103300061806	52031400	CSEX170906	09/06/2017	329844				44.00	DR
6503	103300061806	52031400	CSEX170907	09/05/2017	329848				44.00	DR
6503	103300061806	52031400	CSEX170907	09/08/2017	329846				55.00	DR
6503	103300061806	52031400	CSEX170907	09/08/2017	335440				22.00	DR
6503	103300061806	52031400	CSEX170919	09/20/2017	340840				59.00	DR
6503	103300061806	52031400	CSEX170919	09/20/2017	340832				44.00	DR
6503	103300061806	52031400	CSEX170919	09/20/2017	340839				22.00	DR
	OBJSUB: 5203140	TAXABLE MEALS/IN-STATE							408.00	DR *
6503	103300061806	52031500	CSEX170907	09/08/2017	335440				43.00	DR
6503	103300061806	52031500	CSEX170928	09/28/2017	349947				58.00	DR
	OBJSUB: 5203150	NON-TAXABLE MEALS/IN-ST							101.00	DR *
6503	103300061806	52032200	CSEX170907	09/08/2017	335445				103.04	DR
	OBJSUB: 5203220	AUTO-PRIV. (OUT-STATE) L/R							103.04	DR *

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	52032300	CGEX170907	09/08/2017	335444				37.80	DR
6503	103300061806	52032300	CGEX170919	09/20/2017	340841				188.16	DR
6503	103300061806	52032300	CGEX170919	09/20/2017	340842				73.08	DR
		OBJSUB: 5203230	AUTO-PRIV. (OUT-STATE) H/R							
6503	103300061806	52032600	C108-100	09/15/2017	305302				299.04	DR *
6503	103300061806	52032600	C108-100	09/15/2017	305302				158.20	DR
6503	103300061806	52032600	C108-100	09/15/2017	305302				5.00	CR
6503	103300061806	52032600	C108-100	09/15/2017	305302				158.20	CR
6503	103300061806	52032600	C108-100	09/15/2017	305302				5.00	CR
6503	103300061806	52032600	C108-100	09/15/2017	305302				158.20	CR
6503	103300061806	52032600	DC808010	09/15/2017	305302				5.00	CR
6503	103300061806	52032600	DC808010	09/30/2017	305302				199.48	DR
		OBJSUB: 5203260	AIR-COMM-OUT-OF-STATE							
6503	103300061806	52033000	CGEX170907	09/08/2017	335445				26.28	DR *
6503	103300061806	52033000	CGEX170907	09/08/2017	335444				874.62	DR
6503	103300061806	52033000	CGEX170919	09/20/2017	340841				583.08	DR
6503	103300061806	52033000	CGEX170919	09/20/2017	340842				583.08	DR
		OBJSUB: 5203300	LODGING/OUT-OF-STATE							
6503	103300061806	52033200	CGEX170907	09/08/2017	335445				2,623.86	DR *
6503	103300061806	52033200	CGEX170907	09/08/2017	335444				106.00	DR
6503	103300061806	52033200	CGEX170919	09/20/2017	340841				100.00	DR
6503	103300061806	52033200	CGEX170919	09/20/2017	340842				50.00	DR
6503	103300061806	52033200	CGEX170919	09/20/2017	340842				50.00	DR
		OBJSUB: 5203320	INCIDENTALS-OUT-OF-STATE							
6503	103300061806	52033500	CGEX170907	09/08/2017	335445				306.00	DR *
6503	103300061806	52033500	CGEX170907	09/08/2017	335444				161.00	DR
6503	103300061806	52033500	CGEX170919	09/20/2017	340841				101.00	DR
6503	103300061806	52033500	CGEX170919	09/20/2017	340842				115.00	DR
6503	103300061806	52033500	CGEX170919	09/20/2017	340842				101.00	DR
		OBJSUB: 5203350	NON-TAXABLE MEALS/OUT-ST							
6503	103300061806	52041600	TRAVEL	09/08/2017	00445045	NATLINTERS	12114840		478.00	DR *
6503	103300061806	52041600	TRAVEL	09/20/2017	00445045	NATLINTERS	12114840		8,528.70	DR **
6503	103300061806	52041600	TRAVEL	09/20/2017	00445045	NATLINTERS	12114840		1,740.00	DR
6503	103300061806	52041600	TRAVEL	09/20/2017	00445045	NATLINTERS	12114840		2,500.00	DR
		OBJSUB: 5204160	WORKSHOP REGISTRATION FEE							
6503	103300061806	52041800	DP808100	09/20/2017					4,240.00	DR *
		OBJSUB: 5204180	COMPUTER SERVICES-STATE							
6503	103300061806	52041810	DP808100	09/20/2017					417.75	DR *
		OBJSUB: 5204181	BIT DEVELOPMENT COSTS							
6503	103300061806	52041900	18SC100003 253	09/13/2017	02219163	SMARTSOFTW	12221150		89.70	DR *
		OBJSUB: 5204190	COMPUTER SERVICES-PRIVATE							
6503	103300061806	52042000	PL808060	09/15/2017					426.00	DR *
		OBJSUB: 5204200	CENTRAL SERVICES							
6503	103300061806	52042000	CENTRAL SERVICES						505.45	DR *

STATE OF SOUTH DAKOTA  
MONTHLY EXPENDITURE REPORT  
FOR PERIOD ENDING: 09/30/2017AGENCY 10 LABOR & REGULATION  
BUDGET UNIT 1033 COSMETOLOGY COMMISSION  
CENTER-S 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	52042300	2635999	09/06/2017	02218213	SERVALLUNI	12049672		5.89	DR
	OBJSUB: 5204230	JANITORIAL & MAINT SERV							5.89	DR *
6503	103300061806	52044900	REALS/COSRMT17	09/26/2017	02220134	HYDEHOLDIN	12028880		1,041.75	DR
	OBJSUB: 5204490	RENTS-PRIVATE OWNED PROP.							1,041.75	DR *
6503	103300061806	52045300	TL808053	09/15/2017					144.30	DR
	OBJSUB: 5204530	TELECOMMUNICATIONS SRVCS							144.30	DR *
6503	103300061806	52045400	415031401 0817	09/22/2017	02220254	MUNICIPALU	12054968	01	152.66	DR
	OBJSUB: 5204540	ELECTRICITY							152.66	DR *
6503	103300061806	52045500	1092398	09/22/2017	00445948	ENVIROTECH	12189816		8.33	DR
	OBJSUB: 5204550	GARBAGE & SEWER							8.33	DR *
6503	103300061806	52049600	D108CC002	09/06/2017	MC3375				180.01	DR
	OBJSUB: 52049600								180.01	DR
6503	103300061806	52049600	D108CC002	09/06/2017	MC3375				180.01	CR
	OBJSUB: 52049600								180.01	CR
6503	103300061806	52049600	188C100002 948	09/13/2017	00443282	ISOCQUALITY	12358629		105.00	DR
	OBJSUB: 52049600								105.00	DR
6503	103300061806	52049600	317162-317901	09/06/2017	00441286	RAMKOTAHOT	12177768		481.48	DR
	OBJSUB: 52049600								481.48	DR
6503	103300061806	52049600	5854	09/20/2017	00445045	NATLINERS	12114840		2,308.00	DR
	OBJSUB: 52049600	OTHER CONTRACTUAL SERVICE							2,308.00	DR
	OBJECT: 5204	CONTRACTUAL SERVICES							3,074.49	DR *
6503	103300061806	52050200	INI727984	09/15/2017	02219664	INNOVATIVE	12550348		10,106.32	DR **
	OBJSUB: 52050200								10,106.32	DR **
6503	103300061806	52050200	INI742776	09/26/2017	02220785	INNOVATIVE	12550348		11.68	DR
	OBJSUB: 52050200								11.68	DR
6503	103300061806	52050200	INI748176	09/28/2017	354326	INNOVATIVE	12550348		95.71	DR
	OBJSUB: 52050200	OFFICE SUPPLIES							19.56	DR
6503	103300061806	52050280	18382 SEPI7	09/22/2017	00445694	INMANSWATE	12037639		126.95	DR *
	OBJSUB: 52050280								126.95	DR *
6503	103300061806	52050280	65193	09/08/2017	00438664	STOUXFALLS	12036365		13.00	DR
	OBJSUB: 52050280								13.00	DR
6503	103300061806	52050280	65193X	09/13/2017	00442811	STOUXFALLS	12036365		26.50	CR
	OBJSUB: 52050280	OFFICE SUPPLIES							31.00	DR
6503	103300061806	52053100	CD808041	09/13/2017					17.50	DR *
	OBJSUB: 52053100	PRINTING-STATE							592.32	DR
6503	103300061806	52053500	CGEXL70906	09/06/2017	329847				592.32	DR *
	OBJSUB: 52053500								592.32	DR *
6503	103300061806	52053500	CGEXL70905	09/06/2017	329845				10.21	DR
	OBJSUB: 52053500								10.21	DR
6503	103300061806	52053500	CGEXL70907	09/08/2017	329846				4.62	DR
	OBJSUB: 52053500								4.62	DR
6503	103300061806	52053500	CGEXL70919	09/20/2017	340845				2.24	DR
	OBJSUB: 52053500								2.24	DR
6503	103300061806	52053500	CGEXL70919	09/20/2017	340845				23.75	DR
	OBJSUB: 52053500								23.75	DR
6503	103300061806	52053500	MS808049	09/20/2017	340840				2.52	DR
	OBJSUB: 52053500								816.97	DR
6503	103300061806	52053550	POSTAGE	09/26/2017	00446300	MONTANADAK	12020954	12	860.31	DR *
	OBJSUB: 52053550								8.77	DR
6503	103300061806	52055180	HEATING & COOKING FUELS						8.77	DR *
	OBJSUB: 52055180	SUPPLIES & MATERIALS							1,605.85	DR **

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
6503	103300061806	5228000	T108-022	09/26/2017					1,109.66	DR
									1,109.66	DR *
									1,109.66	DR **
									21,350.53	DR ***
									47,788.22	DR ****
									47,788.22	DR *****
									47,788.22	DR *****

OBJSUB: 5228000 OPER TRANS OUT -NON BUDGT  
OBJECT: 5228 NONOP EXP/NONBUDG OP TR  
GROUP: 52 OPERATING EXPENSES  
COMP: 6503  
CNTR: 103300061806  
B. UNIT: 1033



STATE OF SOUTH DAKOTA  
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
FOR PERIOD ENDING: 09/30/2017

AGENCY BUDGET UNIT CENTER-5	10 1033 10330	LABOR & REGULATION COSMETOLOGY COMMISSION	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO	6503	PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	51010100	F-T EMP SAL & WAGES	12,033.52	27,953.49	*	
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES	7,497.70	20,028.59		
103300061806	6503	51010300	BOARD & COMM MBR FEES	1,020.00	3,000.00		
ACCT: 5101		EMPLOYEE SALARIES		20,551.22	50,982.08	*	
103300061806	6503	51020100	OASI-EMPLOYER'S SHARE	1,567.87	3,867.62		
103300061806	6503	51020200	RETIREMENT-ER SHARE	1,834.58	1,951.80		
103300061806	6503	51020600	HEALTH/LIFE INS.-ER SHARE	3,442.07	7,917.17		
103300061806	6503	51020800	WORKER'S COMPENSATION	33.17	81.55		
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION	8.78	21.59		
ACCT: 5102		EMPLOYEE BENEFITS		5,886.47	13,839.73	*	
ACCT: 51		PERSONAL SERVICES		26,437.69	64,821.81	**	
103300061806	6503	52030100	AUTO-STATE OWNED-IN STATE	102.81	177.56		
103300061806	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	2,557.38	5,177.34		
103300061806	6503	52031000	LODGING/IN-STATE	1,523.29	1,599.59		
103300061806	6503	52031400	TAXABLE MEALS/IN-STATE	408.00	617.00		
103300061806	6503	52031500	NON-TAXABLE MEALS/IN-ST	101.00	880.00		
103300061806	6503	52032200	AUTO-PRIV. (OUT-STATE) L/R	103.04	103.04		
103300061806	6503	52032300	AUTO-PRIV. (OUT-STATE) H/R	299.04	299.04		
103300061806	6503	52032600	AIR-COMM-OUT-OF-STATE	26.28	2,430.88		
103300061806	6503	52033000	LODGING/OUT-OF-STATE	2,623.86	2,623.86		
103300061806	6503	52033200	INCIDENTALS-OUT-OF-STATE	306.00	306.00		
103300061806	6503	52033500	NON-TAXABLE MEALS/OUT-ST	478.00	478.00		
ACCT: 5203		TRAVEL		8,528.70	14,692.31	*	
103300061806	6503	52041600	WORKSHOP REGISTRATION FEE	4,240.00	4,290.00		
103300061806	6503	52041800	COMPUTER SERVICES-STATE	417.75	1,215.75		
103300061806	6503	52041810	BIT DEVELOPMENT COSTS	89.70	89.70		
103300061806	6503	52041900	COMPUTER SERVICES-PRIVATE	426.00	1,993.20		
103300061806	6503	52042000	CENTRAL SERVICES	505.45	2,407.71		
103300061806	6503	52042300	JANITORIAL & MAINT SERV	5.89	17.67		
103300061806	6503	52044900	RENTS-PRIVATE OWNED PROP.	1,041.75	3,125.25		
103300061806	6503	52045300	TELECOMMUNICATIONS SRVCS	144.30	571.61		
103300061806	6503	52045400	ELECTRICITY	152.66	398.59		
103300061806	6503	52045500	GARBAGE & SEWER	8.33	24.99		
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE	3,074.49	5,115.45		
ACCT: 5204		CONTRACTUAL SERVICES		10,106.32	19,249.92	*	
103300061806	6503	52050200	OFFICE SUPPLIES	126.95	349.96		
103300061806	6503	52050280	OFFICE SUPPLIES	17.50	69.70		
103300061806	6503	52053100	PRINTING-STATE	592.32	1,461.63		
103300061806	6503	52053500	POSTAGE	860.31	1,792.57		
103300061806	6503	52055180	HEATING & COOKING FUELS	8.77	34.64		
103300061806	6503	52059800	PROC CARD PURCH-APPROVED	.00	77.99		

STATE OF SOUTH DAKOTA  
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
 FOR PERIOD ENDING: 09/30/2017

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR--TO--DATE	
ACCT: 5205			SUPPLIES & MATERIALS	1,605.85	3,786.49	*
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	1,109.66	2,772.39	
ACCT: 5228			NONOP EXP/NONBGTD OF TR	1,109.66	2,772.39	*
ACCT: 52			OPERATING EXPENSES	21,350.53	40,501.11	**
COMP: 6503			PROFESSIONAL & LICENSING BOARDS	47,788.22	105,322.92	***
CENTER: 103300061806				47,788.22	105,322.92	****
B UNIT: 1033				47,788.22	105,322.92	*****

SOUTH DAKOTA COSMETOLOGY COMMISSION  
EXECUTIVE DIRECTOR'S REPORT

November 17, 2017

**1. Tablet Purchase** - New tablets to administer practical exams were ordered 7/13/16 -- Cost was \$772.00 each, with a total expenditure of \$3,860 for five tablets. We generally use four tablets when administering exams and need one as a back-up in case one of the tablets does not work.

**2. Desk Printer/Scanner** - Three desk color printers/scanners were ordered 5/26/17 at a cost of \$280.00 each, for a total cost of \$840.00. The main priority is to scan photos of applicants/licenseses to have in our database with each licensee's licensing record. We also use the color printers if there is a document that is greatly enhanced by use of a color printer.

**3. Black Hills Beauty College-Sioux Falls** - Owners Tom and Joy Poloncic have announced that they will be closing their cosmetology school in Sioux Falls effective on or about 11/18/17. They will continue to operate their school in Rapid City.

Arrangements have been made so that the remaining 18 students may transfer to Stewart School in Sioux Falls, LATI in Watertown, or Black Hills Beauty College-Rapid City.

**4. Defusing Hostile Customers** - The Commission office staff in Pierre all attended a Bureau of Human Resources training session on 10/19/17 on Defusing Hostile Customers. Inspector Georgia Linn attended the same session in Rapid City. We all learned some ideas to deal with hostile phone calls or emails that we receive from time to time. Inspectors Karen Dossett and Mary Rasmussen will be invited to attend this training the next time it is offered in Sioux Falls.

**5. KELO Report of Dangers of Dirty Salons** - Casey Wonnenberg of KELO recently interviewed Cosmetology Commission President Tammy Ugofsky about salon inspections. The interview and report were aired on KELO on 11/1/17. Attached is a copy of the narrative report that is on the KELO website. You can also watch the story from KELO website:

<http://www.keloland.com/news/article/featured-stories/dangers-of-dirty-salons>

## Dangers Of Dirty Salons - KELO Report 11/1/17

Casey Wonnenberg reports:

**The link to view the interview and report:**

<http://www.keloland.com/news/article/featured-stories/dangers-of-dirty-salons>

Most of us go to a hair salon to look and feel good, but that pampering process could result in a lot of pain.

Believe it or not, thousands of people across the country have ended up with serious health problems after visiting salons.

Here are details on what you should look out for and which area salons have recently failed inspections.

Connie Pierce is squeezing in some "me" time during a difficult month. The Pierre woman is in Sioux Falls with her mom who is battling cancer.

"I just needed a pick-me-up. I needed to get my hair done," Pierce said.

While she's not familiar with Sioux Falls salons, she chose Chameleon Hair Design because of a good reference. She also liked how clean it was when she walked in the door.

"I'm a nurse, so I'm into cleanliness," Pierce said.

Overall, the salon has done well in inspections by the state Board of Cosmetology. However, two of the cosmetologists were late in renewing their licenses during the latest inspection. Cosmetologists are required to renew their licenses every year. That renewal doesn't require additional testing or education; it simply involves payment of an annual fee.

"If even one person hasn't sent in their license on their birthday, they will fail the inspection. They will also have to pay a penalty to update their license," Partner Owner Kory McKay said.

Here's a list of eight other Sioux Falls salons that have also failed inspections this year because of expired licenses. It includes Abigale Kohler Booth, Ali Sorenson Booth, Washington Crossing Salon, Jodi Yasgar Booth, Kristen Harkema Booth, Melissa Vincent Booth, Nicole Wood Booth, and Tina Bott Booth.

"The whole thing is based on client safety. Our goal is to make sure every person who comes in and out of here is safe and protected." McKay said.

State inspectors check out every salon in the state at least once a year. If they fail, they are reinspected.

"It's an unexpected visit. They do that by design," McKay said.

Inspectors also check to make sure salons are safe. That includes having a fire extinguisher, first aid kit, and proper plumbing and electrical.

"We like to make sure that for instance, pedicure tubs are draining correctly. We look to make sure there's no electrical appliances that may fall into water." South Dakota Cosmetology Commission President Tammy Ugofsky said.

Inspectors also focus on cleanliness. When it comes to sanitation, inspectors have failed five Sioux Falls operations this year, including Revelations Salon. Inspectors noted that not all of the hair brushes, clippers and razors were clean and disinfected.

"We are looking to make sure that all tools, implements and products are disinfected properly that are going to touch the public for their safety," Ugofsky said.

Here's a look at the four other businesses that have failed to meet the cleanliness criteria. It includes Agape Salon and Spa, Michelle Claeey Booth, Sandra Johnson Booth and South Grove Salon.

"Possible dangers could be infections and communicable diseases," Ugofsky said.

Dangers and diseases, including antibiotic-resistant bacterial infections or head lice, that salons try to avoid.

"We all use new capes on every new client that we set in the chair for the day," McKay said.

That way clients can leave healthy and happy about their new hairdo. You can count Pierce among the satisfied customers.

"She put a treatment on to get it really soft, and it feels good. I feel good," Pierce said.

You can check out the complete list of failed inspections from salons across South Dakota [here](#).

# AGENDA ITEM H

## Cosmetology Inspectors

Commission member Laurie Brandner requested that the subject of cosmetology inspectors be placed on the agenda for the November 17, 2017 meeting. Shown below is information on our inspectors and the costs associated with increasing inspectors to .5 FTE (full-time equivalency) or half-time.

We currently have three inspectors who share one FTE. They each work approximately 33 percent of a full-time position.

The employee benefits they receive as less than half-time employees include:

Hourly wage, based on their length of service as shown below:

Inspector One: \$17.53 per hour  
Inspector Two: \$16.00 per hour  
Inspector Three: \$16.90 per hour

Note: State employee salaries are public information and any member of the public can look this information up from the State's website simply by typing in the individual's name.

The employee benefits they receive as a minimal part-time employee include:

- Employer matched Medicare and Social Security
- Sick Leave and Vacation Leave, prorated based on the number of hours they have worked in the pay period.
- Holiday and Administrative Pay, prorated based on the number of hours they have worked in the past several pay periods. This amount typically ranges from 1.5 hours - 3.0 hours. (Note: Administrative pay is when the Governor declares a paid day off for State employees, such as the day after Thanksgiving, and this year the day after Christmas.)

The workload for our inspectors is fairly heavy and they often drive a great distance to go to rural areas to perform inspections. In order to provide sufficient time for inspectors to complete their inspections and be able to provide some education to the salon owners and employees regarding infection control or deficiencies found during the inspection, some options could be:

A. Request additional FTE and add an additional inspector. This would cut down on travel for a couple of our inspectors.

B. Maintain the current one FTE for the inspectors, but add an additional inspector so that they each work .25 of an FTE. This would also cut down somewhat on travel, as the fourth inspector could be stationed in the middle of the state.

C. Request additional FTE and offer current inspectors a half-time .5 FTE position.

D. Other options the Commission may come up with.

The employee benefits for state employees who work at least .5 FTE are shown below, based on current inspector salaries:

1. Hourly rate/annual pay based on 1044 hours per year for .5 FTE:

	<u>Hourly Rate</u>	<u>.5 FTE Annual</u>	<u>Current Annual</u>
Inspector One	\$17.53	\$18,301	\$12,270
Inspector Two	\$16.00	\$16,720	\$11,136
Inspector Three	\$16.90	\$17,644	\$11,762

2. Increased Cost of State-paid FICA/Medicare FICA is .062 and Medicare is .0145

	<u>FICA</u>	<u>Medicare</u>
Inspector One	\$1135	\$265
Inspector Two	\$1036	\$242
Inspector Three	\$1094	\$256

3. State paid health insurance for employee (employee can choose to add spouse of eligible children/dependents on the health insurance through payroll deduction).

Annual Cost: \$8,470 each x 3 employees = \$25,410

4. State Retirement - based on current rate of pay - mandatory employee deduction, matched by the State of South Dakota.

Inspector One	\$1,098 Annual cost to the Commission
Inspector Two	\$1,002 Annual cost to the Commission
Inspector Three	\$1,059 Annual cost to the Commission

In discussing their current hours and inspection territories, our three inspectors recently stated their preferences to Executive Director Kate Boyd as shown below. These are not verbatim comments, but represent the gist of the conversations.

Mary Rasmussen - has indicated that she would like to have her hours increased to half-time so that she will qualify for state health insurance.

Karen Dossett - is pleased with her current hours.

Georgia Linn - would prefer to have her inspection area made smaller so that she does not have to travel as far east as Pierre and north to the Mobridge area, due to family commitments.

The Commission would not have to increase all inspectors to .5 FTE.



## AGENDA ITEM I - SPECIAL EVENTS

SDCL 36-15-54, as shown below, addresses the conditions under which cosmetology services can be performed outside a licensed salon. Number (3) deals with special events and requires the licensee to document the special event service through a licensed salon or booth.

We currently have two instances where a licensee has obtained a booth license in a salon, but the booth renter only has the booth for purposes of documenting special event services. The Legislature made special events an exception to the law that prohibits the practice of cosmetology, esthetics or nail technology outside a licensed salon. There is no legal requirement for the licensee to inform the Commission when and where they are performing special events services.

How would the Commission like to approach inspections for these booth renters who do not work in their physical booth?

**36-15-54. Practice outside licensed salon or booth prohibited--Exceptions.** Cosmetology, nail technology, and esthetics may only be practiced in a licensed salon or booth, notwithstanding the following exceptions:

- (1) Demonstrations: a demonstrator may perform a demonstration of cosmetology services for compensation, fee, or any other remuneration;
- (2) Limited mobility clients: a licensee may practice cosmetology services on persons unable to come to the salon because of imprisonment, disabling sickness, or other disability so long as the licensee documents the service through a salon or booth; and
- (3) Special events: a licensee may practice limited services within the scope of the license for special events, such as weddings, fashion shows, school dances, professional photography sessions, or other events approved by the commission, **so long as the licensee documents the service through a salon or booth.** The limited services that may be performed at such special events are the following: the nonpermanent manipulation of the hair, such as styling, wrapping, arranging, braiding, twisting, weaving, extending, fusing, dressing, curling, setting, and straightening; the application of nail polish to the nails; and the application of makeup to the skin.

## **AGENDA ITEM J**

### **Status of three-month apprenticeships at Revive Day Spa, Aberdeen**

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

One of the apprentices recently fractured her foot. After continuing with the apprenticeship for a month while wearing a boot, her foot was not healing properly. Her physician has advised her to stay off her foot for at least three weeks. Her leave of absence began on October 31, 2017. She will continue with the apprenticeship after receiving a signed release from her physician.

The staff recommends the Commission approve Revive Day Spa to continue their apprenticeships following the three-month probation period.

# Kara Ammons - Agenda Item #. 1

## STATEMENT OF EMERGENCY NEED FOR CONDITIONAL INSTRUCTOR LICENSE

(to be completed by the school officials)

Please type.

1. **SUBMITTED NAME:** (person completing this document) PEGGY SPROAT  
Title: OWNER
2. **NAME OF APPLICANT** for conditional license: Kara Ammons  
Current license number: CO-11897-2018 & JC-13653-2018  
Graduation date from cosmetology school: 10/26/2014  
Work experience hours: 5760  
Other experience (previous instructor license):  
(Applicant application needs to me attached)
3. **DETAILED INFORMATION.** Why the applicant does not meet the requirements for an instructor license.  
(the list of requirements can be found on the application)  
She has been actively working in the salon since she graduated in 2014, she also has knowledge of the schools policy and procedures because she is a Headlines Academy graduate. She has been working at Headlines Academy since March 2017 in the office, and subbing here and there.
4. **TYPE OF LICENSE REQUIRED** (circle one only): Senior instructor / Junior instructor
5. **DATE LICENSE IS NEEDED:** ASAP  
Why this date? To cover the needs of the school and maintain our 1/20 Instructor/Student ratio
6. **CURRENT SCHOOL SITUATION:** (Information to include: name of school where emergency is; number of current instructors and their licenses (senior/junior); number of students in the school)  
Headlines Academy currently does not have enough staff to cover the needs of our students. We have 4 Senior Instructors, 4 Junior Instructors and 43 students. We have trouble staffing during the extended evenings hours & weekends. Having additional senior instructors will fill this void.

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

We had two senior instructors leave for maternity leave and both decided not to return. We have replaced this staff but need them to have senior status so they can be utilized to cover our extended evening hours & classroom. Kara has been hired for our Admissions Specialist, however she is willing to take on the extra night shifts and Saturdays, however being a Junior this isn't possible. She possesses more than enough qualifications and leadership to be by herself.

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

Granting all the senior licenses that Headlines Academy is applying for will certainly solve our staffing issues. She will continue to complete the training required of a junior instructor as in house training, however we feel like she has adequate experience to teach alone if the situation should arise.

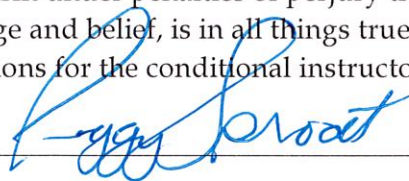
9. **PAST SOLUTIONS.** Explain in detail previous (your) attempts to solve the emergency without requesting a conditional license.

Our staff has been working long hours & in some cases overtime to meet our student needs. As you know this can certainly cause burnout & we want all of our instructors to be on their A-Game and bringing their best abilities so we may educate our students properly.

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

Without the additional senior instructors we will not be able to offer evening hours or weekends. We also will not have enough staff to cover our upcoming Nail & Esthetics programs. Our latest Cosmetology class has 20 students so our salon floor will also be in need of additional instructors to better serve our guests and instruct our students. We can use her to fill the ratio with the esthetics students also.

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

Signature of Submitter:  Dated: 9/21/2017



# Kiriana Marenchin - Agenda Item K. 1

## STATEMENT OF EMERGENCY NEED FOR CONDITIONAL INSTRUCTOR LICENSE

(to be completed by the school officials)

Please type.

1. **SUBMITTED NAME:** (person completing this document) PEGGY SPROAT  
Title: OWNER
2. **NAME OF APPLICANT** for conditional license: KIRIANA MARENCHIN  
Current license number: CO-11025-2018  
Graduation date from cosmetology school: 10/24/2012  
Work experience hours: 3,520  
Other experience (previous instructor license):  
(Applicant application needs to be attached)
3. **DETAILED INFORMATION.** Why the applicant does not meet the requirements for an instructor license.  
(the list of requirements can be found on the application)  
Kiriana has been actively working in the salon since she graduated in 2012, she also has knowledge of the schools policy and procedures because she is a Headlines Academy graduate.
4. **TYPE OF LICENSE REQUIRED** (circle one only): Senior instructor / Junior instructor
5. **DATE LICENSE IS NEEDED:** ASAP  
Why this date? To cover the needs of the school and maintain our 1/20 Instructor/Student ratio
6. **CURRENT SCHOOL SITUATION:** (Information to include: name of school where emergency is; number of current instructors and their licenses (senior/junior); number of students in the school)  
Headlines Academy currently does not have enough staff to cover the needs of our students. We have 4 Senior Instructors, 4 Junior Instructors and 43 students. We have trouble staffing during the extended evenings hours & weekends. Having additional senior instructors will fill this void.



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

We had two senior instructors leave for maternity leave and both decided not to return. We have replaced this staff but need them to have senior status so they can be utilized to cover our extended evening hours & classroom.

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

Granting all the senior licenses that Headlines Academy is applying for will certainly solve our staffing issues. Kiriana will continue to complete the training required of a junior instructor as in house training, however we feel like she has adequate experience to teach alone if the situation should arise.

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

Our staff has been working long hours & in some cases overtime to meet our student needs. As you know this can certainly cause burnout & we want all of our instructors to be on their A-Game and bringing their best abilities so we may educate our students properly.



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

Without the additional senior instructors we will not be able to offer evening hours or weekends. We also will not have enough staff to cover our upcoming Nail & Esthetics programs. Our latest Cosmetology class has 20 students so our salon floor will also be in need of additional instructors to better serve our guests and instruct our students.

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

Signature of Submitter: \_\_\_\_\_

*Rexxy Sproat*

Dated: \_\_\_\_\_

*9/21/2017*

**STATEMENT FOR CONDITIONAL INSTRUCTOR LICENSE**

I, Kiriana Marenchin, understand and agree to the following conditions in  
(name of applicant)

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

**CONDITIONS**

1. Complete the 1,000 work experience hours either before or at the same time as I complete the 1,000 hours of instructor education program. Both should be completed within a year of the education program start date. I will submit a work experience affidavit from my salon employer.
2. I have to complete 0 work experience hours.
3. Complete and submit proof of the Teacher Boot Camp course within two weeks of the conditional license issue date.
4. Pass the Instructor State laws/rules test within two weeks of the conditional license issue date.
5. If I do not complete these requirements or I leave the school instructor program I will immediately inform the Commission of my changed status.

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

Signature of Applicant: Kiriana Marenchin Dated: 9/26/17

STATEMENT OF EMERGENCY NEED FOR CONDITIONAL INSTRUCTOR LICENSE

(to be completed by the school officials)

Please type.

1. **SUBMITTED NAME:** (person completing this document) PEGGY SPROAT  
Title: OWNER
2. **NAME OF APPLICANT** for conditional license: Caroline Vettorazzi  
Current license number: E-012767-2018  
Graduation date from cosmetology school: 10/26/2014  
Work experience hours: 4000  
Other experience (previous instructor license):  
(Applicant application needs to me attached)
3. **DETAILED INFORMATION.** Why the applicant does not meet the requirements for an instructor license.  
(the list of requirements can be found on the application)  
she has been actively working in the salon since she graduated in 2014, she also has knowledge of the schools policy and procedures because she is a Headlines Academy graduate.
4. **TYPE OF LICENSE REQUIRED** (circle one only): Senior instructor / Junior instructor
5. **DATE LICENSE IS NEEDED:** ASAP  
Why this date? To cover the needs of the school and maintain our 1/20 Instructor/Student ratio
6. **CURRENT SCHOOL SITUATION:** (Information to include: name of school where emergency is; number of current instructors and their licenses (senior/junior); number of students in the school)  
Headlines Academy currently does not have enough staff to cover the needs of our students. We have 4 Senior Instructors, 4 Junior Instructors and 43 students. We have trouble staffing during the extended evenings hours & weekends. Having additional senior instructors will fill this void.

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

We had two senior instructors leave for maternity leave and both decided not to return. We have replaced this staff but need them to have senior status so they can be utilized to cover our extended evening hours & classroom. Caroline has been hired for classroom instruction to which we usually have a senior instructor in the next room with the Cosmetology Core Class.

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

Granting all the senior licenses that Headlines Academy is applying for will certainly solve our staffing issues. She will continue to complete the training required of a junior instructor as in house training, however we feel like she has adequate experience to teach alone if the situation should arise.

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

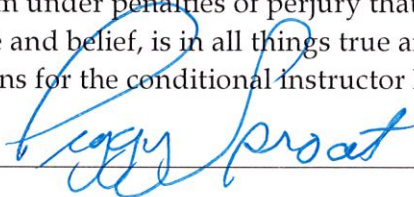
Our staff has been working long hours & in some cases overtime to meet our student needs. As you know this can certainly cause burnout & we want all of our instructors to be on their A-Game and bringing their best abilities so we may educate our students properly.

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

Without the additional senior instructors we will not be able to offer evening hours or weekends. We also will not have enough staff to cover our upcoming Nail & Esthetics programs. Our latest Cosmetology class has 20 students so our salon floor will also be in need of additional instructors to better serve our guests and instruct our students. We can use her to fill the ratio with the esthetics students also.

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

Signature of Submitter: \_\_\_\_\_



Dated: \_\_\_\_\_



**STATEMENT FOR CONDITIONAL INSTRUCTOR LICENSE**

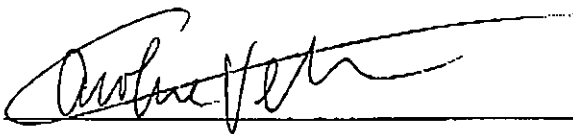
I, Caroline Vettorazzi, understand and agree to the following conditions in  
(name of applicant)

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

**CONDITIONS**

- 1. Complete the 1,000 work experience hours either before or at the same time as I complete the 1,000 hours of instructor education program. Both should be completed within a year of the education program start date. I will submit a work experience affidavit from my salon employer.
- 2. I have to complete 0 work experience hours.
- 3. Complete and submit proof of the Teacher Boot Camp course within two weeks of the conditional license issue date.
- 4. Pass the Instructor State laws/rules test within two weeks of the conditional license issue date.
- 5. If I do not complete these requirements or I leave the school instructor program I will immediately inform the Commission of my changed status.

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

Signature of Applicant: 

Dated: 9/27/2017



**STATEMENT OF EMERGENCY NEED FOR CONDITIONAL INSTRUCTOR LICENSE**

(to be completed by the school officials)

Please type.

1. **SUBMITTER NAME:** (person completing this document) Joy Poloncie  
Title: Owner - Black Hills Beauty College

2. **NAME OF APPLICANT** for conditional license: Mary Ann Rankin  
Current license number: CO-04905-2018 & JC-13770-2018  
Graduation date from cosmetology school: 35 years ago  
Work experience hours: 35 years worth  
Other experience (previous instructor license, etc.) —  
(Applicant application needs to be attached.)

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

Mary Ann does meet the hours for an instructor license as she has been working as a Cosmetologist for 35 years. Mary Ann has completed the Instructor Training Boot Camp through Milady and has also completed the State Law test. Mary Ann is licensed as a Junior Instructor at this time.

4. **TYPE OF LICENSE REQUESTED** (circle one only): Senior instructor Junior instructor

5. **DATE LICENSE NEEDED:** as soon as possible  
Why this date?

Difficult to fill all areas needed with a Senior Instructor, as lost a Senior Instructor to go to work full-time in a salon.

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

- Holly Keszler – Sr. Instructor
- Linsy Saenz – Sr. Instructor
- Wendy Beaumont – Sr. Instructor
- Adaali (Addie) Mendez – Sr. Instructor (part-time)
- Mary Ann Rankin – Junior Instructor

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

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

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

Black Hills Beauty College is hoping to be granted an emergency Senior Instructor license for Mary Ann to continue the operation of Black Hills Beauty College to fit our needs. Mary Ann has worked in a salon for 30+ years, far exceeding the 1000 hours required to become a Senior Instructor.

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

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



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

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

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

Signature of Submitter: \_\_\_\_\_

*R. Poloncic*

Dated: \_\_\_\_\_

*10/24/17*

STATEMENT FOR CONDITIONAL INSTRUCTOR LICENSE

I, Mary Ann Hankin, understand and agree to the following conditions in  
(name of applicant)

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

CONDITIONS

1. Complete the 1,000 work experience hours either before or at the same time as I complete the 1,000 hours of instructor education program. Both should be completed within a year of the education program start date. I will submit a work experience affidavit from my salon employer.
2. I have to complete 1000 work experience hours. 30+ years in a salon
3. Complete and submit proof of the Teacher Boot Camp course within two weeks of the conditional license issue date. Completed 10/5/17
4. Pass the Instructor State laws/rules test within two weeks of the conditional license issue date. Completed 10/17/17
5. If I do not complete these requirements or I leave the school instructor program I will immediately inform the Commission of my changed status.

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

Signature of Applicant: Mary Ann Hankin Dated: 10/24/17

For office use only: License number: \_\_\_\_\_  
 Date processed: \_\_\_\_\_ Date expires: \_\_\_\_\_

Cosmetology Commission 500 E Capitol Ave Pierre SD 57501 605/773-6193	<b>SOUTH DAKOTA COSMETOLOGY COMMISSION</b> <b>SCHOOL LICENSE RENEWAL FORM</b>
--	--

**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: Black Hills Beauty College – Rapid City

Current On-site Director: Holly Keszler

School Address: 623 St. Joe Street

City/State/Zip Rapid City SD 57701

Telephone: 605-342-0697	Fax: 605-342-6886	Email: holly@bhbeautycollege.com
Programs Offered:	Cosmetology <del>YES</del> NO	Number of clock hours 2100
	Nail Technology <del>YES</del> NO	Number of clock hours 400
	Esthetics <del>YES</del> 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

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? Attached on a separate sheet of paper

Current Enrollment in - - - -	Cosmetology Program: 45	Nails Program: 0	Esthetics Program: 4
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Approximate Square Footage of school physical premises: 11,000

**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
Tom Poloncic	1000 Alta Vista Dr. Rapid City, SD 57701	605-390-3503
Joy Poloncic	1000 Alta Vista Dr. Rapid City, SD 57701	605-390-4633

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

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

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

## **#2 School Information**

**Days/times open: In the school catalog  
Page 4 in the white insert**

**Day/times of theory classes: In the school catalog  
Page 4 in the white insert**

**Day/times of clinic: In the school catalog  
Page 4 in the white insert**

**What months are programs started:**

**Cosmetology: January, April, July & Septmeber**

**Nail Technology: January, June & December**

**Esthetics: March & August**

## **#4 Instructors & Qualifications**

### **Senior Instructors:**

**Holly Keszler: Instructor license # IC-06066-2017  
Cosmetologist license# CO-01521-2017  
Holly is Electric File Certified  
Expires: 12-01-2017**

**Linsy Saenz: Instructor license #IC-09759-2017  
Cosmetologist license #CO-07939-2017  
Linsy is Electric File Certified  
Expires: 1-20-2018**

**Wendy Beaumont: Instructor License #IC-04848-2017  
Cosmetologist license #CO-03751-2017  
Wendy is certified in Microdermabrasion,  
Electric File & EyeLash Extensions  
  
Expires: 4-01-2017**

**Mary Rankin: Instructor License# JC-13770-2018  
Cosmetologist license #CO-04905-2018  
Expires: 4-18-2018**

## **#5 Required Attachments**

**List of required and non-required equipment.**

**On the sheet taken from the State Law book. I have highlighted the ones we are in compliance with. We do have all the required equipment.**

**School's current catalog.**

**Most of the required information will be in the school's catalog.**

**List of textbook and workbook:**

**Pivot Points Cosmetology Fundamentals – Main textbook**

**Milday Standard Cosmetology**

**Pivot Point Library for Pivot Point Schools:**

**Salon Success**

**Scientific Approach: Sculpture**

**Texture**

**Hair Design**

**Color**

**Nail Tech Program: Pivot Point Nail Tech Fundamentals**

**Esthetics Program: Pivot Point Esthetics Fundamentals**

**Advertising Brochure: Small handout in the catalog**

**Website Address: [bhbeautycollege.com](http://bhbeautycollege.com)**

**School rules and regulations: In the school catalog.**

**Page 7&8 in the white insert**

**Student policies & procedures: In the school catalog.**

**Enrollment Policy - Page B**

**Attendance Policy - Page B**

**Graduation Policy - Page C**

**Explanation of procedure to track student hours &**

**Explanation of how student records are kept and stored.**

The students are given a time card each day when they arrive to school. During the day, they have to scan themselves in using their fingerprint . Then the hours are recorded on the time sheets provided by the commission. At the beginning of each month, the monthly time sheets are signed by the student and then mailed to the Commission by the 10<sup>th</sup> of each month. Before we send the monthly totals to the Commission, we make a copy and place in the students file.

After the students have signed the monthly sheet, they are put into the computer for a running total. Each month the student will receive a copy of this running total and the students are expected to keep track of their hours.

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

The times and days we are open and when we are in class on Page 4 in the white insert of the school catalog.

**Days scheduled to be closed:**

July 4<sup>th</sup>

November 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup>

December 26<sup>th</sup>

**Field trips - On the Commission provided sheet.**

**Listing of substitute instructors & guest instructors.**

**Guest Speakers: Teresa Jahner - Matrix Rep**

**Anita Keester – Smart Styles Manager**

**Mandi May – Great Clips Manager**

**Heather Heidepriem – The Man Salon**

**Assistant Manager**

**Addie Mendez – JCPenney**

**CO-10846-2018**

**Expires: 12-19-18**

**IC-13628-2017**

**Expires: 12-19-2017**



**Changes in the last year.**

In April we started our Esthetics program with 2 students that have graduated and we started another one in August with 4 students. It is going very well.

SCHOOL FIELD TRIP PLANS for school license year February, 2018 through January, 2019.

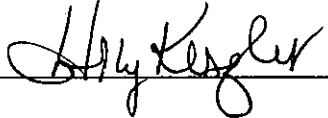
1. School name: Black Hills Beauty College - Rapid City - Cosmetology

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

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational Objectives and approximate number of students
1. Salon Visits Mystic Edge      The Man Salon As Wicked        Great Clips JC Penneys       Perfect 10 Regis               Salon I East Cutters       Smart Style	Jan May Sept	7	This gives the students the opportunity to look at the different types of salons + which ones would fit their goals + personalities. They will have their resumes printed + ready to hand out to the salon managers or owners. 8-15 students
2. Supply House Visits: Salon Centric CosmoProf	Jan April July Sept.	2	The students will have a chance to tour the supply houses + see what they are able to purchase professionally. They will also get signed up with cards to purchase products. Depending on class size
3. CosmoProf Fall Hair Show The Lodge Deadwood	Oct	6	This is a great opportunity for the students to go + learn about new/different products + new techniques. 10-20 Students
4. Night to Shine Tim Tebow Foundation Bethel Assembly Rapid City	Feb 9	4	This a prom night for people w/ special needs. we will be doing hair + makeup for their big night. This gives the students practice + giving back to a good cause. 5-6 students

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: 10/24/18

.....  
 Date received by Commission: \_\_\_\_\_

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

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

1. completes a School Field Trip plan which lists:
  - a. name and location of field trip;
  - b. approximate date(s);
  - c. number of hours;
  - d. educational objectives (important);
  - e. number of students involved.
2. attaches appropriate lesson plans;
3. submits this plan with the renewal of the school license;
4. requests no more than 16 hours per year;
5. has instructor(s) directly supervise the students at all times on the field trip;
6. has students and instructors wear identification nametags while on field trip.

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

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational Objectives and approximate number of students
5. Black Hills Works Fashion show Fundraiser	April	8	The students will be practicing their hair + make up skills on people with special needs for their fundraiser. The models design their own clothes + the students will do their hair + makeup according to their clothing. 6-8
6.			

# Black Hills Beauty College

Updated 2/2014  
(NT100lp)

## UNIT OR SUBJECT

TLC – Salon Visits

## TOPIC

Salon Visits and Resumes

## LESSON OBJECTIVE

To have the students go out to meet the salon owners/managers and to help decide what type of salon would best fit their personalitis.

## FACILITY USED

NA

## TIME ALLOTMENT

7 hours

## MATERIALS & EQUIPMENT

Job Applications  
Resume

## PRINTED MATERIALS

NA

## AUDIO & VISUAL AIDS

## SPECIAL RESEARCH

Meet with the students to see what salons they are interested in and then call the salons to schedule times for the visits.

## PREPARATORY ASSIGNMENTS FOR THE TEACHER

Call salons and schedule times for the visits.

## MATERIALS STUDENTS SHOULD BRING TO CLASS

NA

## MOTIVATION TO BE USED

Being able to meet with salon owners/managers and learn about their salons and seeing which salons would best fit their personalities and goals.

# Black Hills Beauty College

Updated 2/2014  
(NT1001p)

## UNIT OR SUBJECT

TLC – Supply House Visits

## TOPIC

Supply House Visits

## LESSON OBJECTIVE

This will give the students just starting school the opportunity to visit the supply houses and get signed up to get cards so they can purchase professional products to use on their hair.

## FACILITY USED

NA

## TIME ALLOTMENT

2 hours

MATERIALS & EQUIPMENT

Driver license

PRINTED MATERIALS

NA

AUDIO & VISUAL AIDS

SPECIAL RESEARCH

NA

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Call the supply houses to schedule the visits.

MATERIALS STUDENTS SHOULD BRING TO CLASS

Driver license

MOTIVATION TO BE USED

This will give the students an idea of what products they will be learning about and what the supply houses have to offer the students in professional products and classes.

# Black Hills Beauty College

Updated 2/2014  
(NT100lp)

## UNIT OR SUBJECT

CosmoProf Fall Hair Show

## TOPIC

Hair Show

## LESSON OBJECTIVE

To have the students be able to attend a hair show to help motivate them by seeing the new trends and products that are offered to them. The new techniques they learn at the show can be brought back to the school for them to use and to also use in the salon.

## FACILITY USED

The Lodge - Deadwood

## TIME ALLOTMENT

6 hours



MATERIALS & EQUIPMENT

NA

PRINTED MATERIALS

NA

SPECIAL RESEARCH

Check for the time, dates and cost of the tickets.

PREPARATORY ASSIGNMENTS FOR THE TEACHER

NA

MATERIALS STUDENTS SHOULD BRING TO CLASS

NA

MOTIVATION TO BE USED

To get the students excited to learn new creative hairstyles and how to use the new products and tools.

# Black Hills Beauty College

Updated 2/2014  
(NT100p)

## UNIT OR SUBJECT

Night to Shine

## TOPIC

Tim Tebow Foundation Prom Night for People with Special Needs

## LESSON OBJECTIVE

The students will be styling hair and applying makeup to the girls going to the prom night. The students will be able to apply their skills and talents and all for a good cause.

## FACILITY USED

Bethal Assembly Rapid City

## TIME ALLOTMENT

4 hours

## MATERIALS & EQUIPMENT

Curling Irons	Combs	Clips	Hairspray
Makeup	Disposable applicators	Hand mirror	

## PRINTED MATERIALS

NA

## AUDIO & VISUAL AIDS

## SPECIAL RESEARCH

Check for the location and how many models.

## PREPARATORY ASSIGNMENTS FOR THE TEACHER

Gather supplies  
Run off printed materials

## MATERIALS STUDENTS SHOULD BRING TO CLASS

NA

## MOTIVATION TO BE USED

The students will be able to show off their talents of hair styling and the application on makeup for a good cause.

# Black Hills Beauty College

Updated 2/2014  
(NT100lp)

## UNIT OR SUBJECT

Black Hills Works Fashion Show/Fundraiser

## TOPIC

Fashion Show/Fundraiser

## LESSON OBJECTIVE

The students will be styling hair and applying makeup to the models for the fashion show. This is a fundraiser for Black Hills Works. The students will be able to apply their skills and talents and all for a good cause.

## FACILITY USED

Location to be determined at this time.

## TIME ALLOTMENT

**8** hours

## MATERIALS & EQUIPMENT

Curling Irons      Combs      Clips      Hairspray

Makeup                      Disposable applicators      Hand mirror

PRINTED MATERIALS

NA

AUDIO & VISUAL AIDS

SPECIAL RESEARCH

Check with Black Hills Works for the location and how many models.

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Gather supplies  
Run off printed materials

MATERIALS STUDENTS SHOULD BRING TO CLASS

NA

MOTIVATION TO BE USED

The students will be able to show off their talents of hair styling and the application on makeup for a good cause.

SCHOOL FIELD TRIP PLANS for school license year February, 2018 through January, 2019.


1. School name: Black Hills Beauty College - Nail Tech Program

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

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational Objectives and approximate number of students
1. Salon Visits: Salon Centric Cosmo Prof	Feb July	2	The nail tech students will go to the supply houses to see all the different types of tools + products there are for nail techs. They will also receive their cards at this time. 2-6
2. Salon Visits: Perfect 10 Mystic Edge JC Penneys Salon I	March August	5	This gives the students to look at the different salons that offer nails + career opportunities for our nail tech students. The students will also have their resumes ready to hand to managers/owners that day. 4:
3.			
4.			

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

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

School representative's signature:   
 Date: 10/24/17

.....  
 Date received by Commission: \_\_\_\_\_

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

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

1. completes a School Field Trip plan which lists:
  - a. name and location of field trip;
  - b. approximate date(s);
  - c. number of hours;
  - d. educational objectives (important);
  - e. number of students involved.
2. attaches appropriate lesson plans;
3. submits this plan with the renewal of the school license;
4. requests no more than 16 hours per year;
5. has instructor(s) directly supervise the students at all times on the field trip;
6. has students and instructors wear identification nametags while on field trip.

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

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational Objectives and approximate number of students
5.			
6.			

# Black Hills Beauty College

Updated 2/2014  
(NT100lp)

## UNIT OR SUBJECT

TLC – Supply House Visits

## TOPIC

Supply House Visits

## LESSON OBJECTIVE

This will give the students just starting school the opportunity to visit the supply houses and get signed up to get cards so they can purchase professional products to use on their hair.

## FACILITY USED

NA

## TIME ALLOTMENT

2 hours



## MATERIALS & EQUIPMENT

Driver license

## PRINTED MATERIALS

NA

## AUDIO & VISUAL AIDS

## SPECIAL RESEARCH

NA

## PREPARATORY ASSIGNMENTS FOR THE TEACHER

Call the supply houses to schedule the visits.

## MATERIALS STUDENTS SHOULD BRING TO CLASS

Driver license

## MOTIVATION TO BE USED

This will give the students and idea of what products they will be learning about and what the supplies houses have to offer the students in professional products and classes.

# Black Hills Beauty College

Updated 2/2014  
(NT100lp)

## UNIT OR SUBJECT

TLC – Salon Visits

## TOPIC

Salon Visits and Resumes

## LESSON OBJECTIVE

To have the students go out to meet the salon owners/managers and to help decide what type of salon would best fit their personalitis.

## FACILITY USED

NA

## TIME ALLOTMENT

5 hours

## MATERIALS & EQUIPMENT

Job Applications  
Resume

## PRINTED MATERIALS

NA

## AUDIO & VISUAL AIDS

## SPECIAL RESEARCH

Meet with the students to see what salons they are interested in and then call the salons to schedule times for the visits.

## PREPARATORY ASSIGNMENTS FOR THE TEACHER

Call salons and schedule times for the visits.

## MATERIALS STUDENTS SHOULD BRING TO CLASS

NA

## MOTIVATION TO BE USED

Being able to meet with salon owners/managers and learn about their salons and seeing which salons would best fit their personalities and goals.

SCHOOL FIELD TRIP PLANS for school license year February, 2018 through January, 2019.

1. School name: Black Hills Beauty College - 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	Credit Hours	Educational Objectives and approximate number of students
1. Salon Visits: Spa Med Mystic Edge Aloha Spd - Deadwood Jc Penneys	April Sept.	6	This will show the students the different types of salons they can work in with their license. It will give them knowledge of the type of salon that would best fit their goals 4-8
2.			
3.			
4.			

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

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

School representative's signature: *Willy Kesler*  
Date: 10/24/18

.....  
Date received by Commission: \_\_\_\_\_

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

# Black Hills Beauty College

Updated 2/2014  
(NT100p)

## UNIT OR SUBJECT

TLC – Salon Visits

## TOPIC

Salon Visits and Resumes

## LESSON OBJECTIVE

To have the students go out to meet the salon owners/managers and to help decide what type of salon would best fit their personalities.

## FACILITY USED

NA

## TIME ALLOTMENT

6 hours

## MATERIALS & EQUIPMENT

Job Applications  
Resume

## PRINTED MATERIALS

NA

## AUDIO & VISUAL AIDS

## SPECIAL RESEARCH

Meet with the students to see what salons they are interested in and then call the salons to schedule times for the visits.

## PREPARATORY ASSIGNMENTS FOR THE TEACHER

Call salons and schedule times for the visits.

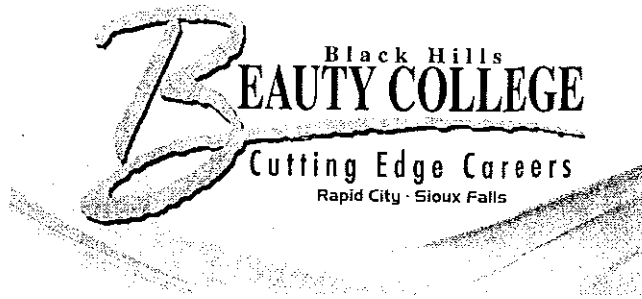
## MATERIALS STUDENTS SHOULD BRING TO CLASS

NA

## MOTIVATION TO BE USED

Being able to meet with salon owners/managers and learn about their salons and seeing which salons would best fit their personalities and goals.

623 St. Joseph Street  
Rapid City, SD 57701  
605.342.0697  
Fax: 605.342.6886



3501 S. Kelley Ave.  
Sioux Falls, SD 57106  
605.361.2787  
Fax: 605.361.4330

Please complete this form. Mail or bring to the enrollment Office at Black Hills Beauty College, along with the following information:  
A. A copy of High school Diploma / G.E.D.  
B. A copy of Birth Certificate or verification of birth  
C. Registration Fee \$60.00  
To ensure quality education, enrollment is limited.

**ENROLLMENT APPLICATION**  
**PROGRAM INFORMATION**

Location you will attend:  
 Rapid City  Sioux Falls

I hereby apply for acceptance in the program of study checked below:

<input type="checkbox"/> Cosmetology <input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> July <input type="checkbox"/> September	<input type="checkbox"/> Esthetics (Rapid City Only) <input type="checkbox"/> March <input type="checkbox"/> August	<input type="checkbox"/> Nail Technology (Rapid City Only) <input type="checkbox"/> January <input type="checkbox"/> June	<input type="checkbox"/> Massage (Rapid City Only) <input type="checkbox"/> January <input type="checkbox"/> July
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**APPLICANT INFORMATION**

Ms. \_\_\_\_\_  Miss \_\_\_\_\_  Mrs. \_\_\_\_\_  Mr. \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Street Address \_\_\_\_\_ Apt/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Cell phone provider \_\_\_\_\_ Use cell phone as primary contact  Yes  No

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Place of Birth \_\_\_\_\_

Sex  Male  Female Social Security \_\_\_\_\_

Place of Employment \_\_\_\_\_ Phone Number \_\_\_\_\_

Drivers License Number \_\_\_\_\_ State \_\_\_\_\_  Left handed shear **OR**  Right handed shear

Have you ever been convicted of a felony or any crime other than traffic violations?  Yes  No

I am  Single  Married  Divorced  Separated Number of children \_\_\_\_\_ Ages \_\_\_\_\_

If married, spouse's name and place of employment \_\_\_\_\_

**CONTACTS**

Person to be contacted in case of emergency \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Name of Parent(s) or Guardian(s) \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Street Address \_\_\_\_\_ Apt/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**EDUCATION**

High School \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate  Yes  No

If no, did you get your G.E.D.?  Yes, Date \_\_\_\_\_  No

OR  Home School Diploma  Online Diploma

How do you plan to finance your education?  Personal Payments  Financial Aid  Other \_\_\_\_\_

**List references who support you through your education at Black Hills Beauty College**

*Please list two professional references*

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Where did you obtain the information which led you to enroll at Black Hills Beauty College? Mark all that apply.**

BHBC Graduate/Name \_\_\_\_\_  Salon Owner/Name \_\_\_\_\_

Friend/Name \_\_\_\_\_  Guidance Counselor/High School Information

Internet/Website  BHBC Representative

Direct Mailing  Career Day/Career Fair

Other \_\_\_\_\_

**ESSAY STATING INTERESTS AND REASONS FOR ATTENDING BLACK HILLS BEAUTY COLLEGE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DISCLAIMER AND SIGNATURE**

*Consent to be signed by parent or guardian if applicant is under 18 years of age; In the event of emergency, illness or injury, permission is hereby granted to the staff of Black Hills Beauty College to refer the named applicant to a local physician.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*Office Use only*

Admissions Representative Signature \_\_\_\_\_ Date Received \_\_\_\_\_



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

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

**CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION**

**Section A – General Provider Information**

- 1. Provider's Name: Ramona Reicherts
- 2. Provider's Address: 86690 130 th Glenville ,MN 56036
- 3. Provider's Contact Name: Ramona Reicherts
- 4. Phone Number: 641-590-1505 Fax Number: \_\_\_\_\_ Email: microdremmona@gmail.com
- 5. Check one:     Individual Provider     Company Provider

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

Check ONLY ONE category     Microdermabrasion     Electric Nail File

- 1. Name of Course: 16 Hour Microdermabrasion certification and sanitation  
(All continuing education in South Dakota must emphasize safety and sanitation)
- 2. Number of Continuing Education Credit Hours. 16 (Do not include time for breaks and meals)
- 2. Initial Date and Time of Course Offering: to be determined
- 4. Location of Course: On Site or Mona's Style Salon & Spa LLC 108 E Main Albert Lea ,MN 56007  
(Business Name, Street Address, City, State, Zip)

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

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

Licensed in Iowa Instructor# 59444 exp. 03/31/2019 Licensed Instructor MN 1700721 03/31/2019s

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

I have been teaching and certifying for South Dakota for some time now I enjoy teaching. I am glad to have the opportunity to educate.

### Section C – Method of Course Attendance Verification

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

Sign in sheet upon arrival (date, time, Location & name). Forms of id: driver's license or identification card or social security card and Esthetician or Cosmetology License number. Copies are taken of both, sign out at breaks and back in and at end of day for each day.

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

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

### Section D – Signature

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

Ramona Reicherts

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

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

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

### Section E – Commission Office Use Only

\_\_\_\_\_ Approved \_\_\_\_\_ Hours

Course Approval Number: \_\_\_\_\_

TABLE OF CONTENTS  
OUT LINE OF CLASS SCHEDULE

*Day One - 9 Hrs.*

1. Introduction to Microdermabrasion
  - What is microdermabrasion
  - Microdermabrasion Promotes
  - Differences
  - History
  - Quiz
  
2. Treatment of Aging Skin
  - Aging Process
  - Conditions of aging
  - Reversing the signs of aging skin
    - Techniques 1-4
  - Quiz
  
3. Cancer & Pre-Cancerous
  - Basal Cell Carcinoma
  - Squamous Cell Carcinoma
  - Pre-Cancerous Growths
  - Dysplastic Nevus
  - Actinic Keratosis
  - Warning Signs of Melanoma
  - Detecting Melanoma
  - Minimizing Your Risks
  - How does the sun actually damage skin
  - Preventing myself from getting skin cancer
  - Quiz
  
4. Documentation/ Forms & Client Benefits
  - Should be included in chart
  - Client Benefits
  - Contraindications
  - Adverse effects & Safety Precautions
  - Quiz

*Day Two - 9 Hrs.*

5. General Working Information
  - Long term use of moisturizers
  - Resurfacing to Maintain
  - Glycolic Aids
  - Photo Damaged & Aging Skin
  - Vitamin A & C
  - Quiz
  
6. Preparation & Microderm Procedure
  
7. Understanding Your Machine & Troubleshooting
  
8. Safety & Sanitation
  
9. Marketing & Promotional Ideas
  
10. Miscellaneous

# Ramona Reicherts

## Licensed Educator

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### Ramona Reicherts

86690 130th St  
Glenville, MN 56036

641.590.1505  
microdermmona@gmail.com

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### Skills/ Licenses

- 
- Aesthetics Medical Dallas Tx  
Microdermabrasion Certified & MicroCurrent Certified
  - Aquage Academy Graduate 2008 (2 day course- business Eric Fisher & photography training with Luis Alvarez)
  - American Crew Cutting Class
  - Cosmetologist Manager MN, #17025013 exp. 03/31/2020
  - Instructor MN, #17000721 exp. 03/31/2019
  - Cosmetologist IA, #59444 exp. 03/31/2019
  - Instructor IA, #594444 exp. 03/31/2019
  - Educator for South Dakota Cosmetology Board  
Microdermabrasion 16 hr course #MCE-004-2017

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### Experience

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#### Mona's Style Salon & Spa LLC / Co-Owner/ Stylist/ Manager

January 2001 - PRESENT. 807 E Main St Albert Lea, Mn 56007

Responsibilities include manager positions, office duties, salon educator. Working behind the chair, assisting clients with hair and skin care needs.

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### Education

#### CTC- Rochester / Cosmetologist

May 1987 - March 1988. Rochester, MN

#### Carolyn Krouskie / Minnesota Instructor License Program

2005. Minneapolis, MN

#### TSP-Ames / Iowa Instructor License Program

2007. Ames, IA

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### Continuing Education

- Cosmetology Education Group MN (online)
- NCEA member
- MNSSPA
- Iowa Spa Association
- Iowa Cosmetology Group
- All Star Education Group (online)



# Microdermabrasion Technician Certificate of Merit

*This is to certify that*

**“Certificate Holder Name”**

---

*has successfully completed the sixteen hour course of study and instruction in the principles and usage of microdermabrasion and has demonstrated proficiency in the microdermabrasion techniques with excellent precision, thereby better qualifying said person to fulfill the requirements of a properly qualified microdermabrasion technician.*

*Therefore Ramona Reicherts*

*Presents this Certificate of Meritorious Recognition.*

Dated this 3rd & 4th day of October 2017

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Ramona Reicherts, Instructor- MCE-0004-2017



**CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION**

**Section A – General Provider Information**

1. Provider's Name: Ayla Archer
2. Provider's Address: 3301 E. 26<sup>th</sup> St suite 113  
Sioux Falls, SD 57103
3. Provider's Contact Name: Ayla Archer
4. Phone Number: 605 680 2451 Fax Number: - Email: ayla.archer@  
hotmail.com
5. Check one:  Individual Provider  Company Provider

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

Check ONLY ONE category  Microdermabrasion  Electric Nail File  Eyelash Extensions

1. Name of Course: Bella Lash Classic 9/or Volume  
(All continuing education in South Dakota must emphasize safety and sanitation)
2. Number of Continuing Education Credit Hours: 16 (Do not include time for breaks and meals)
3. Initial Date and Time of Course Offering: Oct 22-23 2017
4. Location of Course: Hollywood Style, 3301 E 26<sup>th</sup> St Sioux Falls  
(Business Name, Street Address, City, State, Zip)  
IF you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). The Commission must have at least twenty-four (24) hours written notice of any changes in the date, location or instructor of your course. Resumes are required for a new course instructor. This information must be faxed to the number above (All correspondence MUST include the Commission assigned Course Certification number, course name and number of credit hours).
5. Instructor Name: Ayla Archer
6. Qualifications and licensure. Attach instructor's resume. List state(s) of licensure and current license number. (An instructor does not have to be licensed in SD, but must be licensed from another state)

7. List any relevant information you feel is necessary to assist the Commission in determining approval of this course. IB. A. B. C. D. E. F. G. H. I. J. K. L. M. N. O. P. Q. R. S. T. U. V. W. X. Y. Z. AA. AB. AC. AD. AE. AF. AG. AH. AI. AJ. AK. AL. AM. AN. AO. AP. AQ. AR. AS. AT. AU. AV. AW. AX. AY. AZ. BA. BB. BC. BD. BE. BF. BG. BH. BI. BJ. BK. BL. BM. BN. BO. BP. BQ. BR. BS. BT. BU. BV. BW. BX. BY. BZ. CA. CB. CC. CD. CE. CF. CG. CH. CI. CJ. CK. CL. CM. CN. CO. CP. CQ. CR. CS. CT. CU. CV. CW. CX. CY. CZ. DA. DB. DC. DD. DE. DF. DG. DH. DI. DJ. DK. DL. DM. DN. DO. DP. DQ. DR. DS. DT. DU. DV. DW. DX. DY. DZ. EA. EB. EC. ED. EE. EF. EG. EH. EI. EJ. EK. EL. EM. EN. EO. EP. EQ. ER. ES. ET. EU. EV. EW. EX. EY. EZ. FA. FB. FC. FD. FE. FF. FG. FH. FI. FJ. FK. FL. FM. FN. FO. FP. FQ. FR. FS. FT. FU. FV. FW. FX. FY. FZ. GA. GB. GC. GD. GE. GF. GG. GH. GI. GJ. GK. GL. GM. GN. GO. GP. GQ. GR. GS. GT. GU. GV. GW. GX. GY. GZ. HA. HB. HC. HD. HE. HF. HG. HH. HI. HJ. HK. HL. HM. HN. HO. HP. HQ. HR. HS. HT. HU. HV. HW. HX. HY. HZ. IA. IB. IC. ID. IE. IF. IG. IH. II. IJ. IK. IL. IM. IN. IO. IP. IQ. IR. IS. IT. IU. IV. IW. IX. IY. IZ. JA. JB. JC. JD. JE. JF. JG. JH. JI. JJ. JK. JL. JM. JN. JO. JP. JQ. JR. JS. JT. JU. JV. JW. JX. JY. JZ. KA. KB. KC. KD. KE. KF. KG. KH. KI. KJ. KK. KL. KM. KN. KO. KP. KQ. KR. KS. KT. KU. KV. KW. KX. KY. KZ. LA. LB. LC. LD. LE. LF. LG. LH. LI. LJ. LK. LL. LM. LN. LO. LP. LQ. LR. LS. LT. LU. LV. LW. LX. LY. LZ. MA. MB. MC. MD. ME. MF. MG. MH. MI. MJ. MK. ML. MM. MN. MO. MP. MQ. MR. MS. MT. MU. MV. MW. MX. MY. MZ. NA. NB. NC. ND. NE. NF. NG. NH. NI. NJ. NK. NL. NM. NN. NO. NP. NQ. NR. NS. NT. NU. NV. NW. NX. NY. NZ. OA. OB. OC. OD. OE. OF. OG. OH. OI. OJ. OK. OL. OM. ON. OO. OP. OQ. OR. OS. OT. OU. OV. OW. OX. OY. OZ. PA. PB. PC. PD. PE. PF. PG. PH. PI. PJ. PK. PL. PM. PN. PO. PP. PQ. PR. PS. PT. PU. PV. PW. PX. PY. PZ. QA. QB. QC. QD. QE. QF. QG. QH. QI. QJ. QK. QL. QM. QN. QO. QP. QQ. QR. QS. QT. QU. QV. QW. QX. QY. QZ. RA. RB. RC. RD. RE. RF. RG. RH. RI. RJ. RK. RL. RM. RN. RO. RP. RQ. RR. RS. RT. RU. RV. RW. RX. RY. RZ. SA. SB. SC. SD. SE. SF. SG. SH. SI. SJ. SK. SL. SM. SN. SO. SP. SQ. SR. SS. ST. SU. SV. SW. SX. SY. SZ. TA. TB. TC. TD. TE. TF. TG. TH. TI. TJ. TK. TL. TM. TN. TO. TP. TQ. TR. TS. TT. TU. TV. TW. TX. TY. TZ. UA. UB. UC. UD. UE. UF. UG. UH. UI. UJ. UK. UL. UM. UN. UO. UP. UQ. UR. US. UT. UU. UV. UW. UX. UY. UZ. VA. VB. VC. VD. VE. VF. VG. VH. VI. VJ. VK. VL. VM. VN. VO. VP. VQ. VR. VS. VT. VU. VV. VW. VX. VY. VZ. WA. WB. WC. WD. WE. WF. WG. WH. WI. WJ. WK. WL. WM. WN. WO. WP. WQ. WR. WS. WT. WU. WV. WW. WX. WY. WZ. XA. XB. XC. XD. XE. XF. XG. XH. XI. XJ. XK. XL. XM. XN. XO. XP. XQ. XR. XS. XT. XU. XV. XW. XX. XY. XZ. YA. YB. YC. YD. YE. YF. YG. YH. YI. YJ. YK. YL. YM. YN. YO. YP. YQ. YR. YS. YT. YU. YV. YW. YX. YY. YZ. ZA. ZB. ZC. ZD. ZE. ZF. ZG. ZH. ZI. ZJ. ZK. ZL. ZM. ZN. ZO. ZP. ZQ. ZR. ZS. ZT. ZU. ZV. ZW. ZX. ZY. ZZ.

**Section C – Method of Course Attendance Verification**

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

**Section D – Signature**

1. Name of person completing this application (Please print) Paul Archer
2. Signature: [Signature] Date: 9/21/11

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

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

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

**Section E – Commission Office Use Only**

Approved \_\_\_\_\_ Hours \_\_\_\_\_ Course Approval Number: \_\_\_\_\_  
Denied Reason: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_





1pm-5pm

8am-12pm

12pm-1pm

1pm-5pm

# AYLA ARCHER

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## SUMMARY

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

## EXPERIENCE

### **COSMETOLOGIST**

2006-2013

Cosmetologist at Hair by Stewarts (Aberdeen) April 06-Sept 06  
Barber at Eglin Air Force Base (Eglin AFB, FL) Oct 06 - Jul 08  
Cosmetologist at JC Penney (Pierre and Sioux Falls) Jul 08 - Mar 13

### **COSMETOLOGIST, HOLLYWOOD STYLE; SIOUX FALLS, SD**

2013-CURRENT

Performs services in a full service salon and spa, specializing in eyelash extension application.

### **LASH EXTENSION EDUCATOR, SHAVASANA LASH, CA**

2014-2017

Educated students on the theory and practice of eyelash extensions through an 8 hour curriculum. Taught classes either at Hollywood Style in Sioux Falls, or traveled to students, as far as California. Taught quarterly classes at Capital School of Hairstyling and Esthetics in Omaha, NE. Shavasana also sponsored me to compete in Lash Wars at IBS in Las Vegas June of 2016.

### **LASH EXTENSION EDUCATOR, BELLA LASH, UT**

2017-CURRENT

Teaches the theory and practice of Eyelash Extensions through a 16 hour curriculum. Hollywood Style is an affiliated Bella Lash training center.

## EDUCATION AND TRAINING

LAKE AREA TECHNICAL INSTITUTE, WATERTOWN, SD

2006

Cosmetology

Honor Roll

JK SKINCARE, OMAHA, NE

2013

Classic Lash Extension training (NE Con Ed)

913 S Sneve Ave, Sioux Falls, SD 57103 605.680.2451

SEKIVASANA LASH	2017
Classic Lash Extension Certification	
BELLA LASH	2017
Classic Lash Extension Certification	
BELLA LASH	2017
Volume Lash Extension Certification	
BELLA LASH	2017
Classic Extension Certification	
Classic and volume certification	

#### **ACTIVITIES**

Lash Man, 2016, (9:05), 11



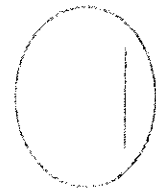


**SAMPLE**

CLASSIC CLASS VS

CLASSIC CLASS VS

CLASSIC CLASS VS



*[Handwritten signature]*

*[Faint text]*