

**MEETING AGENDA**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
Matthews Training Center, 523 E Capitol Ave, Pierre, South Dakota  
Thursday, November 29, 2018 2:00 pm 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 20, 2018 Commission Meeting Minutes  
& November 5, 2018 Public Hearing Minutes ..... Crystal Carlson
- E. Treasurer's Report ..... Crystal Carlson
- F. Executive Director's Report ..... Kate Boyd
- G. Disciplinary Actions ..... Violations Committee
  - 1. Case D-2017
  - 2. Lapsed Case 24-2017
  - 3. Lapsed Case 13-2018
  - 4. Lapsed Case 14-2018
  - 5. Lapsed Case 15-2018
  - 6. Lapsed Case 16-2018
  - 7. Lapsed Case 19-2018
  - 8. Lapsed Case 20-2018
  - 9. Lapsed Case 21-2018
  - 10. Lapsed Case 22-2018
  - 11. Lapsed Case 24-2018
- H. Open for Public Comment
- I. Carryover Items from September 20, 2018 Meeting Regarding Cosmetology  
Education and Early Testing
  - 1. Administrative Rule Requiring Completion of the 1500 hours of required  
Cosmetology curriculum prior to completing additional hours
  - 2. Commission Policy to certify up to 1500 hours of cosmetology curriculum for  
Students who complete their education after January 1, 2019
  - 3. Early Testing – Request from LATI for Commission to put parameters on  
completion of a set percentage of hours before being able to test early

J. Applicant Requests

1. Applicant with Felony Conviction
2. Request for Acceptance of Out-of-State Esthetics Education Hours from Aveda Institute, Minneapolis, Minnesota
3. Maria Tran Reciprocity Application

K. Microdermabrasion Provider Application – Black Hills Beauty College

L. 2019 Exam & Meeting Calendar

M. Other Business

N. ADJOURN

*Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the Cosmetology Commission (605-773-6193) by Tuesday, November 27, 2018 to make any necessary arrangements.*

**Meeting Minutes**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
Rapid City, South Dakota  
September 20, 2018 (MDT)

President Tammy Ugofsky called the meeting to order at 9:05 am on Thursday, September 20, 2018 at Black Hills Beauty College located at 623 St Joseph St, Rapid City, South Dakota.

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

**Members Present:** Crystal Carlson  
Lori Little  
Tami Stokes  
Tammy Ugofsky

**Members Absent:** Debbie Pageler

**Others Present:** Executive Director Kate Boyd  
Holly Keszler, Black Hills Beauty College  
Joy Poloncic, Black Hills Beauty College  
Tom Poloncic, Black Hills Beauty College

The Commission toured Black Hills Beauty College classrooms & observed students and met with Black Hills Beauty College representatives Holly Keszler, Joy Poloncic and Tom Poloncic.

Crystal Carlson made a motion to recess and reconvene at 10:30 am at Headlines Academy. Lori Little seconded the motion. **MOTION PASSED.**

The meeting was recessed at 10:10 am.

President Tammy Ugofsky called the meeting back to order at 10:30 am at Headlines Academy located at 333 Omaha St, Suites 6 & 7, Rapid City, South Dakota.

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

**Members Present:** Crystal Carlson  
Lori Little  
Tami Stokes  
Tammy Ugofsky

**Members Absent:** Debbie Pageler

**Others Present:** Executive Director Kate Boyd  
Peggy Sproat, Headlines Academy  
Desaree Dargatz

The Commission toured Headlines Academy classrooms & observed students and met with Headlines representatives Peggy Sproat and Desaree Dargatz.

Tammy Ugofsky made a motion to recess and reconvene at 1:00 pm at the Department of Labor and Regulation office located at 2330 N Maple Ave Suite 1, Rapid City. Lori Little seconded the motion. **MOTION PASSED.**

The Meeting was recessed at 11:30 am.

President Tammy Ugofsky called the meeting back to order at 1:00 pm at the Department of Labor and Regulation office located at 2330 N Maple Ave Suite 1, Rapid City.

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

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

**Others Present:** Executive Director Kate Boyd  
Graham Oey, Staff Attorney, Department of Labor & Regulation  
(via teleconference)  
Kelsey Skoglund, Cosmetology Commission Staff  
(via teleconference)  
Shawn Venjohn, LATI Cosmetology Program  
Angela Larson, LATI Cosmetology Program (via teleconference)  
Peggy Sproat, Headlines Academy  
Desaree Dargatz, Headlines Academy  
Tom Poloncic, Black Hills Beauty College

Attorney Graham Oey requested that consideration of two proposed Consent Agreements be added to the agenda. Executive Director Kate Boyd requested that the agenda also be amended to include consideration of a Commission policy regarding applicants that have failed the exams ten or more times.

Lori Little made a motion to approve the agenda as amended. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Crystal Carlson made a motion to approve the Minutes of the July 27, 2018 meeting as written. Lori Little seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

The Treasurer's Report for August 31, 2018 showed available funds of \$233,184 and cash center balance of \$157,802.

The President stated that the period for public comment was now open.

Shawn Venjohn from Lake Area Technical Institute requested that the Commission reconsider its policy on certifying only the 1500 hours required for cosmetology licensure instead of the additional hours a student may take in South Dakota. Tami Stokes made a motion to revisit the certification of education hours at the November 30, 2018 Commission meeting. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Shawn Venjohn asked the Commission to place a percentage of education that must be completed prior to a student being able to take State Board examinations. Tami Stokes made a motion to place this on the agenda for the November 30, 2018 meeting. Lori Little seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea). Attorney Graham Oey will check into whether or not the Commission has the authority to develop an administrative rule on this.

Peggy Sproat from Headlines Academy asked the Commission to clarify who is authorized to teach eyelash extensions at a school. The response was that the instructor must first be certified in eyelash extensions prior to teaching to students.

Shawn Venjohn requested that the Commission consider removing the requirement to complete the 1500 hours of required cosmetology curriculum prior to teaching extra hours since some schools only offer programs requiring more hours. The consensus was to place this on the November 30, 2018 meeting agenda. Executive Director Kate Boyd noted that this would require an administrative rules change.

Case A-2018- Lori Little made a motion to approve the Consent Agreement for Case A-2018 with the following terms:

- a. Carrie Hanson Booth's License, Lic. #CB-08793, will be suspended for a period of days beginning September 1, 2018.
- b. The 5 days of suspension will be held in abeyance for a period of 1 year, and Carrie Hanson Booth's license will not be actively suspended, so long as the following conditions are met:
  - 1) Carrie Hanson Booth will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission; and
  - 2) Carrie Hanson Booth pay a penalty in the amount of \$75.00 to the Commission prior to September 1, 2018, as a condition for the immediate reinstatement of Ms. Hanson's booth license pursuant to SDCL 36-15-58.5.

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

Lapsed Case 11-2018- Crystal Carlson made a motion to approve the Consent Agreement for Lapsed Case 11-2018 with the following terms:

- a. Hair Candy Salon license, Lic. #CS-08191, will be suspended for a period of 10 days beginning September 1, 2018.
- b. The 10 days of suspension will be held in abeyance for a period of 1 year, and Hair Candy Salon license will not be actively suspended, so long as the following conditions are met:
  - 1) Hair Candy Salon will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the day this agreement is signed by the Commission; and
  - 2) Hair Candy Salon pay a penalty in the amount of \$150.00 to the Commission prior to September 1, 2018, as a condition for the immediate reinstatement of Hair Candy Salon license pursuant to SDCL 36-15.58.5.

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

Tami Stokes made a motion to go into Executive Session to deliberate Cases M-2017 and S-2018. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Executive Session began at 2:00 pm. The Commission resumed regular session at 2:35 pm.

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

- a. Headlines, Lic. #SLC-00015, will be suspended for a period of 60 days beginning October 5, 2018.
- b. The 60 days of suspension will be held in abeyance for a period of one year, and Headlines Academy Inc's School license will not be actively suspended, so long as the following conditions are met:
  - 1) Headlines will pay \$4,500.00 to the Commission prior to September 5, 2018, as a condition for the immediate reinstatement of the school license pursuant to SDCL 36-15.58.5.
  - 2) Headlines will be subject to additional inspections for a period of one year from the date of execution of this agreement. Ms. Sproat, as owner of the school, will make a onetime payment to the Commission for the additional expenses of the inspections in the amount of \$1,000.00 by October 5, 2018.
  - 3) Headlines will send to the Commission Office, on a weekly basis, instructor work schedules for a period of one year beginning on the day this agreement is accepted by the Commission; and

- 4) Headlines 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 one year beginning on the day this agreement is signed by the Commission.

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

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

- a. Ms. Sproat, Lic. #CO-06370 & IC-05824, will be suspended for a period of 6 months beginning October 5, 2018.
- b. The 6 months of suspension will be held in abeyance for a period of one year, and Ms. Sproat's license will not be actively suspended, so long as the following conditions are met:
  - 1) Ms. Sproat pay a penalty in the amount of \$1,000.00 to the Commission prior to October 5, 2018; as a condition for the immediate reinstatement of her licenses pursuant to SDCL 36-15-58.5;
  - 2) Ms. Sproat will attend and successfully complete an educational course given by Commission Staff on Licensing Laws and Regulations. This course is provided at a cost of \$50 to be paid and completed by November 16, 2018; and
  - 3) Ms. Sproat 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 one year beginning on the day this agreement is signed by the Commission;

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

Tammy Stokes made a motion to go into Executive Session for the purposes of reviewing and updating the State Laws/Rules examination, Instructor State Laws examination, and the salon/booth and school inspection reports. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Executive Session began at 2:47 pm.

The Commission went back into regular session at 3:10 pm.

Tami Stokes made a motion to adopt the updated state laws/rules and instructor state laws examinations and to have the instructor state laws examination become a closed book examination. The salon/booth and school inspection reports will be revisited at the November 30, 2018 meeting after further review. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

The next agenda item was for the Commission to review their policy on testing of reciprocity applicants. The Commission did not take any action to change the policy.

President Tammy Ugofsky stated that due to the lateness of the hour, the two-tier esthetics licensing would be delayed to the November 30, 2018 meeting.

Tami Stokes made a motion to approve the successful completion of the three-month probation for Apprentice Rebecca Wells at Revive Day Spa apprentice salon in Aberdeen. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to approve the Black Hills Beauty College electric file provider application. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to approve Tami Stokes electric file provider application. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Ugofsky yea, Stokes abstain).

Tami Stokes made a motion to approve Black Hills Beauty College eyelash extension provider application. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tami Ugofsky made a motion to approve Headlines Academy eyelash extension provider application. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tami Stokes made a motion to approve Ayla Archer eyelash extension provider application. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tami Ugofsky made a motion to approve Headlines Academy eyelash extension provider application. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to approve Tami Stokes eyelash extension provider application. Lori Little seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Ugofsky yea, Stokes abstain).

Executive Director Kate Boyd informed the Commission that the 2019 State Board Exam and Commission Meeting schedule is still not complete. The schedule does not require Commission approval. The Commission will all receive a copy of the schedule when it is complete in the next few weeks. If there are major conflicts, changes can be made at that time.

The other item that had been added to the agenda was for the Commission to consider authorizing the Executive Director to deny applications for individuals who have tested ten or more times. The Commission members stated that they feel this is a Commission responsibility.



Cosmetology Commission Minutes  
September 20, 2018  
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An application for an individual who has failed the nail technician theory examination fourteen times was passed out to the Commission, together with the history of the applicant's exam history. This will be placed on the agenda for the November 30, 2018 meeting for Commission review and action.

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

President Ugofsky adjourned the meeting at 3:30 pm..

Respectfully submitted,

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Kate Boyd, Executive Director

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Crystal Carlson, Secretary-Treasurer

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

**September 20, 2018**

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

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

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

SOUTH DAKOTA COSMETOLOGY COMMISSION  
MINUTES OF PUBLIC HEARING

The South Dakota Cosmetology Commission convened at 10:00 am (CDT) on Monday, November 5, 2018 at the South Dakota Cosmetology Commission office located at 221 W Capitol Avenue, Suite 101, Pierre, South Dakota and via teleconference.

The purpose of the meeting was to conduct a public hearing on the following proposed rule of the commission: 20:42:03:03.

**Hearing Officer:** Kate Boyd, Pierre, South Dakota.

**Roll call by Secretary-Treasurer Crystal Carlson with the following members of the commission in Attendance:**

Tammy Ugofsky, President, via teleconference  
Lori Little, Vice President, via teleconference  
Crystal Carlson, Secretary-Treasurer, via teleconference  
Debbie Pageler, Member, via teleconference  
Tami Stokes, Member, via teleconference

Commission Members Absent: N/A

**Others in Attendance:**

Graham Oey, Department of Labor & Regulation Senior Attorney, via teleconference  
Kate Boyd, Executive Director, Cosmetology Commission

**Written Testimony:** The Commission did not receive any written testimony for consideration.

**Oral Testimony:** No one from the public joined the meeting to provide any oral testimony.

The Commission reviewed the proposed fee increases.

Tammy Ugofsky made a motion to approve the rule as presented. Crystal Carlson seconded the motion. A roll call vote was taken. **MOTION PASSED.** (Ugofsky-yea; Little-yea; Pageler-yea; Stokes-yea; Carlson-yea)

President Ugofsky stated that anyone wishing copies of the minutes of the commission meeting or notices of commission meetings could call or write the Cosmetology Commission.

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

Respectfully submitted,

\_\_\_\_\_  
Crystal Carlson, Secretary  
Cosmetology Commission

**Adjournment:** 10:15 am

October 2018

BA20JB60

MONTHLY

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BUDGET UNIT 1033

DATE 11/03/2018

AVAILABLE FUNDS  
AS OF: 10/31/2018  
FY YEAR REMAINING: 66.6%

PAY DAYS REMAINING: 16

BUDGET UNIT NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	332,274.00	0.00	0.00	33,085.80	106,452.81	192,735.39	171,945.43
BUDGETED TOT	332,274.00	0.00	0.00	33,085.80	106,452.81	192,735.39	
ALL COMP TOT	332,274.00	0.00	0.00	33,085.80	106,452.81	192,735.39	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	160,340.00	0.00	0.00	12,241.81	51,515.24	108,824.76	67.9
5102 EMPLOYEE BENEFITS	47,499.00	0.00	0.00	3,210.55	13,493.41	34,005.59	71.6
5203 TRAVEL	40,074.00	0.00	0.00	2,995.62	13,960.93	26,113.07	65.2
5204 CONTRACTUAL SVCS	73,880.00	0.00	33,085.80	2,444.15	23,079.89	17,714.31	24.0
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	1,559.23	3,402.34	7,078.66	67.5
5207 CAPITAL OUTLAY	0.00	0.00	0.00	1,001.00	1,001.00	1,001.00-	0.0
TOTALS	332,274.00	0.00	33,085.80	23,452.36	106,452.81	192,735.39	58.0

BREAKOUT BY COMPANY:

COMPANY	EMPLOYEE SALARIES	EMPLOYEE BENEFITS	TRAVEL	CONTRACTUAL SVCS	SUPPLIES & MATRLS	CAPITAL OUTLAY	PS SUBTOTALS	OE SUBTOTALS	COMPANY 6503-I TOT
5101000	160,340.00	47,499.00	40,074.00	73,880.00	10,481.00	0.00	207,839.00	124,435.00	332,274.00
5102000	160,340.00	47,499.00	40,074.00	73,880.00	10,481.00	0.00	207,839.00	124,435.00	332,274.00
5203000	160,340.00	47,499.00	40,074.00	73,880.00	10,481.00	0.00	207,839.00	124,435.00	332,274.00
5204000	160,340.00	47,499.00	40,074.00	73,880.00	10,481.00	0.00	207,839.00	124,435.00	332,274.00
5205000	160,340.00	47,499.00	40,074.00	73,880.00	10,481.00	0.00	207,839.00	124,435.00	332,274.00
5207000	160,340.00	47,499.00	40,074.00	73,880.00	10,481.00	0.00	207,839.00	124,435.00	332,274.00
TOTALS	160,340.00	47,499.00	40,074.00	73,880.00	10,481.00	0.00	207,839.00	124,435.00	332,274.00

192,735.39

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	171,945.43	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			171,945.43	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			171,945.43	DR **	
BUDGET UNIT TOTAL 1033			171,945.43	DR ***	

STATE OF SOUTH DAKOTA  
 REVENUE SUMMARY BY BUDGET UNIT  
 FOR PERIOD ENDING: 10/31/2018

AGENCY 10 LABOR & REGULATION  
 BUDGET UNIT 1033 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	4293901	COS-OPERATOR/MANAGER	10,100.00	38,190.00
103300061806	6503	4293969	COS-SALONS LICENSE	4,665.00	19,020.00
103300061806	6503	42939690	LICENSE RENEWAL	.00	35.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	50.00	300.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	330.00	942.00
103300061806	6503	4293972	COS-PERMITS	2,040.00	7,410.00
103300061806	6503	4293973	COS-SCHOOL LICENSE	.00	600.00
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIF	1,020.00	4,280.00
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	18,205.00	70,777.00 *
ACCT: 42			LICENSES, PERMITS & FEES	18,205.00	70,777.00 **
103300061806	6503	4393903	COS-PENALTY'S	4,190.00	21,575.00
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	4,190.00	21,575.00 *
ACCT: 43			FINES, FORFEITS & PENALTIES	4,190.00	21,575.00 **
103300061806	6503	4896004	COS-EDUCATION COURSE COST	50.00	670.00
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	800.00	8,090.00
103300061806	6503	4896020	MISCELLANEOUS INCOME	.02	.02
ACCT: 4896				850.02	8,760.02 *
ACCT: 48			OTHER REVENUE	850.02	8,760.02 **
103300061806	6503	4920045	NONOPERATING REVENUES	.00	2,365.75
ACCT: 4920			NONOPERATING REVENUE	.00	2,365.75 *
ACCT: 49			OTHER REVENUE	.00	2,365.75 **
CNTR: 103300061806				23,245.02	103,477.77 ***
COMP: 6503				23,245.02	103,477.77 ****
B UNIT: 1033				23,245.02	103,477.77 *****

MONTHLY REVENUE AND JOURNAL VOUCHER REPORT  
FOR PERIOD ENDING: 10/31/2018

AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503								
COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	4293901	C109CC020	10/05/2018	198197AS	10/05/2018	1,310.00	DR
6503	103300061806	4293901	C109CC020	10/05/2018	198197AS	10/05/2018	1,310.00	CR
6503	103300061806	4293901	C109CC020	10/05/2018	198197AS	10/05/2018	1,310.00	CR
6503	103300061806	4293969	C109CC020	10/05/2018	198197AS	10/05/2018	980.00	CR
6503	103300061806	4293971	C109CC020	10/05/2018	198197AS	10/05/2018	324.00	CR
6503	103300061806	4293972	C109CC020	10/05/2018	198197AS	10/05/2018	6.00	CR
6503	103300061806	4293901	C109CC021	10/12/2018	198619AS	10/05/2018	2,440.00	DR
6503	103300061806	4293901	C109CC021	10/12/2018	198619AS	10/05/2018	2,440.00	CR
6503	103300061806	4293969	C109CC021	10/12/2018	198619AS	10/05/2018	2,440.00	CR
6503	103300061806	4293972	C109CC021	10/12/2018	198619AS	10/05/2018	875.00	CR
6503	103300061806	4293984	C109CC021	10/12/2018	198619AS	10/05/2018	420.00	CR
6503	103300061806	4293901	C109CC022	10/12/2018	198705AS	10/05/2018	140.00	CR
6503	103300061806	4293969	C109CC022	10/12/2018	198705AS	10/12/2018	1,010.00	DR
6503	103300061806	4293972	C109CC022	10/12/2018	198705AS	10/12/2018	1,010.00	CR
6503	103300061806	4293984	C109CC022	10/12/2018	198705AS	10/12/2018	630.00	CR
6503	103300061806	4293901	C109CC023	11/02/2018	200739L	10/12/2018	132.00	CR
6503	103300061806	4293969	C109CC023	11/02/2018	200739L	10/12/2018	20.00	CR
6503	103300061806	4293972	C109CC023	11/02/2018	200739L	10/12/2018	1,325.00	DR
6503	103300061806	4293984	C109CC023	11/02/2018	200739L	10/12/2018	1,325.00	CR
6503	103300061806	4293901	C109CC024	11/02/2018	200739L	10/12/2018	1,325.00	CR
6503	103300061806	4293969	C109CC024	11/02/2018	200739L	10/12/2018	630.00	DR
6503	103300061806	4293972	C109CC024	11/02/2018	200739L	10/12/2018	630.00	CR
6503	103300061806	4293984	C109CC024	11/02/2018	200739L	10/12/2018	600.00	CR
6503	103300061806	4293901	C109CC025	10/19/2018	199364L	10/12/2018	40.00	CR
6503	103300061806	4293969	C109CC025	10/19/2018	199364L	10/19/2018	1,455.00	DR
6503	103300061806	4293972	C109CC025	10/19/2018	199364L	10/19/2018	1,455.00	CR
6503	103300061806	4293984	C109CC025	10/19/2018	199364L	10/19/2018	1,455.00	CR
6503	103300061806	4293901	C109CC026	10/24/2018	199501AS	10/19/2018	525.00	CR
6503	103300061806	4293969	C109CC026	10/24/2018	199501AS	10/19/2018	252.00	CR
6503	103300061806	4293972	C109CC026	10/24/2018	199501AS	10/19/2018	200.00	CR
6503	103300061806	4293984	C109CC026	10/24/2018	199501AS	10/19/2018	1,080.00	DR
6503	103300061806	4293901	C109CC027	10/31/2018	200321AS	10/19/2018	1,080.00	CR
6503	103300061806	4293969	C109CC027	10/31/2018	200321AS	10/19/2018	1,080.00	CR
6503	103300061806	4293972	C109CC027	10/31/2018	200321AS	10/19/2018	465.00	CR
6503	103300061806	4293984	C109CC027	10/31/2018	200321AS	10/19/2018	300.00	CR
6503	103300061806	4293901	C109CC028	10/31/2018	200321AS	10/30/2018	1,480.00	DR
6503	103300061806	4293969	C109CC028	10/31/2018	200321AS	10/30/2018	1,480.00	CR
6503	103300061806	4293972	C109CC028	10/31/2018	200321AS	10/30/2018	1,480.00	CR
6503	103300061806	4293984	C109CC028	10/31/2018	200321AS	10/30/2018	560.00	CR
6503	103300061806	4293901	C109CC029	10/31/2018	200321AS	10/30/2018	50.00	CR
6503	103300061806	4293969	C109CC029	10/31/2018	200321AS	10/30/2018	6.00	CR
6503	103300061806	4293972	C109CC029	10/31/2018	200321AS	10/30/2018	330.00	CR
6503	103300061806	4293984	C109CC029	10/31/2018	200321AS	10/30/2018	620.00	CR

TOTAL ACCOUNT GROUP NET CHANGE 18,205.00 CR \*

STATE OF SOUTH DAKOTA  
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT  
FOR PERIOD ENDING: 10/31/2018

AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4393903	C109CC020	10/05/2018	198197AS	10/05/2018	410.00	CR
6503	103300061806	4393903	C109CC021	10/12/2018	198619AS	10/05/2018	1,280.00	CR
6503	103300061806	4393903	C109CC022	10/12/2018	198705AS	10/12/2018	370.00	CR
6503	103300061806	4393903	C109CC023	11/02/2018	200739L	10/12/2018	740.00	CR
6503	103300061806	4393903	C109CC024	10/19/2018	199364L	10/19/2018	360.00	CR
6503	103300061806	4393903	C109CC025	10/24/2018	199501AS	10/19/2018	600.00	CR
6503	103300061806	4393903	C109CC026	10/31/2018	200321AS	10/30/2018	430.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								4,190.00 CR *
6503	103300061806	4896004	C109CC020	10/05/2018	198197AS	10/05/2018	50.00	CR
6503	103300061806	4896007	C109CC022	10/12/2018	198705AS	10/12/2018	120.00	CR
6503	103300061806	4896007	C109CC026	10/31/2018	200321AS	10/30/2018	680.00	DR
6503	103300061806	4896007	C109CC026	10/31/2018	200321AS	10/30/2018	680.00	CR
6503	103300061806	4896007	C109CC026	10/31/2018	200321AS	10/30/2018	680.00	CR
6503	103300061806	4896020	C109CC026	10/31/2018	200321AS	10/30/2018	.02	CR
TOTAL ACCOUNT GROUP NET CHANGE								850.02 CR *
6503	103300061806	52053100	CD909040	11/02/2018		10/01/2018	324.95	DR
6503	103300061806	52053500	MS908046	10/31/2018		10/31/2018	498.35	DR
6503	103300061806	52053500	MS909048	10/31/2018		10/15/2018	422.40	DR
6503	103300061806	52050280	NO4910A001	11/02/2018		10/02/2018	90.00	DR
6503	103300061806	52042000	FL908061	10/31/2018		10/31/2018	492.97	DR
6503	103300061806	52042000	PL909056	10/31/2018		10/17/2018	83.37	DR
6503	103300061806	52042000	RM909050	10/31/2018		10/09/2018	29.70	DR
6503	103300061806	5228000	TI09-035	10/03/2018		10/01/2018	309.70	DR
TOTAL ACCOUNT GROUP NET CHANGE								2,251.44 DR *
6503	103300061806	82044900	REALES/COSMNT18	10/24/2018	622559	10/23/2018	1,041.75	CR
6503	103300061806	82049600	19SC100020 1064	10/12/2018	19SC100020	10/11/2018	15.00	CR
6503	103300061806	82040500	19SC100028 293	10/12/2018	19SC100028	10/11/2018	80.40	CR
TOTAL ACCOUNT GROUP NET CHANGE								1,137.15 CR *
TOTAL COMPANY--NET CHANGE								22,130.73 CR **



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MONTHLY EXPENDITURE REPORT  
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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	CGEX180926	10/03/2018					3,380.09	DR
6503	103300061806	51010100	CGEX181011	10/17/2018					4,878.61	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	103300061806	51010200	CGEX180926	10/03/2018					8,258.70	DR *
6503	103300061806	51010200	CGEX181011	10/17/2018					1,405.05	DR
6503	103300061806	51010300	CGEX181011	10/17/2018					1,318.06	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
6503	103300061806	51010300	CGEX180926	10/03/2018					2,723.11	DR *
6503	103300061806	51010300	CGEX181011	10/17/2018					480.00	DR
6503	103300061806	51010300	CGEX181011	10/17/2018					780.00	DR
OBJSUB: 5101030 BOARD & COMM MBR'S FEES										
OBJECT: 5101 EMPLOYEE SALARIES										
6503	103300061806	51020100	CGEX180926	10/03/2018					1,260.00	DR *
6503	103300061806	51020100	CGEX181011	10/17/2018					12,241.81	DR **
6503	103300061806	51020100	CGEX181012	10/12/2018	676767				399.26	DR
6503	103300061806	51020100	CGEX181012	10/12/2018	676766				528.57	DR
6503	103300061806	51020100	CGEX181029	10/31/2018	693572				2.83	DR
6503	103300061806	51020100	CGEX181029	10/31/2018	693572				.84	DR
6503	103300061806	51020100	CGEX181029	10/31/2018	690363				5.06	DR
6503	103300061806	51020100	CGEX181029	10/31/2018	690353				2.52	DR
6503	103300061806	51020100	CGEX181029	10/31/2018	693551				2.52	DR
6503	103300061806	51020100	CGEX181029	10/31/2018	689219				.84	DR
6503	103300061806	51020200	CGEX180926	10/03/2018					943.28	DR *
6503	103300061806	51020200	CGEX181011	10/17/2018					202.81	DR
6503	103300061806	51020600	CGEX180926	10/03/2018					292.71	DR
6503	103300061806	51020600	CGEX181011	10/17/2018					495.52	DR *
6503	103300061806	51020800	CGEX180926	10/03/2018					677.15	DR
6503	103300061806	51020800	CGEX181011	10/17/2018					1,073.29	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	103300061806	51020800	CGEX180926	10/03/2018					1,750.44	DR *
6503	103300061806	51020800	CGEX181011	10/17/2018					7.67	DR
6503	103300061806	51020900	CGEX181011	10/17/2018					9.92	DR
OBJSUB: 5102090 WORKER'S COMPENSATION										
6503	103300061806	51020900	CGEX180926	10/03/2018					17.59	DR *
6503	103300061806	51020900	CGEX181011	10/17/2018					1.64	DR
6503	103300061806	52030200	CGEX181029	10/31/2018	691138				2.08	DR
6503	103300061806	52030200	CGEX181029	10/31/2018	693552				3.72	DR *
OBJSUB: 5203020 AUTO PRIV (IN-ST.) L/RTE										
GROUP: 51 UNEMPLOYMENT COMPENSATION										
OBJECT: 5102 EMPLOYEE BENEFITS										
GROUP: 51 PERSONAL SERVICES										
6503	103300061806	52030200	CGEX181029	10/31/2018	691138				3,210.55	DR **
6503	103300061806	52030200	CGEX181029	10/31/2018	693552				15,452.36	DR ***
6503	103300061806	52030200	CGEX181029	10/31/2018	693552				102.58	DR
6503	103300061806	52030200	CGEX181029	10/31/2018	693552				79.12	DR
6503	103300061806	52030200	CGEX181029	10/31/2018	693552				181.70	DR *

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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	52030300	CGEX181012	10/12/2018	676767				337.26	DR
6503	103300061806	52030300	CGEX181012	10/12/2018	676766				50.40	DR
6503	103300061806	52030300	CGEX181029	10/31/2018	693551				354.06	DR
6503	103300061806	52030300	CGEX181029	10/31/2018	693572				282.66	DR
6503	103300061806	52030300	CGEX181029	10/31/2018	690363				116.34	DR
6503	103300061806	52030300	CGEX181029	10/31/2018	690353				90.72	DR
6503	103300061806	52030300	CGEX181029	10/31/2018	689219				80.22	DR
OBJSUB: 5203030 AUTO-PRIV (IN-ST.) H/RTE										
6503	103300061806	52031000	CGEX181029	10/31/2018	691138				1,311.66	DR *
6503	103300061806	52031000	CGEX181029	10/31/2018	693551				62.50	DR
									55.00	DR
OBJSUB: 5203100 LODGING/IN-STATE										
6503	103300061806	52031400	CGEX181012	10/12/2018	676767				117.50	DR *
6503	103300061806	52031400	CGEX181012	10/12/2018	676766				37.00	DR
6503	103300061806	52031400	CGEX181029	10/31/2018	693572				11.00	DR
6503	103300061806	52031400	CGEX181029	10/31/2018	690363				66.00	DR
6503	103300061806	52031400	CGEX181029	10/31/2018	690353				33.00	DR
6503	103300061806	52031400	CGEX181029	10/31/2018	693551				33.00	DR
6503	103300061806	52031400	CGEX181029	10/31/2018	689219				11.00	DR
OBJSUB: 5203140 TAXABLE MEALS/IN-STATE										
6503	103300061806	52031500	CGEX181029	10/31/2018	693552				202.00	DR *
6503	103300061806	52031500	CGEX181029	10/31/2018	693551				47.00	DR
6503	103300061806	52031500	CGEX181029	10/31/2018	691138				43.00	DR
									32.00	DR
OBJSUB: 5203150 NON-TAXABLE MEALS/IN-ST										
6503	103300061806	52032300	CGEX181029	10/31/2018	693550				122.00	DR *
									54.60	DR
OBJSUB: 5203230 AUTO-PRIV. (OUT-STATE) H/R										
6503	103300061806	52033000	CGEX161029	10/31/2018	693550				54.60	DR *
									800.16	DR
OBJSUB: 5203300 LODGING/OUT-OF-STATE										
6503	103300061806	52033200	CGEX181029	10/31/2018	693550				800.16	DR *
									98.00	DR
OBJSUB: 5203320 INCIDENTALS-OUT-OF-STATE										
6503	103300061806	52033500	CGEX181029	10/31/2018	693550				98.00	DR *
									108.00	DR
OBJSUB: 5203350 NON-TAXABLE MEALS/OUT-ST										
6503	103300061806	52040500	19SC100028 291	10/03/2018	02266280	SMARTSOFTW	12221150		108.00	DR *
6503	103300061806	52040500	19SC100028 293	10/17/2018	02268054	SMARTSOFTW	12221150		2,995.62	DR **
									80.40	DR
OBJSUB: 5204050 COMPUTER CONSULTANT										
6503	103300061806	52042000	FL908061	10/31/2018					420.60	DR *
6503	103300061806	52042000	FL909056	10/31/2018					492.97	DR
6503	103300061806	52042000	RM909050	10/31/2018					83.37	DR
									29.70	DR
OBJSUB: 5204200 CENTRAL SERVICES										
									606.04	DR *

AGENCY 10 LABOR & REGULATION  
BUDGET UNIT 1033 COSMETOLOGY COMMISSION  
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COMP CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806 52044900	REALES/COSMRNT18	10/24/2018	622559	HYDEHOLDIN	12028880		1,041.75	DR
	OBJSUB: 5204490	RENTS-PRIVATE OWNED PROP.							
6503	103300061806 52045300	1744205391	10/03/2018	00533410	WESTUNIFIE	12142271	02	1,041.75	DR *
6503	103300061806 52045300	1744259466	10/17/2018	00536727	WESTUNIFIE	12142271	02	22.17	DR
6503	103300061806 52045300	8381416X09242018	10/05/2018	00009598	ATTMOBILIT	12279233		24.01	DR
6503	103300061806 52045300	8381416X10242018	10/31/2018	00010404	ATTMOBILIT	12279233		65.92	DR
6503	103300061806 52045300	TELECOMMUNICATIONS SRVCS						66.11	DR
6503	103300061806 52045400	415031401 0918	10/17/2018	02267781	MUNICIPALU	12054968	01	178.21	DR *
6503	103300061806 52045500	ELECTRICITY						119.68	DR
6503	103300061806 52045500	1177819	10/10/2018	00535258	ENVIROTECH	12189816		119.68	DR *
6503	103300061806 52049600	GARBAGE & SEWER						8.87	DR
6503	103300061806 52049600	19SC100020 1064	10/17/2018	00536850	ISOQUALITY	12358629		8.87	DR *
6503	103300061806 52049600	6449	10/05/2018	00534561	NATLINTERS	12114840	02	15.00	DR
6503	103300061806 52050200	OTHER CONTRACTUAL SERVICE						54.00	DR
6503	103300061806 52050200	CONTRACTUAL SERVICES						69.00	DR *
6503	103300061806 52050200	IN2248126	10/24/2018	02268862	INNOVATIVE	12550348		2,444.15	DR **
6503	103300061806 52050200	68226	10/05/2018	00534377	SIOUXFALLS	12036365		159.00	DR
6503	103300061806 52050280	OFFICE SUPPLIES						14.45	DR
6503	103300061806 52050280	N04910A001	11/02/2018					173.45	DR *
6503	103300061806 52050280	18382 OCT18	10/10/2018	00535015	INMANSWATE	12037639		90.00	DR
6503	103300061806 52050280	65087A	10/24/2018	00538081	SIOUXFALLS	12036365		16.17	DR
6503	103300061806 52055100	OFFICE SUPPLIES						21.48	DR
6503	103300061806 52055100	CD909040	11/02/2018					127.65	DR *
6503	103300061806 52053100	PRINTING-STATE						324.95	DR
6503	103300061806 52053500	CSEX181029	10/31/2018	690363				324.95	DR *
6503	103300061806 52053500	CSEX181029	10/31/2018	693572				1.84	DR
6503	103300061806 52053500	MS908046	10/31/2018					1.63	DR
6503	103300061806 52053500	MS909048	10/31/2018					498.35	DR
6503	103300061806 52053500	POSTAGE						422.40	DR
6503	103300061806 52055180	68870010003SEP18	10/24/2018	00537812	MONTANADAK	12020954	12	924.22	DR *
6503	103300061806 52055180	HEATING & COOKING FUELS						8.96	DR
6503	103300061806 52074910	SUPPLIES & MATERIALS						1,559.23	DR *
6503	103300061806 52074910	114319	10/10/2018	02267016	HIGHPOINTN	12295610		1,001.00	DR **
6503	103300061806 52074910	TELEPHONE EQUIPMENT						1,001.00	DR *
6503	103300061806 5228000	CAPITAL OUTLAY						1,001.00	DR **
6503	103300061806 5228000	TI09-035	10/03/2018					309.70	DR
6503	103300061806 5228000	OPER TRANS OUT -NON BUDGT						309.70	DR *

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APFVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
									309.70	DR **
									8,309.70	DR ***
									23,762.06	DR *****
									23,762.06	DR *****
									23,762.06	DR *****

OBJECT: 5228 NONOP EXP/NONBGTD 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: 10/31/2018

AGENCY	BUDGET UNIT	CENTER-5	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
LABOR & REGULATION								
COSMETOLOGY COMMISSION								
COSMETOLOGY COMMISSION								
COMP								
ACCOUNT								
DESCRIPTION								
CURRENT MONTH								
YEAR-TO-DATE								
COMPANY NO 6503								
COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
103300061806	6503	51010100				F-T EMP SAL & WAGES	8,258.70	29,608.74
103300061806	6503	51010200				P-T/TEMP EMP SAL & WAGES	2,723.11	18,366.50
103300061806	6503	51010300				BOARD & COMM MERS FEES	1,260.00	3,540.00
ACCT: 5101								
EMPLOYEE SALARIES								
103300061806	6503	51020100				OASI-EMPLOYER'S SHARE	12,241.81	51,515.24
103300061806	6503	51020200				RETIREMENT-ER SHARE	943.28	3,936.22
103300061806	6503	51020600				HEALTH/LIFE INS.-ER SHARE	495.52	1,974.49
103300061806	6503	51020800				WORKER'S COMPENSATION	1,750.44	7,489.53
103300061806	6503	51020900				UNEMPLOYMENT COMPENSATION	17.59	76.76
							3.72	16.41
ACCT: 5102								
PERSONAL SERVICES								
103300061806	6503	52030100				AUTO-STATE OWNED-IN STATE		149.83
103300061806	6503	52030200				AUTO PRIV (IN-ST.) L/RTE	181.70	276.46
103300061806	6503	52030300				AUTO-PRIV (IN-ST.) H/RTE	1,311.66	6,022.38
103300061806	6503	52031000				LODGING/IN-STATE	117.50	2,157.10
103300061806	6503	52031400				TAXABLE MEALS/IN-STATE	202.00	724.00
103300061806	6503	52031500				NON-TAXABLE MEALS/IN-ST	122.00	1,209.00
103300061806	6503	52032300				AUTO-PRIV. (OUT-STATE) H/R	54.60	54.60
103300061806	6503	52032600				AIR-COMM-OUT-OF-STATE	800.16	2,361.40
103300061806	6503	52033000				LODGING/OUT-OF-STATE	98.00	800.16
103300061806	6503	52033200				INCIDENTALS-OUT-OF-STATE	98.00	98.00
103300061806	6503	52033500				NON-TAXABLE MEALS/OUT-ST	108.00	108.00
ACCT: 5203								
TRAVEL								
103300061806	6503	52040200				DUES & MEMBERSHIP FEES	2,995.62	13,960.93
103300061806	6503	52040500				COMPUTER CONSULTANT		310.00
103300061806	6503	52040600				ED & TRAINING CONSULTANT	420.60	420.60
103300061806	6503	52041600				WORKSHOP REGISTRATION FEE		2,500.00
103300061806	6503	52041800				COMPUTER SERVICES-STATE		1,880.00
103300061806	6503	52041900				COMPUTER SERVICES-PRIVATE		1,302.75
103300061806	6503	52042000				CENTRAL SERVICES		1,340.40
103300061806	6503	52042300				JANITORIAL & MAINT SERV	606.04	2,794.60
103300061806	6503	52044900				RENTS-PRIVATE OWNED PROP.		31.38
103300061806	6503	52045100				RENTS-OTHER	1,041.75	4,167.00
103300061806	6503	52045300				TELECOMMUNICATIONS SRVCS		442.96
103300061806	6503	52045400				ELECTRICITY	178.21	901.92
103300061806	6503	52045500				GARBAGE & SEWER	119.68	512.10
103300061806	6503	52049600				OTHER CONTRACTUAL SERVICE	8.87	35.50
							69.00	6,440.68
ACCT: 5204								
CONTRACTUAL SERVICES								
103300061806	6503	52050200				OFFICE SUPPLIES	2,444.15	23,079.89
103300061806	6503	52050280				OFFICE SUPPLIES	173.45	300.08
103300061806	6503	52053100				PRINTING-STATE	127.65	257.50
103300061806	6503	52053500				POSTAGE	324.95	989.75
							924.22	1,820.75

STATE OF SOUTH DAKOTA  
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
 FOR PERIOD ENDING: 10/31/2018

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
103300061806	6503	52055180	HEATING & COOKING FUELS	8.96	34.26	
ACCT: 5205		SUPPLIES & MATERIALS		1,559.23	3,402.34	*
103300061806	6503	52074910	TELEPHONE EQUIPMENT	1,001.00	1,001.00	
ACCT: 5207		CAPITAL OUTLAY		1,001.00	1,001.00	*
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	309.70	3,406.18	
ACCT: 5228		NONOP EXP/NONBGTD OP TR		309.70	3,406.18	*
ACCT: 52		OPERATING EXPENSES		8,309.70	44,850.34	**
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		23,762.06	109,858.99	***
CENTER: 103300061806				23,762.06	109,858.99	****
B UNIT: 1033				23,762.06	109,858.99	*****

Sept 2018

BA20JB60

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MONTHLY

AVAILABLE FUNDS

AS OF: 09/30/2018  
 FY YEAR REMAINING: 75.1%  
 PAY DAYS REMAINING: 18

DATE 09/29/2018

BUDGET UNIT 1033

BUDGET UNIT NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	332,274.00	0.00	0.00	34,222.95	83,000.45	215,050.60	172,462.47
BUDGETED TOT	332,274.00	0.00	0.00	34,222.95	83,000.45	215,050.60	
ALL COMP TOT	332,274.00	0.00	0.00	34,222.95	83,000.45	215,050.60	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	160,340.00	0.00	0.00	4,736.45	39,273.43	121,066.57	75.5
5102 EMPLOYEE BENEFITS	47,499.00	0.00	0.00	1,277.21	10,282.86	37,216.14	78.4
5203 TRAVEL	40,074.00	0.00	0.00	5,069.90	10,965.31	29,108.69	72.6
5204 CONTRACTUAL SVCS	73,880.00	0.00	34,222.95	2,164.61	20,635.74	19,021.31	25.7
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	312.48	1,843.11	8,637.89	82.4
TOTALS	332,274.00	0.00	34,222.95	13,560.65	83,000.45	215,050.60	64.7

BREAKOUT BY COMPANY:

COMPANY	5101000	5102000	5203000	5204000	5205000	PS SUBTOTALS	OE SUBTOTALS	COMPANY 6503-I TOT
PROFESSIONAL & LICENSING BOARDS	160,340.00	47,499.00	40,074.00	73,880.00	10,481.00	207,839.00	124,435.00	332,274.00
EMPLOYEE SALARIES	160,340.00	47,499.00	40,074.00	73,880.00	10,481.00	207,839.00	124,435.00	332,274.00
EMPLOYEE BENEFITS	47,499.00	40,074.00	73,880.00	10,481.00		171,934.00	124,435.00	332,274.00
TRAVEL	40,074.00	5,069.90	2,164.61	312.48		47,560.99	47,560.99	47,560.99
CONTRACTUAL SVCS	73,880.00	0.00	0.00	0.00		73,880.00	73,880.00	73,880.00
SUPPLIES & MATRLS	10,481.00	0.00	0.00	0.00		10,481.00	10,481.00	10,481.00
PS SUBTOTALS	207,839.00	124,435.00	47,560.99	47,560.99		427,405.98	427,405.98	427,405.98
OE SUBTOTALS	124,435.00	47,560.99	47,560.99	47,560.99		267,117.97	267,117.97	267,117.97
COMPANY 6503-I TOT	332,274.00	171,934.00	171,934.00	171,934.00		683,146.00	683,146.00	683,146.00

215,050.60

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	172,462.47	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			172,462.47	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			172,462.47	DR **	
BUDGET UNIT TOTAL 1033			172,462.47	DR ***	



STATE OF SOUTH DAKOTA  
 REVENUE SUMMARY BY BUDGET UNIT  
 FOR PERIOD ENDING: 09/30/2018

AGENCY 10 LABOR & REGULATION  
 BUDGET UNIT 1033 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
	COMPANY NO 6503				
	COMPANY NAME	PROFESSIONAL & LICENSING BOARDS			
103300061806	6503	4293901	COS-OPERATOR/MANAGER	7,835.00	28,090.00
103300061806	6503	4293969	COS-SALONS LICENSE	4,270.00	14,355.00
103300061806	6503	42939690	LICENSE RENEWAL	.00	35.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	100.00	250.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	336.00	612.00
103300061806	6503	4293972	COS-PERMITS	1,800.00	5,370.00
103300061806	6503	4293973	COS-SCHOOL LICENSE	300.00	600.00
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIF	920.00	3,260.00
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	15,561.00	52,572.00 *
ACCT: 42			LICENSES, PERMITS & FEES	15,561.00	52,572.00 **
103300061806	6503	4393903	COS-PENALTY'S	9,895.00	17,385.00
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	9,895.00	17,385.00 *
ACCT: 43			FINES, FORFEITS & PENALTIES	9,895.00	17,385.00 **
103300061806	6503	4896004	COS-EDUCATION COURSE COST	620.00	620.00
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	3,520.00	7,290.00
ACCT: 4896				4,140.00	7,910.00 *
ACCT: 48			OTHER REVENUE	4,140.00	7,910.00 **
103300061806	6503	4920045	NONOPERATING REVENUES	.00	2,365.75
ACCT: 4920			NONOPERATING REVENUE	.00	2,365.75 *
ACCT: 49			OTHER REVENUE	.00	2,365.75 **
CNTR: 103300061806				29,596.00	80,232.75 ***
COMP: 6503				29,596.00	80,232.75 ****
B UNIT: 1033				29,596.00	80,232.75 *****

STATE OF SOUTH DAKOTA  
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT  
FOR PERIOD ENDING: 09/30/2018

AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	4293901	C109CC015	09/07/2018	195689AS	09/07/2018	1,370.00	DR
6503	103300061806	4293901	C109CC015	09/07/2018	195689AS	09/07/2018	1,370.00	CR
6503	103300061806	4293901	C109CC015	09/07/2018	195689AS	09/07/2018	1,370.00	CR
6503	103300061806	4293969	C109CC015	09/07/2018	195689AS	09/07/2018	805.00	CR
6503	103300061806	4293970	C109CC015	09/07/2018	195689AS	09/07/2018	25.00	CR
6503	103300061806	4293971	C109CC015	09/07/2018	195689AS	09/07/2018	192.00	CR
6503	103300061806	4293972	C109CC015	09/07/2018	195689AS	09/07/2018	264.00	CR
6503	103300061806	4293984	C109CC015	09/07/2018	195689AS	09/07/2018	200.00	CR
6503	103300061806	4293901	C109CC016	09/12/2018	195897AS	09/07/2018	785.00	DR
6503	103300061806	4293901	C109CC016	09/12/2018	195897AS	09/07/2018	785.00	CR
6503	103300061806	4293901	C109CC016	09/12/2018	195897AS	09/07/2018	785.00	CR
6503	103300061806	4293969	C109CC016	09/12/2018	195897AS	09/07/2018	350.00	CR
6503	103300061806	4293972	C109CC016	09/12/2018	195897AS	09/07/2018	480.00	CR
6503	103300061806	4293984	C109CC016	09/12/2018	195897AS	09/07/2018	20.00	CR
6503	103300061806	4293901	C109CC017	09/21/2018	196881AS	09/21/2018	2,710.00	DR
6503	103300061806	4293901	C109CC017	09/21/2018	196881AS	09/21/2018	2,710.00	CR
6503	103300061806	4293969	C109CC017	09/21/2018	196881AS	09/21/2018	1,750.00	CR
6503	103300061806	4293970	C109CC017	09/21/2018	196881AS	09/21/2018	50.00	CR
6503	103300061806	4293971	C109CC017	09/21/2018	196881AS	09/21/2018	6.00	CR
6503	103300061806	4293972	C109CC017	09/21/2018	196881AS	09/21/2018	324.00	DR
6503	103300061806	4293972	C109CC017	09/21/2018	196881AS	09/21/2018	324.00	CR
6503	103300061806	4293972	C109CC017	09/21/2018	196881AS	09/21/2018	324.00	CR
6503	103300061806	4293973	C109CC017	09/21/2018	196881AS	09/21/2018	300.00	CR
6503	103300061806	4293984	C109CC017	09/21/2018	196881AS	09/21/2018	240.00	CR
6503	103300061806	4293901	C109CC018	09/26/2018	197122AS	09/21/2018	2,100.00	DR
6503	103300061806	4293901	C109CC018	09/26/2018	197122AS	09/21/2018	2,100.00	CR
6503	103300061806	4293901	C109CC018	09/26/2018	197122AS	09/21/2018	2,100.00	CR
6503	103300061806	4293969	C109CC018	09/26/2018	197122AS	09/21/2018	875.00	CR
6503	103300061806	4293972	C109CC018	09/26/2018	197122AS	09/21/2018	660.00	CR
6503	103300061806	4293984	C109CC018	09/26/2018	197122AS	09/21/2018	60.00	CR
6503	103300061806	4293901	C109CC019	09/30/2018	197596L	09/28/2018	870.00	DR
6503	103300061806	4293901	C109CC019	09/30/2018	197596L	09/28/2018	870.00	CR
6503	103300061806	4293901	C109CC019	09/30/2018	197596L	09/28/2018	870.00	CR
6503	103300061806	4293969	C109CC019	09/30/2018	197596L	09/28/2018	490.00	CR
6503	103300061806	4293970	C109CC019	09/30/2018	197596L	09/28/2018	25.00	CR
6503	103300061806	4293971	C109CC019	09/30/2018	197596L	09/28/2018	138.00	CR
6503	103300061806	4293972	C109CC019	09/30/2018	197596L	09/28/2018	72.00	CR
6503	103300061806	4293984	C109CC019	09/30/2018	197596L	09/28/2018	400.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							15,561.00	CR *
6503	103300061806	4393903	C109CC015	09/07/2018	195689AS	09/07/2018	920.00	CR
6503	103300061806	4393903	C109CC016	09/12/2018	195897AS	09/07/2018	500.00	CR
6503	103300061806	4393903	C109CC017	09/21/2018	196881AS	09/21/2018	670.00	CR
6503	103300061806	4393903	C109CC018	09/26/2018	197122AS	09/21/2018	880.00	CR
6503	103300061806	4393903	C109CC019	09/30/2018	197596L	09/28/2018	6,925.00	CR

AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	4896007	C109CC015	09/07/2018	195689AS	09/07/2018	9,895.00	CR *
6503	103300061806	4896004	C109CC017	09/21/2018	196881AS	09/21/2018	2,880.00	CR
6503	103300061806	4896007	C109CC017	09/21/2018	196881AS	09/21/2018	35.00	CR
6503	103300061806	4896004	C109CC019	09/30/2018	197596L	09/28/2018	400.00	CR
6503	103300061806	4896007	C109CC019	09/30/2018	197596L	09/28/2018	585.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	52053100	CD908040	09/07/2018		09/05/2018	4,140.00	CR *
6503	103300061806	52032600	DC908014	09/14/2018		09/04/2018	257.90	DR
6503	103300061806	52041800	DF908101	09/19/2018		09/12/2018	2,361.40	DR
6503	103300061806	52049600	D109CC003	09/19/2018	MC190104AS	09/17/2018	434.25	DR
6503	103300061806	52049600	D109CC003	09/19/2018	MC190104AS	09/17/2018	226.39	DR
6503	103300061806	52049600	D109CC003	09/19/2018	MC190104AS	09/17/2018	226.39	DR
6503	103300061806	52045300	TL908052	09/14/2018		09/14/2018	226.39	CR
6503	103300061806	5228000	TI09-028	09/21/2018		09/19/2018	170.26	DR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	82044900	REALS/COSMNT18	09/26/2018	622559	09/23/2018	4,825.36	DR *
6503	103300061806	82049600	19SCI00020 1057	09/19/2018	19SCI00020	09/19/2018	1,041.75	CR
6503	103300061806	82040500	19SCI00028	09/19/2018	12221150	09/18/2018	45.00	CR
6503	103300061806	82040500	19SCI00028 291	09/30/2018	19SCI00028	09/27/2018	6,000.00	DR
TOTAL ACCOUNT GROUP NET CHANGE								
TOTAL COMPANY--NET CHANGE								
							340.20	CR
							4,573.05	DR *
							20,197.59	CR **

STATE OF SOUTH DAKOTA  
MONTHLY EXPENDITURE REPORT  
FOR PERIOD ENDING: 09/30/2018

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
	COMPANY NO	6503								
	COMPANY NAME	PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	51010100	CGEX180912	09/14/2018					3,572.04	DR
	OBJSUB:	5101010	F-T EMP SAL & WAGES						3,572.04	DR *
6503	103300061806	51010200	CGEX180912	09/14/2018					1,104.41	DR
	OBJSUB:	5101020	P-T/TEMP EMP SAL & WAGES						1,104.41	DR *
6503	103300061806	51010300	CGEX180912	09/14/2018					60.00	DR
	OBJSUB:	5101030	BOARD & COMM MERS FEES						60.00	DR *
	OBJECT:	5101	EMPLOYEE SALARIES						4,736.45	DR **
6503	103300061806	51020100	CGEX180905	09/05/2018	645604				84	DR
6503	103300061806	51020100	CGEX180912	09/14/2018					358.80	DR
6503	103300061806	51020100	CGEX180913	09/14/2018	650536				3.67	DR
6503	103300061806	51020100	CGEX180913	09/14/2018	650535				3.37	DR
6503	103300061806	51020100	CGEX180927	09/30/2018	669024				3.37	DR
	OBJSUB:	5102010	OASI-EMPLOYER'S SHARE						370.05	DR *
6503	103300061806	51020200	CGEX180912	09/14/2018					214.32	DR
	OBJSUB:	5102020	RETIREMENT-ER SHARE						214.32	DR *
6503	103300061806	51020600	CGEX180912	09/14/2018					683.77	DR
	OBJSUB:	5102060	HEALTH/LIFE INS.-ER SHARE						683.77	DR *
	OBJECT:	5102080	WORKER'S COMPENSATION						7.47	DR
6503	103300061806	51020900	CGEX180912	09/14/2018					1.60	DR
	OBJSUB:	5102090	UNEMPLOYMENT COMPENSATION						1.60	DR *
	OBJECT:	5102	EMPLOYEE BENEFITS						1,277.21	DR **
	GROUP:	51	PERSONAL SERVICES						6,013.66	DR ***
6503	103300061806	52030300	CGEX180905	09/05/2018	645600				203.28	DR
6503	103300061806	52030300	CGEX180905	09/05/2018	645599				197.40	DR
6503	103300061806	52030300	CGEX180905	09/05/2018	645604				175.98	DR
6503	103300061806	52030300	CGEX180905	09/05/2018	645602				169.26	DR
6503	103300061806	52030300	CGEX180905	09/05/2018	646452				159.60	DR
6503	103300061806	52030300	CGEX180905	09/05/2018	645601				26.46	DR
6503	103300061806	52030300	CGEX180913	09/14/2018	650535				232.68	DR
6503	103300061806	52030300	CGEX180913	09/14/2018	650536				131.88	DR
6503	103300061806	52030300	CGEX180927	09/30/2018	669024				423.36	DR
	OBJSUB:	5203030	AUTO-PRIV (IN-ST.) H/RTE						1,719.90	DR *
6503	103300061806	52031000	CGEX180905	09/05/2018	645601				140.00	DR
6503	103300061806	52031000	CGEX180905	09/05/2018	645599				78.30	DR
6503	103300061806	52031000	CGEX180905	09/05/2018	646452				78.30	DR

STATE OF SOUTH DAKOTA  
MONTHLY EXPENDITURE REPORT  
FOR PERIOD ENDING: 09/30/2018

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
									296.60	DR *
6503	103300061806	52031100 LODGING/IN-STATE		09/05/2018	645604				11.00	DR
6503	103300061806	52031400 CGEX180905		09/14/2018	650536				48.00	DR
6503	103300061806	52031400 CGEX180913		09/14/2018	650535				44.00	DR
6503	103300061806	52031400 CGEX180927		09/30/2018	669024				44.00	DR
									147.00	DR *
6503	103300061806	52031500 TAXABLE MEALS/IN-STATE		09/05/2018	645600				175.00	DR
6503	103300061806	52031500 CGEX180905		09/05/2018	645602				175.00	DR
6503	103300061806	52031500 CGEX180905		09/05/2018	645601				90.00	DR
6503	103300061806	52031500 CGEX180905		09/05/2018	646452				58.00	DR
6503	103300061806	52031500 CGEX180905		09/05/2018	645599				47.00	DR
									545.00	DR *
6503	103300061806	52032600 NON-TAXABLE MEALS/IN-ST		09/14/2018		SERVALLUNI	12049672		2,361.40	DR
									2,361.40	DR *
6503	103300061806	52041800 AIR-COMM-OUT-OF-STATE							5,069.90	DR **
6503	103300061806	52041800 TRAVEL DP908101		09/19/2018					434.25	DR
									434.25	DR *
6503	103300061806	52042300 COMPUTER SERVICES-STATE		09/30/2018	02265507	SERVALLUNI	12049672		6.37	DR
									1,041.75	DR *
6503	103300061806	52044900 JANITORIAL & MAINT SERV		09/26/2018	622559	HYDEHOLDIN	12028880		6.37	DR
									1,041.75	DR *
6503	103300061806	52045300 RENTS-PRIVATE OWNED PROP.		09/14/2018					170.26	DR
6503	103300061806	52045300 TL908052		09/30/2018	00532477	WESTUNIFIE	12142271	02	15.91	DR
6503	103300061806	52045300 1744230523		09/12/2018	00008570	ATTMOBILIT	12279233		65.92	DR
									252.09	DR *
6503	103300061806	52045300 TELECOMMUNICATIONS SRVCS		09/21/2018	02264634	MUNICIPALU	12054968	01	149.88	DR
									8.88	DR *
6503	103300061806	52045500 ELECTRICITY		09/21/2018	00530773	ENVIROTECH	12189816		8.88	DR
									8.88	DR *
6503	103300061806	52049600 GARBAGE & SEWER		09/19/2018	MC190104AS				226.39	DR
6503	103300061806	52049600 D109CC003		09/19/2018	MC190104AS				226.39	DR
6503	103300061806	52049600 D109CC003		09/19/2018	MC190104AS				226.39	CR
6503	103300061806	52049600 19SCI00020 1057		09/26/2018	00531772	ISOQUALITY	12358629		45.00	DR
									271.39	DR *
6503	103300061806	52050200 OTHER CONTRACTUAL SERVICE		09/14/2018	02263961	INNOVATIVE	12550348		2,164.61	DR **
									11.68	DR
6503	103300061806	52050200 CONTRACTUAL SERVICES		09/21/2018	00530512	INMANSWATE	12037639		11.68	DR *
									15.90	DR *

STATE OF SOUTH DAKOTA  
MONTHLY EXPENDITURE REPORT  
FOR PERIOD ENDING: 09/30/2018

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
6503	103300061806	52050280	68113	09/12/2018	00528064	SIoux FALLS	12036365		18.75	DR
	OBJSUB: 5205028	OFFICE SUPPLIES							34.65	DR *
6503	103300061806	52053100	CD908040	09/07/2018					257.90	DR
	OBJSUB: 5205310	PRINTING-STATE							257.90	DR *
6503	103300061806	52055180	68870010003AUG18	09/26/2018	00531090	MONTANADAK	12020954	12	8.25	DR
	OBJSUB: 5205518	HEATING & COOKING FUELS							8.25	DR *
	OBJECT: 5205	SUPPLIES & MATERIALS							312.48	DR **
6503	103300061806	5228000	T109-028	09/21/2018					1,375.16	DR
	OBJSUB: 5228000	OPER TRANS OUT -NON BUDGT							1,375.16	DR *
	OBJECT: 5228	NONOP EXP/NONBGTD OP TR							1,375.16	DR **
	GROUP: 52	OPERATING EXPENSES							8,922.15	DR ***
	COMP: 6503								14,935.81	DR ****
	CNTR: 103300061806								14,935.81	DR *****
	B. UNIT: 1033								14,935.81	DR *****

STATE OF SOUTH DAKOTA  
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
FOR PERIOD ENDING: 09/30/2018

AGENCY	BUDGET UNIT	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	LABOR & REGULATION						
1033	COSMETOLOGY COMMISSION						
10330	COSMETOLOGY COMMISSION						
COMPANY NO	6503						
COMPANY NAME	PROFESSIONAL & LICENSING BOARDS						
103300061806	6503	51010100	F-T EMP SAL & WAGES		3,572.04	21,350.04	
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES		1,104.41	15,643.39	
103300061806	6503	51010300	BOARD & COMM MBR'S FEES		60.00	2,280.00	
ACCT:	5101	EMPLOYEE SALARIES					*
103300061806	6503	51020100	OASI-EMPLOYER'S SHARE		4,736.45	39,273.43	
103300061806	6503	51020200	RETIREMENT-ER SHARE		370.05	2,992.94	
103300061806	6503	51020600	HEALTH/LIFE INS.-ER SHARE		214.32	1,478.97	
103300061806	6503	51020800	WORKER'S COMPENSATION		683.77	5,739.09	
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION		7.47	59.17	
					1.60	12.69	
ACCT:	5102	EMPLOYEE BENEFITS					*
ACCT:	51	PERSONAL SERVICES					**
103300061806	6503	52030100	AUTO-STATE OWNED-IN STATE		.00	149.83	
103300061806	6503	52030200	AUTO PRIV (IN-ST.) L/RTE		.00	94.76	
103300061806	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE		1,719.90	4,710.72	
103300061806	6503	52031000	LODGING/IN-STATE		296.60	2,039.60	
103300061806	6503	52031400	TAXABLE MEALS/IN-STATE		147.00	522.00	
103300061806	6503	52031500	NON-TAXABLE MEALS/IN-ST		545.00	1,087.00	
103300061806	6503	52032600	AIR-COMM-OUT-OF-STATE		2,361.40	2,361.40	
ACCT:	5203	TRAVEL					*
103300061806	6503	52040200	DUES & MEMBERSHIP FEES		5,069.90	10,965.31	
103300061806	6503	52040600	ED & TRAINING CONSULTANT		.00	310.00	
103300061806	6503	52041600	WORKSHOP REGISTRATION FEE		.00	2,500.00	
103300061806	6503	52041800	COMPUTER SERVICES-STATE		434.25	1,880.00	
103300061806	6503	52041900	COMPUTER SERVICES-PRIVATE		.00	1,302.75	
103300061806	6503	52042000	CENTRAL SERVICES		.00	1,340.40	
103300061806	6503	52042300	JANITORIAL & MAINT SERV		6.37	2,188.56	
103300061806	6503	52044900	RENTS-PRIVATE OWNED PROP.		1,041.75	31.38	
103300061806	6503	52045100	RENTS-OTHER		.00	3,125.25	
103300061806	6503	52045300	TELECOMMUNICATIONS SRVCS		252.09	442.96	
103300061806	6503	52045400	ELECTRICITY		723.71	723.71	
103300061806	6503	52045500	GARAGE & SEWER		149.88	392.42	
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE		8.88	25.63	
					271.39	6,371.68	
ACCT:	5204	CONTRACTUAL SERVICES					*
103300061806	6503	52050200	OFFICE SUPPLIES		2,164.61	20,635.74	
103300061806	6503	52050280	OFFICE SUPPLIES		11.68	126.63	
103300061806	6503	52053100	PRINTING-STATE		34.65	129.85	
103300061806	6503	52053500	POSTAGE		257.90	664.80	
103300061806	6503	52055180	HEATING & COOKING FUELS		.00	896.53	
					8.25	25.30	
ACCT:	5205	SUPPLIES & MATERIALS					*
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT		312.48	1,843.11	
					1,375.16	3,096.48	

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
ACCT: 5228		NONOP EXP/NONBGTD OP TR		1,375.16	3,096.48 *
ACCT: 52		OPERATING EXPENSES		8,922.15	36,540.64 **
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		14,935.81	86,096.93 ***
CENTER: 103300061806				14,935.81	86,096.93 ****
B UNIT: 1033				14,935.81	86,096.93 *****



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

**November 29, 2018**

1. **Administrative Rules** – I appeared before the Legislature's Interim Rules Review Committee to present the proposed fee increases approved on Tuesday, November 20, 2018. The rules were approved as final and have been filed with the Secretary of State's office. The fee increases will go into effect January 1, 2020.
  
2. **Office Secretary** – Teresa Diederich joined the Commission office staff in October as our new secretary. Teresa recently moved to Pierre from Kansas, where she was a cosmetologist and salon owner. Teresa's cosmetology background is an asset to the office. She is responsible for license renewals, new salon and booth applications, recording inspection reports, and processing financial payables and travel vouchers.
  
3. **Kelsey Skoglund** – As I am writing this on November 20, Kelsey is getting ready to begin her three-month maternity leave. Her absence will temporarily reduce the office staff to two of us.

# Agenda Item H. Public Comment and I. Carryover Items From 9-20-18 Commission Meeting

Commissioner,

Last meeting we raised a number of concerns, which were tabled for later consideration. Lake Area Tech cherishes and is proud of our relationship with the Commission. It is in that spirit that we raise these concerns. We would like to take a few moments of your time to discuss three key items.

1) We are requesting you reconsider the commission's position on certifying hours. The July 2017 meeting minutes note: "Director Boyd asked the Commission to clarify if the office should certify the minimum required 1500 hours or the actual hours the student earns (if it is more than 1500). Lori Little made a motion to certify a maximum of 1500 hours of education for any cosmetology education earned after January 1, 2019. Tammy Ugofsky seconded the motion. **MOTION PASSED.**" We strongly urge that the commission's position be changed to "The commission shall certify all hours properly documented by a SD Licensed Cosmetology School."

BACKGROUND: Lake Area Technical Institute's Cosmetology program will continue to be a 2100 hour program. As such, we feel it is inappropriate for the commission not to recognize and document all hours earned at LATI or any SD licensed school. The onus is on the schools to properly document the hours. Students who come to SD for their education, and want to return to, or move to, a different state should not have to worry about transferring hours properly earned at a licensed school.

Here are some items to consider:

- All the surrounding states currently require more than 1500 hours;
- In states where 1500 are required, they may not require the same types of hours
- How will it be explained when the student has more than 1500 hours and they are not transferrable?
- Students are paying for the extra hours and their investment should be recognized by the commission
- Are there moral or potential legal disputes when transferring hours if not all hours are documented?

2) We are also concerned with the lack of parameters on when a student can test early. By not requiring minimum education or concurrence of readiness by their school, students may waste precious resources because they have a false impression of their ability to succeed. This is further confusing for students if they test early and pass, do they need to come back to school for any hours? We feel unclear regulations may contribute to deregulation.

Please consider this option:

- Before being allowed to test, students must complete (70%) of their program of study at their school. Exceptions may be made with the concurrence of both the Executive Director of the Cosmetology Commission and the student's current school.

3) We again ask you remove the statement that is on page 12 of the administrative rules. "Any school curriculum in excess of 1500 hours shall satisfy the hours set forth in this section prior to providing education in other areas."

Over →

BACKGROUND: Have only limited time before the rule in question went into the Interim Rules Committee on Monday, the 20th, we were compelled to raise this concern. The amendment to the rules made after public input was closed is very problematic for our program as it in essence sets the minimum as the maximum hours. We concurred with the setting of 1500 as the minimum number of hours because it was maintained throughout the process that this was only setting the minimum, and our 2100 hour program could remain intact. To highlight our largest concerns:

- 1) We believe students cannot be properly educated and given sufficient experience in the 1500 hours (which is now really 1250 with 250 flexible) and produce an effectively skilled entry-level employee. Concern with the change in the minimum requirement were not raised or fully researched because it was stated the rules were only setting the minimum, and our 2100 hour program could remain intact. However, we cannot extend the needed areas with the current rule, we have to complete all the required curriculum first within the first 1500, and then go back to topics for the additional instruction. This is not effective for instruction. Even with 250 flexible hours, we believe this is insufficient time for the average, and most definitely below average, students. 40% of LATI students are low-income, and we have a significant number with challenges that impact the pace of their learning. This aspect was not addressed or studied during the process because there was no requirements to only do the minimum requirements in the first 1500 hours.
- 2) Students (and parents) will believe their education is complete and they are ready to be licensed at 1500 hour, and this will cause confusion. Institutions trying to do what is right for their students by requiring additional hours will be charged with inflating hours and overcharging. We believe the commission assumed the additional hours were to teach advanced topics, rather than providing more time and instruction for students to master the basics. While there are advanced topics in our program, our program is designed to provide a higher level of competency in the minimum required skills as well. Additionally, students who transfer hours in from other states will also likely not have the required skills in their first 1500 hours.
- 3) The confusion will include eligibility for licensing. It is unclear if licensing requires graduation from the program or just completion of hours. If a graduation is not a requirement, then the defacto maximum hours is also 1500 (some would argue 1250), as a student unable to complete the program could leave at 1500 hours and be eligible to be licensed. This would not only include students who just decide to leave at 1500 hours, but also those that fail because of attendance, grades, or behavioral problems. We have not had a chance to assess the impacts this may have on Federal Gainful Employment rules or credit hour changes.

It is Lake Area Technical Institute's request that the amendment and its potential impact be more fully studied and presented for public comment before being considered for adoption into Administrative Rules.

Thank you for your time and consideration on these matters.

Mike Cartney  
President  
Lake Area Technical Institute  
PO Box 730  
Watertown, South Dakota 57201

Shawn Venjohn  
Cosmetology Department Supervisor  
Lake Area Technical Institute  
PO Box 730  
Watertown, South Dakota 57201

## **Applicant with Felony Conviction**

– Request for Approval to be issued a student cosmetology license

We have an individual who is seeking Commission approval to be issued a student cosmetologist license.

This individual is still under court supervision, and, therefore is being referred to the Commission for your review and action.

Attached is a letter from the applicant describing the circumstances and a copy of the Suspended Execution of Sentence.

If the Commission has any questions, Graham or Kate will be happy to answer them during the November 29, 2018 meeting.

To whomever this concerns,

I am writing today to explain my side of my story as far as my background and charges. I initially got charged about 5 years ago which were all involving marijuana. I was at a really bad place in my life and had been dating someone who was very controlling and very abusive for about 5 years. After I turned 18 I left my family and friends to live with him because he told me I had to if we wanted to be together, and things went downhill from there. He was selling marijuana and involved me and told me if I didn't help there would be consequences, I was doing anything I could to please him and avoid fights or being homeless which then lead to me getting the charges that I got. I was doing anything and everything he told me too because I felt I had nowhere to turn. I finally received help from a coworker and got myself into rehab and therapy and was able to leave him. From there I completely turned my life around. I regained a relationship with my family and friends; I got my GED, and started working towards bettering my life. A while later I felt stable and more responsible so i had rented a house and was living with a couple friends and my brother. At the time I believed things were going very well until my roommates started using marijuana in my house and selling it. I told them multiple times that i was not okay with it being in the house and they needed to get it out. I could not kick them out because I could not afford this home on my own. They listened for a while and then eventually they just started ignoring me. For the most part I was just staying at my parents instead of my house just waiting out my lease so I could get out of there and away from things. Eventually the house got searched by police and they found marijuana in three of the bedrooms, none of which were mine, nor did they find any in any of the common areas or anywhere else in the house. I still got in trouble because my name was the only name on the lease so i got a charge for having a house where drugs were kept. They took me to the police station to give them a urine sample and I failed for a controlled substance which i am prescribed and i proved to the court system so that charge got dropped. I was never arrested for these charges either. This happened a year ago and just last month finally got solved in court. I recognized my wrongs and i have done all things necessary to stay away from any kind of people like that in my life. I have always had a passion about doing hair and truly hope I get this chance to do so. I want to better my life and move forward and start a career and wish nothing more than to be able to get my cosmetology license.

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felony on a prior occasion as alleged in the Part II Information For Habitual Criminal.

It is the determination of this Court that the Defendant has been regularly held to answer for said offense; that said plea was voluntary, knowing and intelligent; that she was represented by competent counsel and that a factual basis existed for said plea.

It is therefore the JUDGMENT of this Court that the Defendant is guilty of Keeping Place for Use or Sale of Controlled Drug or Substance, in violation of SDCL 22-42-10, and that the Defendant, TORI J. DANNEN, has been convicted of a felony on a prior occasion, pursuant to SDCL 22-7-7, as follows:

Distribution / Possession With Intent to Distribute Less Than ½ Ounce of Marijuana to a Minor, in the County of Lincoln, State of SD, disposed of on March 20, 2015.

#### SENTENCE

On the 2nd day of October, 2018, the Defendant returned before the Court for sentencing with attorney Amber J. Eggert, and the State was represented by Amanda D. Eden. The Court asked the Defendant if any cause existed to show why Judgment should not be pronounced, There being no cause offered, the Court pronounced the following sentence:

IT IS ORDERED AND ADJUDGED by this Court that the Defendant, TORI J. DANNEN, be imprisoned in the South Dakota State Penitentiary for a period of 5 years, there to be kept, fed and clothed according to the rules of said institution. It is further,

ORDERED, that execution of said sentence is hereby suspended upon the following terms and conditions:

(1) that the Defendant shall be placed on supervised probation for a period of 2 years, and is required to sign a standard probation agreement with the Court Services Officer and follow any and all instructions of the Court Services Officer;

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(2) that the Defendant shall voluntarily submit to random testing of her blood, breath, urine, hair or saliva, upon request of Court Services during the probationary period and pay for all costs associated therewith;

(3) that the Defendant shall voluntarily submit to warrantless search and seizure of her person, residence or property, upon request of Court Services during the probationary period;

(4) that the Defendant shall not possess or consume alcohol while on probation and shall not enter any establishment where alcohol is the primary item for sale, except for work purposes;

(5) that the Defendant shall pay \$104.00 in court costs, pay \$45.00 to the South Dakota Drug Control Fund, and shall reimburse Lincoln County \$1,231.40 in attorney fees within the probationary period on a payment schedule established by Court Services.

IT IS FURTHER ORDERED, that the Defendant shall be incarcerated in the Minnehaha County Jail, or such other jail facility as may be designated by the Sheriff of Lincoln County, pursuant to any applicable intergovernmental agreement that may exist, for a period of 180 days with work release authorized. It is further,

ORDERED, that 150 days shall be suspended upon compliance with the terms and conditions contained herein. It is further,

ORDERED, that electronic monitoring under the direction of the Lincoln County Sheriff is authorized for the remaining 30 days with participation in the 24-7 Sobriety Program. It is further,

ORDERED, that the Complaint, along with Counts 2 and 3 contained in the Indictment, are hereby dismissed. It is further,

ORDERED, that the Court expressly reserves the control and jurisdiction over the Defendant for the period of sentence and that this Court may revoke the suspension and at any time impose



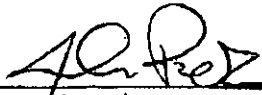
4

the sentence without diminishment or credit for any of the time that the Defendant was on probation. It is further,

ORDERED, that the Court reserves the right to amend any or all of the terms of this Order.

Dated this 12 day of October, 2018.


BY THE COURT:



\_\_\_\_\_  
John R. Pekas - Circuit Court Judge

ATTEST:  
Kristie Torgerson, Clerk of Courts

BY:



\_\_\_\_\_  
(SEAL)

Deputy Clerk

**Hannah Lane** – Request for Acceptance of Out-of-State Esthetics Education Hours.

Hannah Lane would like to be able to take her initial State Board Exams in South Dakota for an Esthetics license. She is requesting that the Cosmetology Commission accept her education hours directly from Aveda Institute, Minneapolis, Minnesota.

Attached are the following documents to accompany this request:

- Hannah Lane's Application for Examination
- Hannah Lane's request to the Commission to accept her out-of-state esthetics education
- Aveda Institute Esthetics transcript for Hannah Lane, received directly from the school.

**APPLICATION FOR EXAMINATION IN SOUTH DAKOTA**  
South Dakota Cosmetology Commission • 500 E Capitol Ave • Pierre SD 57501

Examination Categories and Fees (check only one box) Non-refundable (\$86 total if applying for temporary license)  
\_\_\_ Cosmetologist .....\$80     Esthetician.....\$80    \_\_\_ Nail Technician.....\$80

**PRINT CLEARLY.** All areas must be completed. The correct examination fee by either check or money order must be attached. If applying for a temporary license a \$6 fee must also be attached.

**Personal Information**

Name: Hannah Lane Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ SD Student License Number: \_\_\_\_\_

Email Address (if you have one): \_\_\_\_\_

Indicate your language preference for the written theory & South Dakota laws examination:  English    \_\_\_ Vietnamese

Do you need reasonable testing accommodations due to a disability? Yes \_\_\_ No

Have you ever been convicted of, plead guilty or nolo contendere to a felony or any state or federal crime relating to narcotic drugs? \_\_\_ Yes  No. If answered "yes" explain on a separate sheet giving date, place and full particulars and attach as part of this application.

**Education Information**

School: Aveda Institute Minneapolis City: Minneapolis State: MN \*

Date completed: 11/10/18 Total clock hours of education: 1000

I authorize the Cosmetology Commission to release the results of my State Board Examinations to the above-named school:  YES    \_\_\_ NO

\*If this is an out-of-state school, you must get a certification from that state's Cosmetology Board. You must also submit a copy of birth certificate, copy of high school diploma or GED, Social Security # and a current photograph.

I hereby make application for the state board examinations to be conducted by the Cosmetology Commission. 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 temporary license to practice in South Dakota, I promise to abide by all the laws of the state of South Dakota governing these practices.

Signature of Applicant: Hannah Lane Date: 11/13/18

**APPLICATION FOR TEMPORARY SOUTH DAKOTA LICENSE\***

Salon Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Salon Address/City: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Estimated starting date of employment: \_\_\_\_\_

NOTE: \*All areas must be completed before the license will be issued. Temporary license fee = \$6.00. A temporary license will be issued only when the applicant makes application for a temporary license before taking the examination and has secured employment in a salon licensed by the Commission. This temporary license shall be valid until the examination results are received and is not renewable. If the examinations are failed, the temporary license becomes invalid immediately.

11/13/18

To whom it may concern,

I recently completed 600 education hours towards becoming a licensed esthetician at the Aveda Institute in Minneapolis, Minnesota. I am writing this letter to ask the South Dakota Board of Cosmetology to accept my 600 hours directly from the Aveda Institute. My education hours began on 6/26/18 and I completed them on 11/06/18. Attached is an unofficial copy of my transcript from the Aveda Institute. My official transcript should arrive shortly after this letter.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "hannah lane". The signature is written in black ink and is positioned below the word "Sincerely,".

Hannah Lane

OFFICIAL TRANSCRIPT  
 FOR 11/14/2018

#4522	Lane, Hannah N	Graduated on 11/06/2018	Esthology
	1608 W Thora Circle		
	Sioux Falls	SD 57108	
			Undergraduate certificate

Start Date	06/26/2018	Overall Average	90.65	Attendance %	101.21	Total Hours To Date	600.00
Last Date Attended	11/06/2018					Total Sched Hours	592.83
Contracted Grad Date	11/13/2018					Total Hours Absent	0.58
						Total Makeup Hours	7.75
						Total Transfer Hours	0.00

Groups: Split Schedule A, E0618S

Subject: 100 Infinity/Air	Grade: 92.42	Completed: Yes
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	Result	Min		Result	Min		Result	Min
Infinity Exam 1	95	80	Infinity Exam 7	93	80	Infinity L& R Flash Cards	100	80
Infinity Exam 2	90	80	Infinity Exam 8	93	80	Infinity Chapter Quizzes	100	80
Infinity Exam 3	85	80	Infinity Exam 9	90	80	Infinity/Air Worksheet		80
Infinity Exam 4	93	80	Infinity Exam 10		80	Infinity Product Quiz		80
Infinity Exam 5	90	80	Infinity Project		80	Infinity/Air Extra Credit		80
Infinity Exam 6	80	80	Infinity Quota Sheet		80	Infinity Practical Exam	100	80

Subject: 200 Fire	Grade: 92.46	Completed: Yes
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	Result	Min		Result	Min		Result	Min
Fire Laws & Rules 1	87	80	Fire Exam 1	80	80	Fire Business Project		80
Fire Laws & Rules 2	87	80	Fire Exam 2		80	Fire Extra Credit		80
Fire Laws & Rules 3	60	80	Fire Exam 3		80	Fire Clinic Grade	100	80
Fire Laws & Rules 4	100	80	Fire Make Up Practical	100	80	Fire Goal Tracker	100	80
Fire Quota Sheet	100	80	Fire Practical Exam	97	80	Fire Chapter Quizzes	100	80
Fire Project	100	80	Fire Mid Term Exam	91	80			

Subject: 300 Water/Earth	Grade: 87.67	Completed: Yes
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	Result	Min		Result	Min		Result	Min
Water Laws & Rules 1	73	80	Water Project	100	80	Water Exam 2	87	80
Water Laws & Rules 2	67	80	Water Presentation	100	80	Water Exam 3		80
Water Laws & Rules 3	73	80	Water Business Project	97	80	Water Exam 4		80
Water Laws & Rules 4	93	80	Water Case Study	100	80	Water Exam 5		80
Water Clinic Grade	100	80	Water Quota Sheet	96	80	Water Exam 6	100	80
Water Final Written Exam	76	80	Water Exam 1	73	80	Water Goal Tracker	80	80

Subject: Esthology MN State Requirements	Grade:	Completed: Yes
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	Result	Min		Result	Min		Result	Min
Facials	106/-	60/0*	Facial Wax	22/-	0/20*	Hard Wax	32/-	0/20*
Make up applications	84/-	40/0*	Body Wax	50/-	0/20*	Soft Wax	40/-	0/20*

School Official:  Date: 11/14/2018

\* Clinic grading format: Count/Grade

## **Maria Tran – Reciprocity Request -- Carryover from 9-20-18 Commission Meeting**

Maria Tran has submitted an application for reciprocity as a nail technician. This application is being referred to the Commission due to Ms. Tran's previous history with the South Dakota Cosmetology Commission.

11/7/07 – Received a reciprocity application from Ms. Tran. The application stated that she attended K.B. Beauty Academy in Brandon, Florida with a start date of 5/23/06 and a completion date of 1/9/06 (assume the dates were transposed on application)

1/16/08 – Was scheduled to take State Board exams but was a no show.

3/10/09 – Received a new reciprocity application from Ms. Tran. The application stated that she attended Lincoln Beauty School in Tacoma, Washington with a start date of 3/1/08 and completion date of 5/23/08.

6/28/09 – State Board Exam – Failed Theory and State Laws, but passed Practical

8/4/09 – State Board Exam Retakes – Failed Theory and State Laws

8/18/09 – State Board Exam Retakes – Failed Theory and State Laws

9/1/09 – State Board Exam Retakes – Failed Theory and State Laws

After failing the first time and then three retakes, the Commission policy is that the candidate must wait three months before retaking exams (to give time to study)

1/13/10 – State Board Exam Retakes – Failed Theory and State Laws

3/9/10 – State Board Exam Retakes – Failed Theory and State Laws

5/4/10 – State Board Exam Retakes – Failed Theory and State Laws

At time point, after failing three more retakes, the candidate is required to wait three months and then seek permission from the Commission to retake exams.

6/3/10 – Ms. Tran was alleged to have worked unlicensed at Pro Nails by Vu Nail Salon in Sioux Falls and injured a teenager, Emily Wipf who was in the salon with her mother Gayla Wipf. Emily sought medical care and required surgery on her toe.

6/10/10 – Two cosmetology inspectors went to Pro Nails by Vu and found Ms. Tran working unlicensed. (Inspectors took photos and Ms. Tran's photo matched the photo submitted with her reciprocity application.)

6/18/10 – Attorney Aaron Arnold, Staff Attorney for the Department of Labor sent a letter to Minnehaha County Sheriff stating that Maria Tran had violated State law by working at Pro Nails by Vu in Sioux Falls without a license. (Note: Since Ms. Tran was not licensed with the Commission, the Commission could not take action against her, but could forward to the proper authorities to pursue a misdemeanor charge. We did not hear back from Minnehaha County Sheriff, and no action was taken.)

11/16/10 – A formal hearing was held in front of a hearing judge from the Office of Hearing Examiners.

12/23/10 – Hearing Examiner Judge issued Findings of Fact and a Proposed Decision in which he stated that the Commission had proven that Maria Tran gave Emily Wipf her pedicure and pulled some skin from one of Emily's toes, causing Emily to cry out in pain. The toe bled and was painful and became infected. Emily was treated by two separate physicians in an effort to cure the infection, and surgery was required.

10/7/11 – Written request from Ms. Tran to retake the Nail Technology Theory and State Laws Exams. Responded to her request saying it would be presented to the Cosmetology Commission at their 11/14/11 meeting.

11/7/11 – New letter to Ms. Tran stating our attorney advised that she would need to reapply for reciprocity.

12/1/11 – Received a new reciprocity application from Ms. Tran. The application stated that she attended K.B. Beauty Academy from 5/06 to 9/1/06.

2/10/12 – Maria Tran had a formal hearing before the Commission. The Commission voted to accept Ms. Tran's reciprocity application.

3/9/12 – State Board Exam – Failed Theory and State Laws

4/3/12 – State Board Exam Retakes – Failed Theory and State Laws

5/5/12 – State Board Exam Retakes – Failed Theory and State Laws

6/8/12 -- State Board Exam Retakes – Failed Theory and State Laws

After failing the first time and then three retakes, the Commission policy is that the candidate must wait three months before retaking exams (to give time to study)

9/15/12 -- State Board Exam Retakes – Failed Theory and State Laws

11/16/12 -- State Board Exam Retake – Failed Theory

12/13/12 -- State Board Exam Retake – Failed Theory (14th failure)

12/28/12 -- At this point, Ms Tran was sent a letter with her failing score report and reminded that she would need to wait three months before seeking permission from the Commission to retest.

2/15/13 – Following some verbal communication, another letter was sent to Maria Tran stating that we do not allow interpreters, as her son Hien Nguyen had requested. Letter also reiterated that she needed to wait three months before seeking permission to retest. Reminded her that 3/13/13 would be the three months and that her letter, if we received one, would be presented to the Commission at their 5/3/13 meeting. Letter also suggested that she consider getting further education since she had now failed the exam 14 times.

We did not receive any further communication from Ms. Tran for the next five years.

1/29/18 – Received a new Reciprocity application from Maria Tran. The application stated that she attended Lincoln Beauty School in Tacoma, Washington with a start date of 3/1/08 and completion date of 5/23/08.

Ms. Tran's application was not immediately reviewed due to the busy legislative session in 2018. In the Spring of 2018, she did phone our office and I told her that her application needed further review before it could be presented to the Commission. Since Ms. Tran's applications went back and forth between having received her nail technology education from Florida or Washington State, I wanted to communicate with Washington State to determine if she did attend school in their State prior to referring her application to the Commission. From past communication with the Florida Board Executive Director, I knew that the Florida Board of Cosmetology does not regulate cosmetology or nail technology schools in their state. I reached out to the Washington State Board of Cosmetology and left a message for the appropriate individual to call me back. He did call, but I was unavailable. Unfortunately, her application was set aside and not dealt with.

Concerns I have with her application:

- She has failed the examination 14 times in the past.
- It has been five years since we last heard from her seeking a nail technician license.
- According to her most recent application, she has not had any nail technology education since May, 2008.
- Her applications are inconsistent in terms of when/where she received her nail technology education.
- When Ms. Tran first applied for reciprocity in November 2007, the staff accepted her high school diploma from American Academy, Pinecrest, Florida. This is an on-line high school. Since that time, the Commission has adopted a policy to have all education



verified to determine if it is equivalent to a high school diploma that would be earned in a school accredited by accrediting agencies recognized by the U.S. Department of Education. I recently phoned American Academy and was told that the cost is \$375 if you pay up front or \$424 if you put down \$64 in advance and pay \$40 per month. The diploma consists of the applicant passing 7-14 exams that get mailed to the applicant and then they return by mail to American Academy. It is possible to obtain a high school diploma from American Academy in six weeks. This is not a GED, it is a diploma from the school.

My staff recommendation would be to deny Maria Tran's application and tell her she can reapply after:

- (1) She goes back to nail technology school for the required 400 hours of education since her education was at least ten years ago.
- (2) She submits an acceptable high school diploma or GED.

Kate Boyd  
Executive Director

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

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

**EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION**

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

**GENERAL PROVIDER INFORMATION**

Provider's Name: Black Hills Beauty College  
Provider's Address: 623 St Joe Street  
STREET  
Rapid City CITY SD 57785  
STATE ZIP  
Contact Name: Wendy Beaumont Tel: (605) 342 - 0697  
Fax (605) 342 - 6886 Email: wendy@bhbeautycollege.com  
Check one:  Individual Provider  Company Provider

**COURSE INFORMATION**

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

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

Name of Course: Microdermabrasion Certification Clock Hours: 16  
*All continuing education in South Dakota must emphasize safety and sanitation Do not include breaks and meals*

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

Initial Course Offering Date: As needed Time: 8:00-5:00

**ADDITIONAL OFFERINGS**

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

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

Instructor Name: Wendy Beaumont

**QUALIFICATIONS AND LICENSURE**

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

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

I have been certified on the microabrasion machine since 2007. I have teaching/instructing experience since I am the Esthetics instructor @ BHBC + while working in the salon I had many clients that were microdermabrasion clients

**ATTENDANCE VERIFICATION**

Briefly explain the method of monitoring for course attendance. Attendees will need to sign in + out when arriving + leaving the classroom for breaks + lunches.

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

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

**AGREEMENT**

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

Person completing this application (Please print): Wendy Beaumont

Signature: Wendy Beaumont Date: 10 / 11 / 18

**SUBMISSION**

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

**Attachments:**

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

**NOTES**

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

**COMMISSION USE ONLY**

**Approved** Hours: \_\_\_\_\_ Course Approval Number: \_\_\_\_\_

**Denied** Reason: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## MICRODERMABRASION TRAINING & CERTIFICATION

This procedure lightly resurfaces the epidermis by simultaneously spray crystals and using suction or using a diamond encrusted tip and suction to exfoliate the top layers of the epidermis.

Clinical should be directed at three specific processes:

- Consultative Process
- Microdermabrasion Technique
- The Pre and Post Home Care Programs

Aging Process:

- Intrinsic:
  1. It is genetic
  2. Happens over time
  3. Some diseases influence this aging, Example: Lupus, Diabetes
  4. It is out of our control, some clinical techniques can blunt the onset
- Extrinsic:
  1. Exposure to environmental hazards such as: wind, severe temperature changes, sun, smoking, pollution.
  2. Clinicians may consider this type of aging the most controllable.
  3. The sun is the most significant factor
  4. Extrinsic aging magnifies wrinkles (rhytids), a dull, dry, sallow appearance, over growth of skin layer (actinic keratosis), irregular pigment, may develop into skin cancer.

Principles of Topical Therapy:

- It is the first principle in slowing the aging process.
- Topical Treatments:
  1. Absorbents
  2. Astringents (drying agents shrinks and contracts the skin)
  3. Cleansing Agents
  4. Emollients (skin softeners)
  5. Keratolytics (agents that assist in exfoliation of keratinocytes)

THE SLOWING DOWN OF THE MIGRATION OF KERATINOCYTES FROM THE BASAL LAYER TO THE SURFACE CAUSES SKIN TO LOSE IT'S FRESH APPEARANCE AND VITALITY.

SKIN APPEARANCE CAN BE MUCH IMPROVED BY ACCELERATING THE MIGRATION OF THOSE CELLS

KERATINOCYTES CAN BE ENCOURAGED TO MOVE MORE QUICKLY BY USING STIMULATING HOME CARE PRODUCTS SUCH AS: alpha hydroxyl acids, Retin A, retinol serums.

When these products penetrate the skin they cause a tiny amount of irritation. This causes the skin to react as if it were mildly injured, thus stimulating the production of keratinocytes that then migrate toward the stratum corneum in a shorter period of time. This process can be demonstrated by flakiness.

CLINICAL TREATMENTS (microdermabrasion) WHEN DONE REGULARLY IN COMBINATION WITH A GOOD HOME CARE REGIME WILL BEGIN TO REFLECT A MORE YOUTHFUL APPEARANCE.

Microdermabrasion is a superficial treatment, but studies show reproductively that it yields tissue changes in both the epidermis and dermis that are consistent with skin rejuvenation.

TYPES OF WOUNDS:

1. Partial Thickness Wound
  - a. Shallow epidermal and dermal injury
  - b. Tends to heal without scarring
  - c. Wounds heal quickly usually within a week
  - d. Superficial enough only the process of re-epithelialization is required
  - e. Services in the spa such as microdermabrasion and glycolic, TCA, Phenol Peels cause this type of wound.
2. Acute Partial Thickness Wound (APTW)
  - a. A wound deeper than a simplified abrasion (such as that of a microdermabrasion)
  - b. Usually epidermal with minimal papillary dermis
  - c. These wounds usually bleed or appear to be ready to bleed
  - d. Peel wounds are very pink or red and during the healing process they evolve into an APTW
  - e. Improper extractions can cause an APTW
3. Full Thickness Wound
  - a. Penetrates the dermis
  - b. Heals more slowly and with scarring
  - c. Can happen in a spa setting if microdermabrasion or peel become infected or if the peel or microdermabrasion is done over aggressively

CONDITIONS TREATABLE BY MICRODERMABRASION:

RHYTIDS: LINES OR WRINKLES, THREE CLASSIFICATIONS: fine, medium, deep

1. Static Rhytids (those that occur without facial movement)
  - a. Can be found in the morning after sleeping
  - b. From sun exposure
  - c. Effects from gravity
  - d. Present in the passive face
2. Dynamic Rhytids (those related to facial movement)
  - a. Lines that are created over time
  - b. People with expressive face have more lines
  - c. Usually appear in the forehead, sides of the face from smiling, and upper and lower lips from pursing, and crows feet around the eye area
  - d. Difficult to treat these lines with microdermabrasion unless treated in addition with a treatment that eliminates muscle movement (Botox, the side of the face Botox is not indicated so a home regime that includes Retin A would be required)

**HYPERPIGMENTATION:** over production of melanin

1. Variety of causes
  - a. Prolonged unprotected exposure to the sun
  - b. Birth control pills
  - c. Hormone replacement therapy
  - d. Pregnancy
  - e. Some antibiotics
  - f. Skin irritation in some individuals
2. Microdermabrasion is a very effective tool in treating Hyperpigmentation
  - a. Depends on the depth of the hyperpigmentation
  - b. A home skincare regime is necessary

**TELANGIECTASIA:** (broken capillaries)

1. Dilated capillaries in the papillary dermis
2. Can become more obvious as the hyperpigmentation is lifted
3. Be sure and point out these little vessels during the pre-consultation so they know they are not brought on by the microdermabrasion treatment
4. Treat Hyperpigmentation 1<sup>st</sup> and the telangiectasia 2<sup>nd</sup>

**ROUGH TEXTURE:** can be described as an "orange peel" look or a pebbly appearance

1. Usually a result of unprotected sun exposure but may also be inherited
2. Can be accompanied by congested pores
3. Usually found in older individuals
4. Sometimes described as "golfer skin"
5. This responds very well to microdermabrasion

**POST -FACIAL SURGERY:**

1. Help maintain the results of the procedure
2. Helps improve the skins youthful appearance
3. Should not be done until at least one month after surgery

**KERATOSIS:** abnormal overgrowth of cells (horny <sup>layer</sup> growth)

1. Seborrheic Keratosis
  - a. Most common
  - b. Does not become malignant
  - c. Develop from prolific epidermal cells
  - d. Vary in color
  - e. Common in sun-exposed areas
  - f. Increase with age
  - g. Can be problematic and unsightly
  - h. A clinical monthly program can successfully reduce or even eliminate these

2. Actinic Keratosis:
  - a. Lesions that have become premalignant
  - b. Develops as a result of sun damage
  - c. Sometime referred to as "solar keratosis"
  - d. May come and go on the face, ears, neck, shoulders, and arms
  - e. Most common on the hands
  - f. This should NOT be treated
  - g. Refer to a physician
  - h. After treatment from a physician these clients are great candidates for microdermabrasion
  
3. Stretch Marks:
  - a. They are in the truest sense of the word a scar
  - b. Microdermabrasion treatment has been used for years
  - c. Usually done in an aggressive manner
  - d. Some programs have been successful and some have not
  - e. Should be treated under the direction of a physician
  
4. Scars: injury to the dermal tissue
  - a. Will never go away
  - b. Improvement of the scar with microdermabrasion will depend on the depth of the scar, the cause and location of the scar
  - c. The deeper the scar the more difficult to treat
  - d. Scars from chemical peel easier to minimize than a surgical scar
  - e. Scars in thinner tissue (face) are easier to treat than say in the abdomen area
  - f. Most scars will improve with REPEATED treatments
  - g. The epidermis can completely regenerate, which is why epidermal wounds are less likely to scar
  - h. Microdermabrasion equipment should not enter the viable epidermis or the dermis. Because of this dramatic improvement in acne scarring is not achievable using microdermabrasion
  - i. Acne scars may feel and look smoother after a series of microdermabrasion treatments

**CONTRAINDICATIONS: Conditions for which microdermabrasion treatment is not suggested or recommended.**

1. Extensive Telangiectasia
  - a. Microdermabrasion treatment can make them worse
  - b. Should first be treated with laser or injections
  - c. Use care when treating after laser or injections as they can reoccur
  
2. Rosacea
  - a. Adult form of acne
  - b. Produces redness, swelling, obvious telangiecstasia, and small pustules
  - c. Usually on the cheeks, forehead, and chin
  - d. This condition is controllable but not curable
  
3. Bacterial Infection: break in the skin occurs and bacteria enters
  - a. Skin infections are warm to the touch, red, inflamed, and tender
  - b. Cellulitis- potentially serious infection around a skin injury
  - c. Impetigo- skin infection from staphylococcal or streptococcal bacteria
  - d. Folliculitis- ingrown hair
  
4. Fungal Infection: infection of the skin usually found in moist, dark areas of the body
  - a. Ringworm\_ a rash that appear on the body or face. It is circular and has raised edges. Center becomes less red as the lesion grows. Possibility can increase with families that have pets and live in high humidity/temperature areas.
  
5. Yeast Infection:
  - a. Occurs in the corner of the mouth. Be aware of cracks or tiny cuts in the corner of the mouth. Refer to a physicians do not preform a microdermabrasion treatment.
  
6. Viral Infection: parasitic organisms that invade and attach to the living cells to survive and reproduce.
  
6. Facial Warts: flat circular lesions
  - a. Often same color as the skin and hard to see
  - b. Most of the time will disappear unexpectedly
  - c. Must be treated before doing a microdermabrasion treatment
  - d. Microdermabrasion treatment can cause it to spread
  
7. Open Lesions, Rashes, Burns:
  - a. Areas of surgical treatment



- b. Poison Ivy, allergic reaction, sun/heat rash
  - c. Sunburns or any other type of burn
  - d. Skin that has been compromised in any way
8. Atopic Dermatitis: a rash of unknown cause
- a. Usually come from contact with soap, cleansers, fabric or other products of the like
9. Active Acne Grades II-IV
- a. Characterized by papules, pustules, nodules
  - b. Debatable if treating acne improves or worsens with microdermabrasion treatment
10. Sensitive Skin:
- a. Varying degrees of sensitivity
  - b. Some people have sensitivity to environment (sun/cold)
  - c. Some have sensitivity to products and treatments
11. Sun Exposure:
- a. If exposed to the sun microdermabrasion can cause sensitivity from the mechanical exfoliation
12. Hepatitis C
- a. Coming in contact with blood should be rare
  - b. May happen if a pustule erupts during treatment
  - c. Use disposable tools or be sure to disinfect
13. HIV, Pregnancy, Lactation, Suspicious lesions or Lupus

#### WHAT DOES THE MICRODERMABRASION TREATMENT DO?

- 1. Increases circulation
  - 2. Provides stimulating massage
  - 3. A single treatment can remove 20% to 30% of the epidermis
  - 4. Can reduce the appearance of superficial fine lines and wrinkles
  - 5. Reduce uneven pigmentation
  - 6. Reduce superficial scarring
  - 7. Results include smoother skin with fewer visible signs of aging
- BY DAMAGING THE UPPER LAYER OF SKIN, THIS AGGRESSIVE TREATMENT SHOCKS THE SKIN'S REGENERATIVE PROCESS INTO OVERDRIVE, CAUSING THE CELLS IN THE DERMAL LAYER TO RAPIDLY REPLACE THE DAMAGED LAYER BY GROWING NEW CELLS. CONSECUTIVE TREATMENTS ARE GIVEN EVERY SEVEN TO TEN DAYS.
  - MICRODERMABRASION AND DERMABRASION ARE OFTEN CONFUSED, THOUGH THEY ARE QUITE DIFFERENT
    - MICRODERMABRASION
      - Superficial resurfacing of the skin, that removes a portion of the stratum corneum
      - Requires 6 to 12 treatments to achieve noticeable improvement.

- Can be performed with no down time or recovery time
- DERMABRASION
  - Is much more aggressive
  - A more serious procedure that can only be performed by a physician
  - Requires the patient to be under general anesthesia
  - Removes several layers of the epidermis and can reach as deep as the dermis
  - Requires only a single treatment and is used to treat deep wrinkles, pigmentation and acne scars.
  - Requires a lengthy recovery time for the skin to repair itself

## MICRODERMABRASION TECHNOLOGY

### TYPES OF MICRODERMABRASION MACHINES:

#### Aluminum Oxide Crystal Machine:

1. Represents the original process
2. Used with a combination of vacuum and crystals
3. Skin is held very tautly and the stratum corneum is exfoliated
4. Hand piece can be held at a 45 degree or 90 degree angle
5. Early machines were open requiring crystals to be poured into and dumped out of the machine. These crystals needed to be discarded or sterilized
6. Controversy regarding the safety of aluminum oxide crystals
7. Aluminum was the first particle introduced in microdermabrasion machines but it is not used much presently because of the inhalation of aluminum is not recommended

#### Salt Crystals:

1. Alternative to aluminum oxide
2. Salt crystals are softer than Aluminum Oxide
3. Some suggest it is more uncomfortable because of the irregular shape of the salt
4. Some suggest it creates a deeper abrasion
5. Additional Substitutes for aluminum crystals
  - a. Silica
  - b. Sand
  - c. Baking soda particles

#### Diamond Crystal Machine:

1. Diamond encrusted tips
2. Wands come in different sizes for different parts of the face and body
3. Different levels of roughness (fine, medium, coarse)
4. Significant enough to cause ablation and mild enough to use on eyelids both upper and lower
5. No need for crystals
6. Wand needs to be sterilized between treatments

### Infused Microdermabrasion

1. Newest addition to microdermabrasion
2. Involves the simple principle discussed previously with the particulate removal of the stratum corneum
3. After the desquamating corneocytes have been removed liquid is automatically applied to the skins surface by the machine
4. Because the skin is permeable once the skin cells have been removed the absorption of the substance applied to the skins surface is greater
5. It is good that increased efficacy may be obtained but bad in terms of increased possibility of an allergic reaction to one of the ingredients being infused
6. Vitamins and antioxidants are commonly used for infusion
7. There is no clear benefit to using infusion over manually applying materials to the skin immediately following the procedure
8. Check with your State Boards in regards to certification & licensing

### Different Models

Unsupervised Design: used by licensed estheticians and cosmetologist

#### Medical Supervision Design:

- A key allows the force of the particles hitting the skin to be adjusted
- Increased force makes for a deeper more aggressive treatment
- Also increases the risk of problems
  - Wounding
  - Scarring
- Best to keep the machine at a safe range & to schedule more frequent microdermabrasion treatments to produce more dramatic results

## MICRODERMABRASION TECHNIQUES

1. Should clinicians stand or sit (your comfort level)
2. Always use the dominant hand
  - a. Firmness of the preparation
  - b. Handling of the wand
  - c. Lightness and heaviness of the touch will make a difference in the end result
  - d. Tautness of the skin being held by the non-dominant hand
  - e. Moving the wand slowly as opposed to quickly will deliver better results
  - f. Keeping the skin taut will eliminate the skin being sucked into the wand

- g. Repeating the same technique will help develop muscle memory and keep clinician consistent
- h. Know where things are at on the back bar, draping, how the machine moves and where the tubing is located and hangs
- i. The amount of time the hand piece is left in one location and the number of times the hand piece is moved over a given location are also factors in determining the depth of the microdermabrasion treatment
- j. Microdermabrasion treatment can be more aggressive on the central areas of the face
- k. Lateral areas of the face & along the jawline tend to be more sensitive & should be done with less aggression

## QUESTIONS TO ASK PRIOR TO STARTING TREATMENT

Is the skin dry, oily, combination?

Is this the first treatment?

If this is not the first treatment has there been any changes in the skin since the first treatment?

Are there areas that may require more attention than others?

Review and decide the amount of crystal flow or the tip to be used in the different areas on the face, neck or décolleté.

How many repetitions should I make on the different areas?

What should the settings on the machine be and do I need to change them as I move about the face and neck?

Pay attention to the direction of the passes I make around the face and neck.

Take photos to document the progress of each treatment.

Keep a full record and detailed client profile card.

Technical Parameters- this refers to the settings on your machine

Vacuum setting high- more aggressive

Vacuum setting low- treatment lighter

May need to use different settings throughout the treatment for different areas of the face.

\*Pressure of the hand piece to the skin will also have an effect on the results. If you push the wand against the skin you increase the potential for injury and make the treatment uncomfortable.

\*The skin needs to be held taut between the thumb and forefinger. For the lip area have the client bite their lip to create tightness around the lips. Do the same for the lower lip. Have the client lift their chin towards the ceiling and turn away from you to achieve the tightness needed.

\*The number of passes you make is directly related to the outcome.

Dry Skin- normally 2 passes

Normal to oily skin- 3 passes

Up to 7 passes is recommended but this should not be the initial goal. The clinician needs to make the increases gradually and monitor the reaction of the clients skin and sensitivity level.

## SAFETY PRECAUTIONS:

\*Always assume that all body fluids you may come in contact with are contaminated (non-sterile or impure)

\*Remember you can never be too safe or cautious.

\*Clinician must always wear a mask, protective eye ware, lab coat, and gloves during the procedure.

\*The client should also have protective eye ware that cannot fall off. Some recommend plastic goggles used in tanning salons.

\*The tips can either be disposable or reusable. Reusable tips must be cleansed and sterilized using a medical grade solution. Always follow all state laws regarding safety and sanitation.

\*If using crystal machine one must dispose of the used crystals by throwing them away using a red bag (medical waste).

\*Follow all manufactures directions on cleaning and maintaining your microdermabrasion machine and changing the filters.

## SIMPLE STEPS FOR MICRODERMABRASION

1. Wash and sanitize your hands

2. After making the client comfortable and draping them, wash the client's face with a cleanser used normally for oily skin. (you will want to degrease the surface of the skin)
3. Use a cotton round saturated in 70% isopropyl alcohol to degrease the face (PCA Smoothing Toner) alcohol can impair the natural skin barrier
4. Apply eye shields.
5. If your state allows microdermabrasion in conjunction with a peel apply the peel before doing the microdermabrasion treatment. Follow manufactures directions for the peeling process.
6. Remove the peel solution and dry the skin.
7. Begin the microdermabrasion treatment using the techniques discussed earlier. Follow the chart, using horizontal, vertical and diagonal passes.
8. After the first pass remove the crystals and evaluate the skin's response and make any adjustments needed with the amount of crystals, the tips of the wand and the amount of suction from the vacuum.
9. If desired, apply a cooling or soothing/moisturizing mask.
10. Remove the mask and apply serums, Vitamin C, Hydrating, Anti-Redness followed by a moisturizer and sunscreen.
11. Review with the client what to expect over the next couple days. Answer any questions the client might have, review discharge instructions and set up the next appointment.
12. Advise client to avoid saunas and steam for 24-48 hours and sun exposure for 72 hours
13. Recommend a proper line of products for the client to use for home care between treatments

#### MICRODERMABRASION IMPLEMENTS & SUPPLIES

1. Latex or vinyl gloves: protects clinicians hands
2. Eye goggles: prevents crystals from getting into the client's eyes
3. Headband: protects the client's hair
4. Cotton pads: removes cleanser and crystal residue
5. Handheld fan: dries skin before procedure
6. Serum or Booster: hydrates and reduces redness and irritation
7. Soothing or Moisturizing Mask: sooth and moisturize the irritated skin
8. Moisturizer: Replenishes moisture in the skin
9. Sunscreen: Protects client's skin from UV rays
10. Alkaline Cleanser: Cleans skin and removes dirt and oil
11. Aluminum Oxide Crystals or crystal free wand: exfoliates the skin
12. 70% isopropyl alcohol: degrease the skin

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NOTE: THE CLIENT WILL BE CARING FOR THEIR FACE AT LEAST 14-20 TIMES TO THE ONE TIME BETWEEN TREATMENTS. BECAUSE OF THIS IT IS VITAL FOR THEM TO BE USING PROFESSIONAL PRODUCTS RECOMMENDED BY YOU TO SPEED UP AND MAINTAIN THE RESULTS OF THE MICRODERMABRASION TREATMENT.

**Wendy Beaumont: Instructor License #IC-04848-2018**  
**Cosmetologist license #CO-03751-2018**  
**Wendy is certified in Microdermabrasion,**  
**Electric File & EyeLash Extensions**

**Expires: 4-01-2018**

# Wendy Beaumont

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

## OBJECTIVE

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

## EXPERIENCE

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

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

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

9/1/2005 TO 9/1/2006                      Sales Representative for Aerial Beauty Supply  
\*salon visits  
\*sales reports

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

## EDUCATION

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

4/2007                      Peels Beauty Supply                      Rapid City SD  
Nova Lash

6/2016                      Las Vegas Esthetics Conference                      Las Vegas NV  
LashBomb

8/7/2017                      Pash Lashes                      Casper WY  
Camellia Volume





**MICRODERMABRASION  
CERTIFICATE**

AWARDED TO

**Holly Keszler**

For completing 16 Hours of Continuing Education

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Presenter Name and Title

# 2019 CALENDAR

## COSMETOLOGY COMMISSION State Board Examinations & Regular Commission Meetings

January	3	Thursday	State Board Exams - C	Pierre
January	4	Friday	State Board Exams – C	Pierre
February	11	Monday	State Board Exams - C	Pierre
February	12	Tuesday	State Board Exams – N	Pierre
<b>February</b>	<b>12</b>	<b>Tuesday</b>	<b>Commission Meeting</b> Becker-Hansen Bldg pm	<b>Pierre</b>
<b>April</b>	<b>12</b>	<b>Friday</b>	<b>School Visits &amp; Commission Meeting</b> (Comm Mtg – Sioux Falls DLR Office pm)	<b>Watertown/ Sioux Falls</b>
April	29	Monday	State Board Exams - C	Pierre
April	30	Tuesday	State Board Exams – N & E	Pierre
July	8	Monday	State Board Exams – C	Pierre
July	9	Tuesday	State Board Exams – C	Pierre
July	10	Wednesday	State Board Exams – N & E	Pierre
<b>July</b>	<b>26</b>	<b>Friday</b>	<b>Commission Meeting</b> (Ramkota Hotel 8:30 am)	<b>Pierre</b>
<b>July</b>	<b>27</b>	<b>Saturday</b>	<b>NIC School Overview (Afternoon Ramkota)</b>	<b>Pierre</b>
<b>July</b>	<b>28</b>	<b>Sunday</b>	<b>NIC Examiner Training (MANDATORY)</b>	<b>Pierre</b>
<b>September</b>	<b>20</b>	<b>Friday</b>	<b>School Visits &amp; Commission Meeting</b> (Comm Mtg - Rapid City DLR Office pm)	<b>Rapid City</b>
October	28	Monday	State Board Exams – C	Pierre
October	29	Friday	State Board Exams – N & E	Pierre
December	2	Monday	State Board Exams - C	Pierre
December	3	Tuesday	State Board Exams – C	Pierre
<b>December</b>	<b>3</b>	<b>Tuesday</b>	<b>Commission Meeting</b> Becker-Hansen Bldg pm	<b>Pierre</b>

C = Cosmetology Exams • E = Esthetics Exams • N = Nail Technician Exams

Esthetics Examinations will be scheduled as needed throughout 2019

Note: Calendar is subject to change throughout the year