

MEETING AGENDA
SOUTH DAKOTA COSMETOLOGY COMMISSION
December 11, 2020

To join the meeting via conference call: Dial: (866) 410-8397 • Conference Code: 5816742095
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This meeting will be held via conference call.

- A. 10:00 am (CST) - Convene Tami Stokes
- B. Roll Call Annette Petersen
- C. Approval of Agenda
- D. September 25, 2020 Meeting Minutes..... Annette Petersen
- E. Treasurer’s Report Annette Petersen
- F. Executive Director Report Kate Boyd
- G. Disciplinary Actions Violations Committee
 - 1. Case J -2020
 - 2. Case K - 2020
 - 3. Lapsed Case 16 - 2020
 - 4. Lapsed Case 17 - 2020
 - 5. Lapsed Case 18 - 2020
 - 6. Lapsed Case 19- 2020
 - 7. Lapsed Case 20 - 2020
 - 8. Lapsed Case 21 - 2020
 - 9. Lapsed Case 26 - 2020
 - 10. Lapsed Case 27- 2020
 - 11. Lapsed Case 28 -2020
 - 12. Lapsed Case 29 -2020
- H. Open for Public Comment
- I. 2021 Legislative Session
 - 1. A legislative bill has been drafted for introduction in 2021 to combine the Cosmetology Commission, Board of Barber Examiners and Massage Therapy Board into one Board.
 - 2. There is a possibility that legislation may be introduced to allow for esthetics apprenticeships and to increase the maximum number of apprentices allowed in a salon.

- J. Application Review
 - 1. Eyelash Extension Education Provider Application – Ayla Archer, Sioux Falls
 - 2. Eyelash Extension Education Provider Application – Chantelle Duncan, Sioux Falls
 - 3. Apprentice Application – Madison Metzger at Revive Day Spa
 - 4. Adam & Eve Styling Salon & Wig Center Apprentice Salon Application
 - 5. Apprentice Application – Stacey Burgard at Adam & Eve Apprentice Salon
 - 6. Apprentice Application – Elizabeth Murray at Adam & Eve Apprentice Salon
- K. Commission-approved Special Events – It has been requested that the Commission add birthday parties to the list of Commission-approved special events for purposes of providing hair styling, makeup application and painting nails.
- L. The Salon Professional Academy – Request for approval of instructor continuing education on an on-going basis
- M. Tentative Meeting & Exam Calendar for 2021

Commission Meetings (All times Central Time)

Friday, January 29 – 10:00 am -- Teleconference

Thursday/Friday, April 8 & 9 – Watertown & Sioux Falls School Visits/Commission Meeting

Friday, July 16 -- Pierre

Thursday/Friday, September 23 & 24 – Rapid City School Visits/Commission Meeting

Friday December 10 – Teleconference

State Board Exams (All dates Saturday)

January 9

February 6

March 13

April 17

May 15

June 12

July 24

September 18

October 16

November 13

- N. Other Business
- O. 11:00 am – Adjourn

Individuals needing assistance, pursuant to the Americans with Disabilities Act or to join the meeting via teleconference, should contact the Cosmetology Commission (605-773-6193) by Wednesday, December 9, 2020 to make any necessary arrangements.

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
2330 N Maple Ave Suite 1, Rapid City, South Dakota
September 25, 2020 (MDT)

There was not a quorum for the cosmetology school visits scheduled for the morning.

Vice President Debbie Pageler called the business meeting to order at 1:00 pm MDT.

Secretary-Treasurer Tami Stokes read the roll and a quorum was established.

Members Present: Renee Graf (via teleconference)
Debbie Pageler (via teleconference)
Annette Petersen
Tami Stokes

Members Absent: N/A

Others Present: Graham Oey, Senior Staff Attorney (via teleconference)
Kate Boyd, Executive Director (via teleconference)
Teresa Diederich, Program Assistant 1 (via teleconference)
Angela Taylor, Stewart School (via teleconference)
Angela Larson, Lake Area Technical College (via teleconference)
Peggy Sproat, Paul Mitchell The School (via teleconference)
Desaree Dargatz, Paul Mitchell The School (via teleconference)

Executive Director Kate Boyd offered two additions to the agenda as noted below:

Eyelash Extension Pre-approved Provider Application – Lash Spa Boutique, Savannah McGillis
Eyelash Extension Pre-approved Provider Application – Christine Hakl

Tami Stokes made a motion to approve the agenda as with the addition of the two above items. Annette Petersen seconded the motion. **MOTION PASSED.** (Pageler yea; Petersen yea; Stokes yea; Graf absent and not voting.)

One correction was noted to the minutes of the June 19 meeting. On the first page Tami Stokes is shown as both making a motion and seconding it. The staff will check the meeting notes and make the appropriate correction. Annette Petersen made a motion to approve the minutes of the June 19, 2020 meeting as amended. Tami Stokes seconded the motion. **MOTION PASSED.** (Pageler yea; Petersen yea; Stokes yea; Graf absent and not voting.)

Treasurer Tami Stokes stated the available funds balance is \$317,085.48 and the cash center balance is \$148,187.82.

The Executive Director's Report was included in the meeting handouts and included: (1) a licensee would like to have the required hours for eyelash extensions to be raised to 200 hours; (2) request for a laws change to increase the allowable number of apprentices in a salon based on square footage of the salon; (3) this years NIC conference will be held virtually on October 3-5, 2020. Tami Stokes will be the voting representative from South Dakota and Kate Boyd will

also participate in the two-day meeting; (4) the staff is working on updating the records retention policy. A copy of the Executive Director's Report is attached to these minutes.

Renee Graf made a motion to elect Tami Stokes as President. Debbie Pageler seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes abstain.)

Tami Stokes made a motion to elect Renee Graf as Vice President. Debbie Pageler seconded the motion. **MOTION PASSED.** (Pageler yea; Petersen yea; Stokes yea; Graf abstain.)

Tami Stokes made a motion to elect Annette Petersen as Secretary-Treasurer. Debbie Pageler seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Stokes yea; Petersen abstain.)

At this time, newly elected President Tami Stokes began chairing the meeting.

Case M- 2019- Tami Stokes made a motion to approve the Consent Agreement for the following items:

- a) Nails Art salon license will be suspended for a period of 30 days beginning October 9, 2020.
- b) The 30 days of suspension will be held in abeyance for a period of one year and her salon license will not be actively suspended so long as the following conditions are observed:
 - a. Nails Art will pay \$600 by October 9, 2020.
 - b. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Case F- 2020- Debbie Pageler made a motion to approve the Consent Agreement for the following items:

- a) Belle Ame Salon license will be suspended for a period of 14 days beginning October 9, 2020.
- b) The 14 days of suspension will be held in abeyance for a period of one year and her salon license will not be actively suspended so long as the following conditions are observed:
 - a. Belle Ame Salon will pay \$450 by October 9, 2020.
 - b. Comply with all laws and regulations of the Commission.

Tami Stokes seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Case G- 2020- Tami Stokes made a motion to approve the Consent Agreement for the following items:

- a) Tiffany Kautz personal license will be suspended for a period of 3 days during the week of October 10-16, 2020.

Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Lapsed Case 7- 2020- Renee Graf made a motion to approve the Consent Agreement for the following items:

- a) Kalli Bell's personal and booth license will be suspended for a period of 5 days beginning October 9, 2020.
- b) The 5 days of suspension will be held in abeyance for a period of one year and her personal and booth license will not be actively suspended so long as the following conditions are observed:
 - a. Kalli Bell will pay \$125 by October 9, 2020.
 - b. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Lapsed Case 8- 2020- Annette Petersen made a motion to approve the Consent Agreement for the following items:

- a) Nancy Cutler's personal license will be suspended for a period of 15 days beginning October 9, 2020.
- b) The 15 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
 - a. Nancy Cutler will pay \$275 by October 9, 2020.
 - b. Comply with all laws and regulations of the Commission.

Debbie Pageler seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Lapsed Case 9- 2020- Annette Petersen made a motion to approve the Consent Agreement for the following items:

- a) Permanent Makeup by Tasia's salon license will be suspended for a period of 30 days beginning October 9, 2020.
- b) The 30 days of suspension will be held in abeyance for a period of one year and her salon license will not be actively suspended so long as the following conditions are observed:
 - a. Permanent Make up By Tasia will pay \$400 by October 9, 2020.
 - b. Comply with all laws and regulations of the Commission.

Debbie Pageler seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Lapsed Case 10- 2020- Renee Graf made a motion to approve the Consent Agreement for the following items:

- a) Jacquelyne Uhl's personal license will be suspended for a period of 15 days beginning October 9, 2020.

- b) The 15 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
 - a. Jacquelyne Uhl will pay \$250 by October 9, 2020.
 - b. Comply with all laws and regulations of the Commission.

Tami Stokes seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Lapsed Case 11- 2020- Annette Petersen made a motion to approve the Consent Agreement for the following items:

- a) Jill Navratil's personal license will be suspended for a period of 15 days beginning October 9, 2020.
- b) The 15 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
 - a. Jill Navratil will pay \$225 by October 9, 2020.
 - b. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Lapsed Case 11- 2020- Annette Petersen made a motion to approve the Consent Agreement for the following items:

- a) Jill Navratil's personal license will be suspended for a period of 15 days beginning October 9, 2020.
- b) The 15 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
 - a. Jill Navratil will pay \$225 by October 9, 2020.
 - b. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Lapsed Case 12- 2020- Debbie Pageler made a motion to approve the Consent Agreement for the following items:

- a) Pazzazz Hairstyling's salon license will be suspended for a period of 15 days beginning October 9, 2020.
- b) The 15 days of suspension will be held in abeyance for a period of one year and her salon license will not be actively suspended so long as the following conditions are observed:
 - a. Pazzazz Hairstyling will pay \$450 by October 9, 2020.
 - b. Comply with all laws and regulations of the Commission.

Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Lapsed Case 13- 2020- Tami Stokes made a motion to approve the Consent Agreement for the following items:

- a) Jomsri Schaefer's personal license will be suspended for a period of 15 days beginning October 9, 2020.
- b) The 15 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
 - a. Jomsri Schaefer will pay \$300 by October 9, 2020.
 - b. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Lapsed Case 14- 2020- Annette Petersen made a motion to approve the Consent Agreement for the following items:

- a) Makayla Mcfarlane's personal license will be suspended for a period of 30 days beginning October 9, 2020.
- b) The 30 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
 - a. Makayla Mcfarlane will pay \$325 by October 9, 2020.
 - a. Comply with all laws and regulations of the Commission.

Tami Stokes seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Lapsed Case 15- 2020- Annette Petersen made a motion to approve the Consent Agreement for the following items:

- a) Mary Lou Urban's personal license will be suspended for a period of 15 days beginning October 9, 2020.
- b) The 15 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
 - a. Mary Lou Urban will pay \$275 by October 9, 2020.
 - b. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

In the matter of **Case E-2020** and **Case I-2020**, Teresa Diederich informed the Commission that the Violations Committee had dismissed Case E-2020 and Case I-2020. If the Commission wished to reopen these cases, they would need to select a member of the Commission to work with the staff for further investigation. The Commission did not move forward with additional action, the cases were dismissed.

Open for public comments – N/A

Annette Petersen made a motion to approve the cosmetology school license renewal for Lake Area Technical College Cosmetology Program. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to approve the ongoing instructor continuing education request from Paul Mitchell The School franchise. Debbie Pageler seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Annette Petersen made a motion to approve the field trip request submitted by Paul Mitchell The School Rapid City. Tami Stokes seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Annette Petersen made a motion to approve the Eyelash Extension Education Pre-approved Provider Application of Amazing Lash Studio, Sioux Falls. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Debbie Pageler made a motion to approve the Eyelash Extension Education Pre-approved Provider Application of Tami Stokes. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes abstain.)

In 2017 the Cosmetology Commission denied Nancy Nguyen's application for reciprocity as a nail technician. The Commission's vote stated that she could not reapply for a license in South Dakota for five years. The five-year denial was scheduled to end on March 20, 2022. Nancy Nguyen requested that the Commission approve her application to attend cosmetology school and take State Board exams to become licensed in South Dakota.

Renee Graf made a motion to lift the remainder of the five-year ban on Nancy Nguyen applying for a South Dakota license so that she can attend cosmetology school and take State Board examinations. In addition, Nguyen will not need to have her examination application reviewed by the commission provided no new circumstances occur that may put her licensure in question. Debbie Pageler seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to approve the student license application for the applicant with a felony conviction who is currently on parole until 2021. Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Annette Petersen made a motion to approve the cosmetology apprentice application for Keyah Nguyen at Revive Day Spa. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to approve the cosmetology apprentice application for Gracie Whitley at Revive Day Spa apprentice salon. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Annette Petersen made a motion to approve the Eyelash Extension Education Pre-approved Provider Application of Lash Spa Boutique/Savannah McGillis, Brookings, South Dakota. Tami Stokes seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to approve the Eyelash Extension Education Pre-approved Provider Application of Christine Kahl, Hawarden, Iowa. Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

The Commission reviewed the tentative meeting and exam calendar for the remainder of 2020. The staff will administer State Board exams on October 17 and November 14, 2020 in Pierre. The next Commission meeting is scheduled to be held via teleconference

Annette Petersen made a motion to adjourn. Debbie Pageler seconded the motion. **MOTION PASSED.** (Graf yea; Pageler yea; Petersen yea; Stokes yea.)

President Tami Stokes adjourned the meeting at 3:15 pm.

Respectfully submitted,

Kate Boyd, Executive Director

Annette Petersen, Secretary

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

September 25, 2020

1. **Eyelash Extensions** – We had a request from an eyelash extension education provider inquiring about getting legislation introduced to raise the required hours for eyelash extension raised to 200 hours. I directed this individual to the Legislative Research Council website that shows the current legislators in case she wants to pursue having a legislative bill introduced. We did not get into any further communication, but it is possible that she is wanting to pursue a new kind of licensure specifically for eyelash extensions.
2. **Apprentices** – South Dakota Cosmetology law currently allows for an instructor/apprentice ratio of 1 instructor to 2 apprentices, with a maximum of four apprentices per apprentice salon. We have been asked to initiate a law change to base the maximum number of apprentices per salon on square footage of the salon, with a maximum of 8 apprentices per apprentice salon with the 1-2 instructor/apprentice ratio remaining the same. (The copy of the request is attached to this report.)
3. **NIC Annual Conference** – This year's NIC Conference originally scheduled for October 3-5, 2020 in Kentucky will now be held virtually. Commission member Tami Stokes will represent South Dakota as the voting delegate. Tami and Kate will be attending this virtual conference. If other members of the Commission are interested in joining some or all of the virtual conference, we will need to get you registered right away.
4. **Records Retention** – The staff is working on updating our Records Retention Policy, as we would like to be able to destroy some of the very old records. All our licensing records since 1999 are contained electronically in our database.

October 2020

BA20JB60

PAGE 1,539

MONTHLY

BUDGET UNIT 1033

AVAILABLE FUNDS
AS OF: 10/31/2020
FY YEAR REMAINING: 66.7%
PAY DAYS REMAINING: 15

DATE 10/31/2020

BUDGET UNIT NAME COSMETOLOGY COMMISSION - INFO

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	381,968.00	0.00	0.00	13,217.50	120,248.39	248,502.11	146,477.61
BUDGETED TOT	381,968.00	0.00	0.00	13,217.50	120,248.39	248,502.11	
ALL COMP TOT	381,968.00	0.00	0.00	13,217.50	120,248.39	248,502.11	

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	195,858.00	0.00	0.00	23,970.61	68,624.31	127,233.69	65.0
5102 EMPLOYEE BENEFITS	58,601.00	0.00	0.00	6,953.41	20,206.08	38,394.92	65.5
5203 TRAVEL	42,268.00	0.00	0.00	3,147.38	10,836.19	31,431.81	74.4
5204 CONTRACTUAL SVCS	74,760.00	0.00	13,217.50	4,612.47	14,035.20	47,507.30	63.5
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	1,845.44	6,546.61	3,934.39	37.5
TOTALS	381,968.00	0.00	13,217.50	40,529.31	120,248.39	248,502.11	65.1

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	195,858.00	0.00	0.00	23,970.61	68,624.31	127,233.69	65.0
5102000 EMPLOYEE BENEFITS	58,601.00	0.00	0.00	6,953.41	20,206.08	38,394.92	65.5
5203000 TRAVEL	42,268.00	0.00	0.00	3,147.38	10,836.19	31,431.81	74.4
5204000 CONTRACTUAL SVCS	74,760.00	0.00	13,217.50	4,612.47	14,035.20	47,507.30	63.5
5205000 SUPPLIES & MATRLS	10,481.00	0.00	0.00	1,845.44	6,546.61	3,934.39	37.5
PS SUBTOTALS	254,459.00	0.00	0.00	30,924.02	88,830.39	165,628.61	65.1
OE SUBTOTALS	127,509.00	0.00	13,217.50	9,605.29	31,418.00	82,873.50	65.0
COMPANY 6503-I TOT	381,968.00	0.00	13,217.50	40,529.31	120,248.39	248,502.11	65.1

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	1033000061806	1140000	146,477.61	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			146,477.61	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			146,477.61	DR **	
BUDGET UNIT TOTAL 1033			146,477.61	DR ***	

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 10/31/2020

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	4293901	COS-OPERATOR/MANAGER	13,540.00	51,165.00
103300061806	6503	4293969	COS-SALONS LICENSE	5,800.00	22,385.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	315.00	630.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	338.00	848.00
103300061806	6503	4293972	COS-PERMITS	3,758.00	12,332.00
103300061806	6503	4293973	COS-SCHOOL LICENSE	300.00	300.00
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIF	980.00	4,720.00
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	25,031.00	92,380.00 *
ACCT: 42			LICENSES, PERMITS & FEES	25,031.00	92,380.00 **
103300061806	6503	4393903	COS-PENALTY'S	6,285.00	18,945.00
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	6,285.00	18,945.00 *
ACCT: 43			FINES, FORFEITS & PENALTIES	6,285.00	18,945.00 **
103300061806	6503	4896004	COS-EDUCATION COURSE COST	520.00	1,725.00
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	2,440.00	11,360.00
103300061806	6503	4896020	MISCELLANEOUS INCOME	.00	378.00
ACCT: 4896				2,960.00	13,463.00 *
ACCT: 48			OTHER REVENUE	2,960.00	13,463.00 **
103300061806	6503	4920045	NONOPERATING REVENUES	.00	3,283.88
ACCT: 4920			NONOPERATING REVENUE	.00	3,283.88 *
ACCT: 49			OTHER REVENUE	.00	3,283.88 **
CNTR: 103300061806				34,276.00	128,071.88 ***
COMP: 6503				34,276.00	128,071.88 ****
B UNIT: 1033				34,276.00	128,071.88 *****

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 10/31/2020

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION - INFO

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	CI101C0036	10/16/2020	259243	10/08/2020	1,535.00	DR
6503	103300061806	4293901	CI101C0036	10/16/2020	259243	10/08/2020	1,535.00	CR
6503	103300061806	4293901	CI101C0036	10/16/2020	259243	10/08/2020	1,535.00	CR
6503	103300061806	4293969	CI101C0036	10/16/2020	259243	10/08/2020	800.00	CR
6503	103300061806	4293972	CI101C0036	10/16/2020	259243	10/08/2020	480.00	CR
6503	103300061806	4293984	CI101C0036	10/16/2020	259243	10/08/2020	20.00	DR
6503	103300061806	4293901	CI101C0031	10/02/2020	258290	10/01/2020	925.00	DR
6503	103300061806	4293901	CI101C0031	10/02/2020	258290	10/01/2020	925.00	CR
6503	103300061806	4293969	CI101C0031	10/02/2020	258290	10/01/2020	925.00	CR
6503	103300061806	4293970	CI101C0031	10/02/2020	258290	10/01/2020	360.00	CR
6503	103300061806	4293971	CI101C0031	10/02/2020	258290	10/01/2020	35.00	CR
6503	103300061806	4293972	CI101C0031	10/02/2020	258290	10/01/2020	66.00	CR
6503	103300061806	4293984	CI101C0031	10/02/2020	258290	10/01/2020	100.00	CR
6503	103300061806	4293901	CI101C0033	10/07/2020	258504	10/06/2020	1,155.00	DR
6503	103300061806	4293901	CI101C0033	10/07/2020	258504	10/06/2020	1,155.00	CR
6503	103300061806	4293969	CI101C0033	10/07/2020	258504	10/06/2020	1,155.00	CR
6503	103300061806	4293971	CI101C0033	10/07/2020	258504	10/06/2020	680.00	CR
6503	103300061806	4293972	CI101C0033	10/07/2020	258504	10/06/2020	242.00	CR
6503	103300061806	4293984	CI101C0034	10/16/2020	259251	10/06/2020	1,130.00	CR
6503	103300061806	4293901	CI101C0034	10/16/2020	259251	10/06/2020	1,220.00	DR
6503	103300061806	4293901	CI101C0034	10/16/2020	259251	10/06/2020	1,220.00	CR
6503	103300061806	4293969	CI101C0034	10/16/2020	259251	10/06/2020	1,220.00	CR
6503	103300061806	4293970	CI101C0034	10/16/2020	259251	10/06/2020	600.00	CR
6503	103300061806	4293972	CI101C0034	10/16/2020	259251	10/06/2020	35.00	CR
6503	103300061806	4293984	CI101C0034	10/16/2020	259251	10/06/2020	240.00	CR
6503	103300061806	4293901	CI101C0035	10/23/2020	258936	10/09/2020	60.00	CR
6503	103300061806	4293901	CI101C0035	10/23/2020	258936	10/09/2020	540.00	DR
6503	103300061806	4293969	CI101C0035	10/23/2020	258936	10/09/2020	540.00	CR
6503	103300061806	4293972	CI101C0035	10/23/2020	258936	10/09/2020	320.00	CR
6503	103300061806	4293984	CI101C0035	10/23/2020	258936	10/09/2020	192.00	CR
6503	103300061806	4293901	CI101C0037	10/16/2020	259326	10/15/2020	120.00	CR
6503	103300061806	4293901	CI101C0037	10/16/2020	259326	10/15/2020	1,010.00	DR
6503	103300061806	4293969	CI101C0037	10/16/2020	259326	10/15/2020	1,010.00	CR
6503	103300061806	4293970	CI101C0037	10/16/2020	259326	10/15/2020	1,010.00	CR
6503	103300061806	4293972	CI101C0037	10/16/2020	259326	10/15/2020	320.00	CR
6503	103300061806	4293984	CI101C0038	10/16/2020	259315	10/15/2020	66.00	CR
6503	103300061806	4293901	CI101C0038	10/16/2020	259315	10/15/2020	100.00	CR
6503	103300061806	4293901	CI101C0038	10/16/2020	259315	10/16/2020	1,765.00	DR
6503	103300061806	4293969	CI101C0038	10/16/2020	259315	10/16/2020	1,765.00	CR
6503	103300061806	4293970	CI101C0038	10/16/2020	259315	10/16/2020	520.00	CR
6503	103300061806	4293972	CI101C0038	10/16/2020	259315	10/16/2020	70.00	DR
6503	103300061806	4293972	CI101C0038	10/16/2020	259315	10/16/2020	70.00	DR

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 10/31/2020

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION - INFO

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR	
6503	103300061806	4293972	C101C0038	10/16/2020	259315	10/16/2020	480.00	CR	
6503	103300061806	4293984	C101C0038	10/16/2020	259315	10/16/2020	40.00	DR	
6503	103300061806	4293984	C101C0038	10/16/2020	259315	10/16/2020	480.00	DR	
6503	103300061806	4293984	C101C0038	10/16/2020	259315	10/16/2020	40.00	CR	
6503	103300061806	4293984	C101C0038	10/16/2020	259315	10/16/2020	40.00	CR	
6503	103300061806	4293901	C101C0039	10/21/2020	259783	10/21/2020	480.00	CR	
6503	103300061806	4293901	C101C0039	10/21/2020	259783	10/21/2020	1,035.00	DR	
6503	103300061806	4293969	C101C0039	10/21/2020	259783	10/21/2020	1,035.00	CR	
6503	103300061806	4293972	C101C0039	10/21/2020	259783	10/21/2020	35.00	CR	
6503	103300061806	4293973	C101C0039	10/21/2020	259783	10/21/2020	126.00	CR	
6503	103300061806	4293984	C101C0039	10/21/2020	259783	10/21/2020	300.00	CR	
6503	103300061806	4293901	C101C0040	10/21/2020	259758	10/21/2020	280.00	CR	
6503	103300061806	4293901	C101C0040	10/21/2020	259758	10/21/2020	1,050.00	DR	
6503	103300061806	4293969	C101C0040	10/21/2020	259758	10/21/2020	1,050.00	CR	
6503	103300061806	4293970	C101C0040	10/21/2020	259758	10/21/2020	70.00	CR	
6503	103300061806	4293972	C101C0041	10/28/2020	260114	10/23/2020	855.00	DR	
6503	103300061806	4293901	C101C0041	10/28/2020	260114	10/23/2020	855.00	DR	
6503	103300061806	4293969	C101C0041	10/28/2020	260114	10/23/2020	855.00	CR	
6503	103300061806	4293972	C101C0041	10/28/2020	260114	10/23/2020	440.00	CR	
6503	103300061806	4293901	C101C0042	10/28/2020	260201	10/23/2020	855.00	DR	
6503	103300061806	4293901	C101C0042	10/28/2020	260201	10/23/2020	855.00	CR	
6503	103300061806	4293969	C101C0042	10/28/2020	260201	10/23/2020	280.00	CR	
6503	103300061806	4293972	C101C0042	10/28/2020	260201	10/23/2020	180.00	CR	
6503	103300061806	4293984	C101C0042	10/28/2020	260201	10/23/2020	20.00	CR	
6503	103300061806	4293901	C101C0043	10/31/2020	260691	10/29/2020	650.00	DR	
6503	103300061806	4293901	C101C0043	10/31/2020	260691	10/29/2020	650.00	CR	
6503	103300061806	4293901	C101C0043	10/31/2020	260691	10/29/2020	280.00	CR	
6503	103300061806	4293969	C101C0043	10/31/2020	260691	10/29/2020	42.00	CR	
6503	103300061806	4293971	C101C0043	10/31/2020	260691	10/29/2020	252.00	CR	
6503	103300061806	4293972	C101C0043	10/31/2020	260691	10/29/2020	200.00	CR	
6503	103300061806	4293984	C101C0044	10/31/2020	260650	10/28/2020	945.00	DR	
6503	103300061806	4293901	C101C0044	10/31/2020	260650	10/28/2020	945.00	CR	
6503	103300061806	4293969	C101C0044	10/31/2020	260650	10/28/2020	400.00	CR	
6503	103300061806	4293970	C101C0044	10/31/2020	260650	10/28/2020	35.00	CR	
6503	103300061806	4293972	C101C0044	10/31/2020	260650	10/28/2020	60.00	CR	
6503	103300061806	4293984	C101C0044	10/31/2020	260650	10/28/2020	80.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE								25,031.00	CR *

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 10/31/2020

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION - INFO

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4393903	C1101C0036	10/16/2020	259243	10/08/2020	420.00	CR
6503	103300061806	4393903	C101C0031	10/02/2020	258290	10/01/2020	1,965.00	CR
6503	103300061806	4393903	C101C0034	10/16/2020	259251	10/06/2020	400.00	CR
6503	103300061806	4393903	C101C0035	10/23/2020	258936	10/09/2020	700.00	CR
6503	103300061806	4393903	C101C0037	10/16/2020	259326	10/15/2020	620.00	CR
6503	103300061806	4393903	C101C0038	10/16/2020	259315	10/16/2020	720.00	CR
6503	103300061806	4393903	C101C0039	10/21/2020	259783	10/21/2020	260.00	CR
6503	103300061806	4393903	C101C0040	10/21/2020	259758	10/21/2020	340.00	CR
6503	103300061806	4393903	C101C0041	10/28/2020	260114	10/23/2020	180.00	CR
6503	103300061806	4393903	C101C0042	10/28/2020	260201	10/23/2020	240.00	CR
6503	103300061806	4393903	C101C0043	10/31/2020	260691	10/29/2020	160.00	CR
6503	103300061806	4393903	C101C0044	10/31/2020	260650	10/28/2020	280.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							6,285.00	CR *
6503	103300061806	4896004	C101C0031	10/02/2020	258290	10/01/2020	100.00	CR
6503	103300061806	4896007	C101C0031	10/02/2020	258290	10/01/2020	600.00	CR
6503	103300061806	4896004	C101C0033	10/07/2020	258504	10/06/2020	300.00	CR
6503	103300061806	4896004	C101C0035	10/23/2020	258936	10/09/2020	35.00	CR
6503	103300061806	4896007	C101C0035	10/23/2020	258936	10/09/2020	200.00	CR
6503	103300061806	4896004	C101C0037	10/16/2020	259326	10/15/2020	35.00	CR
6503	103300061806	4896007	C101C0037	10/16/2020	259326	10/15/2020	100.00	CR
6503	103300061806	4896007	C101C0039	10/21/2020	259783	10/21/2020	280.00	CR
6503	103300061806	4896007	C101C0041	10/28/2020	260114	10/23/2020	260.00	CR
6503	103300061806	4896004	C101C0043	10/31/2020	260691	10/29/2020	50.00	CR
6503	103300061806	4896007	C101C0043	10/31/2020	260650	10/29/2020	1,000.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							2,960.00	CR *
6503	103300061806	52053100	CD109036	10/16/2020		10/01/2020	154.11	DR
6503	103300061806	52041800	DF109098	10/21/2020		10/13/2020	495.75	DR
6503	103300061806	52049600	D101CC005	10/23/2020	MC21794	10/02/2020	297.12	DR
6503	103300061806	52049600	D101CC005	10/23/2020	MC21794	10/02/2020	297.12	DR
6503	103300061806	52049600	D101CC005	10/23/2020	MC21794	10/02/2020	297.12	CR
6503	103300061806	52053500	MS109043	10/23/2020		10/21/2020	527.44	DR
6503	103300061806	52042000	PL109061	10/16/2020		10/13/2020	247.44	DR
6503	103300061806	52042000	PM109051	10/31/2020		10/27/2020	9.29	DR
6503	103300061806	52042000	PP109051	10/31/2020		10/27/2020	11.71	DR
6503	103300061806	52042000	RM109049	10/28/2020		10/23/2020	31.90	DR
6503	103300061806	52045300	TL109052	10/14/2020		10/14/2020	139.10	DR
6503	103300061806	5228000	T101-044	10/07/2020		10/07/2020	1,003.34	DR
TOTAL ACCOUNT GROUP NET CHANGE							2,917.20	DR *
6503	103300061806	82044900	REALE/COSMO2021	10/28/2020		10/27/2020	10,417.50	DR
6503	103300061806	82040500	20-1000-004 364	10/09/2020	21SC10004A	10/08/2020	1,225.20	CR
6503	103300061806	82040500	21SC10004A	10/07/2020	12221150	10/07/2020	1,225.20	DR
TOTAL ACCOUNT GROUP NET CHANGE							10,417.50	DR *

BAIE02MJ 10/31/2020

STATE OF SOUTH DAKOTA

PAGE

1,132

MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 10/31/2020

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION - INFO

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR	CR
							20,941.30		**

TOTAL COMPANY--NET CHANGE

20,941.30 CR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 10/31/2020

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1033 COSMETOLOGY COMMISSION - INFO
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	CGEX200927	10/02/2020					5,385.67	DR
6503	103300061806	51010100	CGEX201014	10/16/2020					5,603.90	DR
6503	103300061806	51010100	CGEX201028	10/31/2020					5,495.34	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	103300061806	51010200	CGEX200927	10/02/2020					16,484.91	DR *
6503	103300061806	51010200	CGEX201014	10/16/2020					2,545.70	DR
6503	103300061806	51010200	CGEX201028	10/31/2020					2,256.62	DR
6503	103300061806	51010200	CGEX201028	10/31/2020					2,203.38	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
6503	103300061806	51010300	CGEX201014	10/16/2020					7,005.70	DR *
6503	103300061806	51010300	CGEX201014	10/16/2020					480.00	DR **
OBJSUB: 5101030 BOARD & COMM MBRS FEES										
6503	103300061806	51020100	CGEX200927	10/02/2020					23,970.61	DR **
6503	103300061806	51020100	CGEX201008	10/09/2020	479088				590.10	DR
6503	103300061806	51020100	CGEX201014	10/16/2020					8.56	DR
6503	103300061806	51020100	CGEX201015	10/16/2020	477437				621.47	DR
6503	103300061806	51020100	CGEX201015	10/16/2020	477436				4.28	DR
6503	103300061806	51020100	CGEX201028	10/31/2020					2.60	DR
6503	103300061806	51020100	CGEX201029	10/31/2020	492319				572.97	DR
6503	103300061806	51020100	CGEX201029	10/31/2020	492338				8.57	DR
6503	103300061806	51020100	CGEX201029	10/31/2020	492337				4.28	DR
6503	103300061806	51020100	CGEX201029	10/31/2020					3.21	DR
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE										
6503	103300061806	51020200	CGEX200927	10/02/2020					1,816.04	DR *
6503	103300061806	51020200	CGEX201014	10/16/2020					323.14	DR
6503	103300061806	51020200	CGEX201028	10/31/2020					336.21	DR
6503	103300061806	51020200	CGEX201028	10/31/2020					329.71	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	103300061806	51020600	CGEX200927	10/02/2020					989.06	DR *
6503	103300061806	51020600	CGEX201014	10/16/2020					1,336.99	DR
6503	103300061806	51020600	CGEX201028	10/31/2020					1,379.41	DR
6503	103300061806	51020600	CGEX201028	10/31/2020					1,366.20	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	103300061806	51020800	CGEX200927	10/02/2020					4,082.60	DR *
6503	103300061806	51020800	CGEX201014	10/16/2020					14.27	DR
6503	103300061806	51020800	CGEX201028	10/31/2020					14.13	DR
6503	103300061806	51020800	CGEX201028	10/31/2020					13.85	DR
OBJSUB: 5102080 WORKER'S COMPENSATION										
6503	103300061806	51020900	CGEX200927	10/02/2020					42.25	DR *
6503	103300061806	51020900	CGEX201014	10/16/2020					7.91	DR
6503	103300061806	51020900	CGEX201028	10/31/2020					7.89	DR
6503	103300061806	51020900	CGEX201028	10/31/2020					7.66	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
6503	103300061806	51020900	CGEX201028	10/31/2020					23.46	DR *
6503	103300061806	51020900	CGEX201028	10/31/2020					6,953.41	DR **

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1033 COSMETOLOGY COMMISSION - INFO
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
			PERSONAL SERVICES							
	GROUP: 51									
6503	103300061806	52030300	CGEX201008	10/09/2020	479088				30,924.02	DR ***
6503	103300061806	52030300	CGEX201008	10/09/2020	479090				338.10	DR
6503	103300061806	52030300	CGEX201015	10/16/2020	477437				288.96	DR
6503	103300061806	52030300	CGEX201015	10/16/2020	477436				424.20	DR
6503	103300061806	52030300	CGEX201029	10/31/2020	492319				37.80	DR
6503	103300061806	52030300	CGEX201029	10/31/2020	492337				475.44	DR
6503	103300061806	52030300	CGEX201029	10/31/2020	492338				435.54	DR
6503	103300061806	52030300	CGEX201029	10/31/2020	492338				340.62	DR
			AUTO-PRIV (IN-ST.) H/RTE							
6503	103300061806	52031000	CGEX201008	10/09/2020	479090				2,340.66	DR *
6503	103300061806	52031000	CGEX201029	10/31/2020	492337				77.22	DR
			LODGING/IN-STATE							
6503	103300061806	52031400	CGEX201008	10/09/2020	479088				240.72	DR *
6503	103300061806	52031400	CGEX201015	10/16/2020	477437				112.00	DR
6503	103300061806	52031400	CGEX201015	10/16/2020	477436				56.00	DR
6503	103300061806	52031400	CGEX201029	10/31/2020	492319				34.00	DR
6503	103300061806	52031400	CGEX201029	10/31/2020	492338				112.00	DR
6503	103300061806	52031400	CGEX201029	10/31/2020	492337				56.00	DR
6503	103300061806	52031400	CGEX201029	10/31/2020	492337				42.00	DR
			TAXABLE MEALS/IN-STATE							
6503	103300061806	52031500	CGEX201008	10/09/2020	479090				412.00	DR *
6503	103300061806	52031500	CGEX201029	10/31/2020	492337				74.00	DR
			NON-TAXABLE MEALS/IN-ST TRAVEL							
6503	103300061806	52040500	20-1000-004 364	10/14/2020	02359351	SMARTSOFTW	12221150		154.00	DR *
			COMPUTER CONSULTANT							
6503	103300061806	52041800	DP109098	10/21/2020					3,147.38	DR **
			COMPUTER SERVICES-STATE							
6503	103300061806	52042000	PL109061	10/16/2020					1,225.20	DR *
6503	103300061806	52042000	PM109051	10/31/2020					495.75	DR *
6503	103300061806	52042000	PP109051	10/31/2020					247.44	DR
6503	103300061806	52042000	RM109049	10/28/2020					9.29	DR
			CENTRAL SERVICES							
6503	103300061806	52044900	REALE/COSMOOCT20	10/21/2020	00679961	CAPITALCIT	12097237		300.34	DR *
			RENDS-PRIVATE OWNED PROP.							
6503	103300061806	52045300	TL109052	10/14/2020					1,157.50	DR *
6503	103300061806	52045300	1744763347	10/21/2020	00680053	INTRADOENT	12142271		139.10	DR
6503	103300061806	52045300	8381416X09242020	10/31/2020	00033870	ATTMOBILIT	12279233		17.27	DR
			TELECOMMUNICATIONS SRVCS							
6503	103300061806	52045400	415031401 0920	10/16/2020	02359810	MUNICIPALU	12054968		109.94	DR *
									266.31	DR *
									104.63	DR

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 10/31/2020

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1033 COSMETOLOGY COMMISSION - INFO
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		5204540 ELECTRICITY	112180-1333782	10/16/2020	00679069	ENVIROTECH	12037175	08	104.63	DR *
		5204550							9.62	DR
6503		5204550 GARBAGE & SEWER		10/23/2020	MC21794				9.62	DR *
6503		52049600 D101CC005		10/23/2020	MC21794				297.12	DR
6503		52049600 D101CC005		10/23/2020	MC21794				297.12	DR
6503		52049600 7443		10/09/2020	00678341	NATLINTERS	12114840	02	756.00	DR
		OTHER CONTRACTUAL SERVICE							1,053.12	DR *
		CONTRACTUAL SERVICES							4,612.47	DR **
6503		52050200 IN3135245		10/28/2020	02361815	INNOVATIVE	12550348		57.95	DR
6503		52050200 0456898		10/21/2020	00680028	HPINC	12125515	11	153.42	DR
6503		52050200 0457571		10/31/2020	00682713	HPINC	12125515	11	95.42	DR
6503		52050200 18382 OCT20		10/16/2020	00679126	INMANSWATE	12044712		13.75	DR
		OFFICE SUPPLIES							320.54	DR *
6503		52050280 CGEX201015		10/16/2020	477437				21.28	DR
		OFFICE SUPPLIES							21.28	DR *
6503		52050400 10286		10/23/2020	00680878	SMT	12239534		780.00	DR
		EDUC & INSTRUC SUPPLIES							780.00	DR *
6503		52053100 CD109036		10/16/2020					154.11	DR
		PRINTING-STATE							154.11	DR *
6503		52053500 CGEX201008		10/09/2020	479088				6.00	DR
6503		52053500 CGEX201015		10/16/2020	477437				8.20	DR
6503		52053500 CGEX201029		10/31/2020	492319				15.40	DR
6503		52053500 CGEX201029		10/31/2020	492338				3.40	DR
6503		52053500 MS109043		10/23/2020					527.44	DR
		POSTAGE							560.44	DR *
6503		52055180 68870010003 0920		10/28/2020	00681229	MONTANADAK	12020954	12	9.07	DR
		HEATING & COOKING FUELS							9.07	DR *
6503		5228000 SUPPLIES & MATERIALS		10/07/2020					1,845.44	DR **
		T101-044							1,003.34	DR
		OPER TRANS OUT -NON BUDGT							1,003.34	DR *
		NONOP EXP/NONEGTD OP TR							1,003.34	DR **
		OPERATING EXPENSES							10,608.63	DR ***
		52							41,532.65	DR ****
		103300061806							41,532.65	DR *****
		B. UNIT: 1033							41,532.65	DR *****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 10/31/2020

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	51010100	F-T EMP SAL & WAGES	16,484.91	47,977.38
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES	7,005.70	19,686.93
103300061806	6503	51010300	BOARD & COMM MBR FEES	480.00	960.00
ACCT: 5101 EMPLOYEE SALARIES					
103300061806	6503	51020100	OASI-EMPLOYER'S SHARE	23,970.61	68,624.31
103300061806	6503	51020200	RETIREMENT-ER SHARE	1,816.04	5,207.19
103300061806	6503	51020600	HEALTH/LIFE INS.-ER SHARE	989.06	2,878.66
103300061806	6503	51020800	WORKER'S COMPENSATION	4,082.60	11,930.74
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION	42.25	121.84
				23.46	67.65
ACCT: 5102 EMPLOYEE BENEFITS					
103300061806	6503	52030200	AUTO PRIV (IN-ST.) L/RTE	6,953.41	20,206.08
103300061806	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	30,924.02	88,830.39
103300061806	6503	52031000	LODGING/IN-STATE	.00	86.02
103300061806	6503	52031400	TAXABLE MEALS/IN-STATE	2,340.66	7,992.18
103300061806	6503	52031500	NON-TAXABLE MEALS/IN-ST	240.72	963.99
				412.00	1,280.00
				154.00	514.00
ACCT: 5203 TRAVEL					
103300061806	6503	52040200	DUES & MEMBERSHIP FEES	3,147.38	10,836.19
103300061806	6503	52040500	COMPUTER CONSULTANT	.00	310.00
103300061806	6503	52041800	COMPUTER SERVICES-STATE	1,225.20	1,225.20
103300061806	6503	52042000	CENTRAL SERVICES	495.75	1,970.25
103300061806	6503	52042300	JANITORIAL & MAINT SERV	300.34	2,635.64
103300061806	6503	52043600	ADVERTISING-NEWSPAPER	.00	16.29
103300061806	6503	52044900	RENTS-PRIVATE OWNED PROP.	35.11	35.11
103300061806	6503	52045300	TELECOMMUNICATIONS SRVCS	1,157.50	3,241.00
103300061806	6503	52045400	ELECTRICITY	266.31	1,078.49
103300061806	6503	52045500	GARBAGE & SEWER	104.63	449.34
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE	9.62	38.49
				1,053.12	3,035.39
ACCT: 5204 CONTRACTUAL SERVICES					
103300061806	6503	52050200	OFFICE SUPPLIES	4,612.47	14,035.20
103300061806	6503	52050280	OFFICE SUPPLIES	320.54	1,259.96
103300061806	6503	52050400	EDUC & INSTRUC SUPPLIES	21.28	30.87
103300061806	6503	52053100	PRINTING-STATE	780.00	1,860.00
103300061806	6503	52053500	POSTAGE	154.11	727.76
103300061806	6503	52055180	HEATING & COOKING FUELS	560.44	2,633.93
				9.07	34.09
ACCT: 5205 SUPPLIES & MATERIALS					
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	1,845.44	6,546.61
				1,003.34	2,924.27
ACCT: 5228 NONOP EXP/NONBUDG OP TR					
103300061806	6503	52	OPERATING EXPENSES	1,003.34	2,924.27
				10,608.63	34,342.27

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 10/31/2020

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

CENTER COMP ACCOUNT DESCRIPTION

CURRENT MONTH	YEAR-TO-DATE
41,532.65	123,172.66
41,532.65	123,172.66
41,532.65	123,172.66

COMP: 6503 PROFESSIONAL & LICENSING BOARDS

CENTER: 103300061806

B UNIT: 1033

September 2020

BA20JB60

MONTHLY

PAGE 1,517

BUDGET UNIT 1033

AVAILABLE FUNDS
AS OF: 09/30/2020
FY YEAR REMAINING: 75.1%
PAY DAYS REMAINING: 0

DATE 10/03/2020

BUDGET UNIT NAME COSMETOLOGY COMMISSION - INFO

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	381,968.00	0.00	0.00	2,800.00	79,719.08	299,448.92	153,738.20
BUDGETED TOT	381,968.00	0.00	0.00	2,800.00	79,719.08	299,448.92	
ALL COMP TOT	381,968.00	0.00	0.00	2,800.00	79,719.08	299,448.92	

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	195,858.00	0.00	0.00	15,294.84	44,653.70	151,204.30	77.2
5102 EMPLOYEE BENEFITS	58,601.00	0.00	0.00	4,573.20	13,252.67	45,348.33	77.4
5203 TRAVEL	42,268.00	0.00	0.00	2,434.75	7,688.81	34,579.19	81.8
5204 CONTRACTUAL SVCS	74,760.00	0.00	2,800.00	1,788.38	9,422.73	62,537.27	83.7
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	1,162.89	4,701.17	5,779.83	55.1
TOTALS	381,968.00	0.00	2,800.00	25,254.06	79,719.08	299,448.92	78.4

BREAKOUT BY COMPANY:

COMPANY	5101000	5102000	5203000	5204000	5205000	PS SUBTOTALS	OE SUBTOTALS	COMPANY 6503-I TOT
PROFESSIONAL & LICENSING BOARDS								
EMPLOYEE SALARIES	195,858.00					19,868.04		196,552.63
EMPLOYEE BENEFITS	58,601.00					4,573.20		102,896.29
TRAVEL	42,268.00					2,434.75		299,448.92
CONTRACTUAL SVCS	74,760.00					1,788.38		
SUPPLIES & MATRLS	10,481.00					1,162.89		
TOTALS	381,968.00					25,254.06		299,448.92

299,448.92

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	153,738.20	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			153,738.20	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			153,738.20	DR **	
BUDGET UNIT TOTAL 1033			153,738.20	DR ***	

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 09/30/2020

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	4293901	COS-OPERATOR/MANAGER	13,650.00	37,625.00
103300061806	6503	4293969	COS-SALONS LICENSE	6,075.00	16,585.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	105.00	315.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	126.00	510.00
103300061806	6503	4293972	COS-PERMITS	2,988.00	8,574.00
103300061806	6503	4293984	COS-RECIPROCIY/CERTIF	740.00	3,740.00
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	23,684.00	67,349.00 *
ACCT: 42			LICENSES, PERMITS & FEES	23,684.00	67,349.00 **
103300061806	6503	4393903	COS-PENALTY'S	5,020.00	12,660.00
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	5,020.00	12,660.00 *
ACCT: 43			FINES, FORFEITS & PENALTIES	5,020.00	12,660.00 **
103300061806	6503	4896004	COS-EDUCATION COURSE COST	.00	1,205.00
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	2,290.00	8,920.00
103300061806	6503	4896020	MISCELLANEOUS INCOME	302.00	378.00
ACCT: 4896				2,592.00	10,503.00 *
ACCT: 48			OTHER REVENUE	2,592.00	10,503.00 **
103300061806	6503	4920045	NONOPERATING REVENUES	.00	3,283.88
ACCT: 4920			NONOPERATING REVENUE	.00	3,283.88 *
ACCT: 49			OTHER REVENUE	.00	3,283.88 **
CNTR: 103300061806				31,296.00	93,795.88 ***
COMP: 6503				31,296.00	93,795.88 ****
B UNIT: 1033				31,296.00	93,795.88 *****

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 09/30/2020

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION - INFO

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	C101C0021	09/02/2020	255657	09/02/2020	580.00	DR
6503	103300061806	4293901	C101C0021	09/02/2020	255657	09/02/2020	580.00	CR
6503	103300061806	4293901	C101C0021	09/02/2020	255657	09/02/2020	580.00	CR
6503	103300061806	4293969	C101C0021	09/02/2020	255657	09/02/2020	280.00	CR
6503	103300061806	4293971	C101C0021	09/02/2020	255657	09/02/2020	18.00	CR
6503	103300061806	4293972	C101C0021	09/02/2020	255657	09/02/2020	66.00	CR
6503	103300061806	4293901	C101C0022	09/02/2020	255641	09/02/2020	1,280.00	DR
6503	103300061806	4293901	C101C0022	09/02/2020	255641	09/02/2020	1,280.00	CR
6503	103300061806	4293901	C101C0022	09/02/2020	255641	09/02/2020	1,280.00	CR
6503	103300061806	4293969	C101C0022	09/02/2020	255641	09/02/2020	360.00	DR
6503	103300061806	4293969	C101C0022	09/02/2020	255641	09/02/2020	360.00	DR
6503	103300061806	4293969	C101C0022	09/02/2020	255641	09/02/2020	360.00	DR
6503	103300061806	4293969	C101C0022	09/02/2020	255641	09/02/2020	360.00	CR
6503	103300061806	4293969	C101C0022	09/02/2020	255641	09/02/2020	360.00	CR
6503	103300061806	4293972	C101C0022	09/02/2020	255641	09/02/2020	60.00	CR
6503	103300061806	4293984	C101C0022	09/02/2020	255641	09/02/2020	60.00	CR
6503	103300061806	4293901	C101C0023	09/02/2020	255794	09/01/2020	495.00	DR
6503	103300061806	4293901	C101C0023	09/02/2020	255794	09/01/2020	495.00	CR
6503	103300061806	4293901	C101C0023	09/02/2020	255794	09/01/2020	495.00	CR
6503	103300061806	4293969	C101C0023	09/02/2020	255794	09/01/2020	240.00	CR
6503	103300061806	4293972	C101C0023	09/02/2020	255794	09/01/2020	12.00	CR
6503	103300061806	4293984	C101C0023	09/02/2020	255794	09/01/2020	300.00	CR
6503	103300061806	4293901	C101C0024	09/23/2020	256302	09/08/2020	1,235.00	DR
6503	103300061806	4293901	C101C0024	09/23/2020	256302	09/08/2020	1,235.00	CR
6503	103300061806	4293901	C101C0024	09/23/2020	256302	09/08/2020	1,235.00	CR
6503	103300061806	4293969	C101C0024	09/23/2020	256302	09/08/2020	400.00	CR
6503	103300061806	4293901	C101C0025	09/16/2020	256593	09/04/2020	1,995.00	DR
6503	103300061806	4293901	C101C0025	09/16/2020	256593	09/04/2020	1,995.00	CR
6503	103300061806	4293969	C101C0025	09/16/2020	256593	09/04/2020	1,995.00	CR
6503	103300061806	4293972	C101C0025	09/16/2020	256593	09/04/2020	1,160.00	CR
6503	103300061806	4293972	C101C0025	09/16/2020	256593	09/04/2020	720.00	CR
6503	103300061806	4293901	C101C0026	09/29/2020	256890	09/15/2020	1,385.00	DR
6503	103300061806	4293901	C101C0026	09/29/2020	256890	09/15/2020	1,385.00	CR
6503	103300061806	4293901	C101C0026	09/29/2020	256890	09/15/2020	1,385.00	CR
6503	103300061806	4293969	C101C0026	09/29/2020	256890	09/15/2020	520.00	CR
6503	103300061806	4293970	C101C0026	09/29/2020	256890	09/15/2020	35.00	CR
6503	103300061806	4293971	C101C0026	09/29/2020	256890	09/15/2020	12.00	CR
6503	103300061806	4293984	C101C0026	09/29/2020	256890	09/15/2020	198.00	CR
6503	103300061806	4293901	C101C0027	09/23/2020	257395	09/11/2020	140.00	CR
6503	103300061806	4293901	C101C0027	09/23/2020	257395	09/11/2020	1,390.00	DR
6503	103300061806	4293901	C101C0027	09/23/2020	257395	09/11/2020	1,390.00	CR
6503	103300061806	4293969	C101C0027	09/23/2020	257395	09/11/2020	1,390.00	CR
6503	103300061806	4293970	C101C0027	09/23/2020	257395	09/11/2020	400.00	CR
6503	103300061806	4293972	C101C0027	09/23/2020	257395	09/11/2020	35.00	CR
6503	103300061806	4293901	C101C0028	09/18/2020	257136	09/18/2020	300.00	CR
6503	103300061806	4293901	C101C0028	09/18/2020	257136	09/18/2020	950.00	DR
6503	103300061806	4293901	C101C0028	09/18/2020	257136	09/18/2020	950.00	CR

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 09/30/2020

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION - INFO

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4293901	C101C0028	09/18/2020	257136	09/18/2020	950.00	CR
6503	103300061806	4293969	C101C0028	09/18/2020	257136	09/18/2020	280.00	CR
6503	103300061806	4293971	C101C0028	09/18/2020	257136	09/18/2020	96.00	CR
6503	103300061806	4293972	C101C0028	09/18/2020	257136	09/18/2020	66.00	CR
6503	103300061806	4293984	C101C0028	09/18/2020	257136	09/18/2020	20.00	CR
6503	103300061806	4293901	C101C0029	09/23/2020	257394	09/17/2020	1,105.00	DR
6503	103300061806	4293901	C101C0029	09/23/2020	257394	09/17/2020	1,105.00	CR
6503	103300061806	4293969	C101C0029	09/23/2020	257394	09/17/2020	1,720.00	CR
6503	103300061806	4293970	C101C0029	09/23/2020	257394	09/17/2020	35.00	CR
6503	103300061806	4293972	C101C0029	09/23/2020	257394	09/17/2020	120.00	CR
6503	103300061806	4293984	C101C0029	09/23/2020	257394	09/17/2020	20.00	CR
6503	103300061806	4293901	C101C0030	09/25/2020	257647	09/23/2020	980.00	DR
6503	103300061806	4293901	C101C0030	09/25/2020	257647	09/23/2020	980.00	CR
6503	103300061806	4293969	C101C0030	09/25/2020	257647	09/23/2020	980.00	CR
6503	103300061806	4293972	C101C0030	09/25/2020	257647	09/23/2020	480.00	CR
6503	103300061806	4293984	C101C0030	09/25/2020	257647	09/23/2020	66.00	CR
6503	103300061806	4293901	C101C0032	10/02/2020	258110	09/28/2020	100.00	CR
6503	103300061806	4293901	C101C0032	10/02/2020	258110	09/28/2020	2,255.00	DR
6503	103300061806	4293901	C101C0032	10/02/2020	258110	09/28/2020	2,255.00	CR
6503	103300061806	4293901	C101C0032	10/02/2020	258110	09/28/2020	2,255.00	CR
6503	103300061806	4293969	C101C0032	10/02/2020	258110	09/28/2020	1,200.00	CR
6503	103300061806	4293972	C101C0032	10/02/2020	258110	09/28/2020	840.00	CR
6503	103300061806	4293984	C101C0032	10/02/2020	258110	09/28/2020	100.00	CR
6503	103300061806	4293969	N10107024	09/11/2020		09/11/2020	35.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								23,684.00 CR *
6503	103300061806	4393903	C101C0021	09/02/2020	255657	09/02/2020	260.00	CR
6503	103300061806	4393903	C101C0022	09/02/2020	255641	09/02/2020	440.00	CR
6503	103300061806	4393903	C101C0023	09/02/2020	255794	09/01/2020	200.00	CR
6503	103300061806	4393903	C101C0024	09/23/2020	256302	09/08/2020	350.00	CR
6503	103300061806	4393903	C101C0025	09/16/2020	256593	09/04/2020	760.00	CR
6503	103300061806	4393903	C101C0026	09/29/2020	256890	09/15/2020	520.00	CR
6503	103300061806	4393903	C101C0027	09/23/2020	257395	09/11/2020	400.00	CR
6503	103300061806	4393903	C101C0028	09/18/2020	257136	09/18/2020	460.00	DR
6503	103300061806	4393903	C101C0028	09/18/2020	257136	09/18/2020	460.00	CR
6503	103300061806	4393903	C101C0028	09/18/2020	257136	09/18/2020	460.00	CR
6503	103300061806	4393903	C101C0029	09/23/2020	257394	09/17/2020	460.00	CR
6503	103300061806	4393903	C101C0030	09/25/2020	257647	09/23/2020	310.00	CR
6503	103300061806	4393903	C101C0032	10/02/2020	258110	09/28/2020	860.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								5,020.00 CR *
6503	103300061806	4896007	C101C0021	09/02/2020	255657	09/02/2020	360.00	CR
6503	103300061806	4896007	C101C0023	09/02/2020	255794	09/01/2020	400.00	CR
6503	103300061806	4896007	C101C0024	09/23/2020	256302	09/08/2020	330.00	CR
6503	103300061806	4896020	C101C0024	09/23/2020	256302	09/08/2020	300.00	CR
6503	103300061806	4896007	C101C0026	09/29/2020	256890	09/15/2020	700.00	CR

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION - INFO

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR	
6503	103300061806	4896020	C101C0026	09/29/2020	256890	09/15/2020	2.00	CR	
6503	103300061806	4896007	C101C0028	09/18/2020	257136	09/18/2020	100.00	CR	
6503	103300061806	4896007	C101C0030	09/25/2020	257647	09/23/2020	400.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE								2,592.00	CR *
6503	103300061806	52053100	CD108030	09/02/2020		09/01/2020	306.59	DR	
6503	103300061806	52041800	DPI08096	09/18/2020		09/11/2020	495.75	DR	
6503	103300061806	52049600	D101CC004	09/04/2020	MC21709	09/02/2020	277.62	DR	
6503	103300061806	52049600	D101CC004	09/04/2020	MC21709	09/02/2020	277.62	DR	
6503	103300061806	52049600	D101CC004	09/04/2020	MC21709	09/02/2020	277.62	CR	
6503	103300061806	52053500	MS108046	09/23/2020		09/17/2020	648.53	DR	
6503	103300061806	52042000	PL108056	09/18/2020		09/15/2020	105.70	DR	
6503	103300061806	52045300	TL108052	09/02/2020		09/02/2020	155.13	DR	
6503	103300061806	5228000	T101-028	09/09/2020		09/09/2020	495.50	DR	
TOTAL ACCOUNT GROUP NET CHANGE								2,484.82	DR *
6503	103300061806	82044900	REALE/COSMO20-21	09/02/2020		09/02/2020	1,041.75	CR	
6503	103300061806	82044900	REALE/COSMO20-21	09/02/2020		09/02/2020	1,041.75	CR	
6503	103300061806	82044900	REALE/COSMO20-21	09/02/2020		09/02/2020	1,041.75	CR	
6503	103300061806	82044900	REALE/COSMO20-21	09/02/2020		09/02/2020	1,041.75	CR	
6503	103300061806	82044900	REALE/COSMO20-21	09/02/2020		09/02/2020	1,041.75	CR	
6503	103300061806	82044900	REALE/COSMO20-21	09/02/2020		09/02/2020	1,041.75	CR	
6503	103300061806	82044900	REALE/COSMO20-21	09/02/2020		09/02/2020	1,041.75	CR	
6503	103300061806	82044900	REALE/COSMO20-21	09/02/2020		09/02/2020	1,041.75	CR	
6503	103300061806	82044900	REALE/COSMO20-21	09/02/2020		09/02/2020	1,041.75	CR	
6503	103300061806	82044900	REALE/COSMO20-21	09/02/2020		09/02/2020	1,041.75	CR	
6503	103300061806	82044900	21SC100024	09/23/2020	12554000	09/21/2020	2,800.00	DR	
TOTAL ACCOUNT GROUP NET CHANGE								7,617.50	CR *
TOTAL COMPANY--NET CHANGE								36,428.68	CR **

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1033 COSMETOLOGY COMMISSION - INFO
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	CGEX200826	09/02/2020					5,148.41	DR
6503	103300061806	51010100	CGEX200911	09/16/2020					5,685.82	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	103300061806	51010200	CGEX200826	09/02/2020					10,834.23	DR *
6503	103300061806	51010200	CGEX200911	09/16/2020					2,371.40	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
OBJECT: 5101 EMPLOYEE SALARIES										
6503	103300061806	51020100	CGEX200826	09/02/2020					4,460.61	DR *
6503	103300061806	51020100	CGEX200911	09/16/2020					15,294.84	DR **
6503	103300061806	51020100	CGEX200914	09/16/2020	460578				558.88	DR
6503	103300061806	51020100	CGEX200914	09/16/2020	460579				3.21	DR
6503	103300061806	51020100	CGEX200918	09/18/2020	464605				2.14	DR
6503	103300061806	51020100	CGEX200918	09/18/2020	464598				6.43	DR
6503	103300061806	51020100	CGEX200918	09/18/2020	462815				4.28	DR
6503	103300061806	51020100	CGEX200929	09/18/2020	462815				3.22	DR
6503	103300061806	51020100	CGEX200929	09/29/2020	468929				5.36	DR
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE										
6503	103300061806	51020200	CGEX200826	09/02/2020					1,162.04	DR *
6503	103300061806	51020200	CGEX200911	09/16/2020					308.90	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	103300061806	51020600	CGEX200826	09/02/2020					650.07	DR *
6503	103300061806	51020600	CGEX200911	09/16/2020					1,354.93	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	103300061806	51020800	CGEX200826	09/02/2020					2,718.25	DR *
6503	103300061806	51020800	CGEX200911	09/16/2020					13.55	DR
OBJSUB: 5102080 WORKER'S COMPENSATION										
6503	103300061806	51020900	CGEX200826	09/02/2020					27.55	DR *
6503	103300061806	51020900	CGEX200911	09/16/2020					7.54	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
OBJECT: 5102 EMPLOYEE BENEFITS										
GROUP: 51 PERSONAL SERVICES										
6503	103300061806	52030200	CGEX200914	09/16/2020	459298				15.29	DR *
OBJSUB: 5203020 AUTO PRIV (IN-ST.) L/RTE										
6503	103300061806	52030300	CGEX200914	09/16/2020	460578				86.02	DR *
6503	103300061806	52030300	CGEX200914	09/16/2020	460579				287.28	DR
6503	103300061806	52030300	CGEX200918	09/18/2020	464598				126.84	DR
6503	103300061806	52030300	CGEX200918	09/18/2020	464605				474.60	DR
6503	103300061806	52030300	CGEX200918	09/18/2020	464605				285.60	DR
6503	103300061806	52030300	CGEX200918	09/18/2020	462815				261.24	DR
6503	103300061806	52030300	CGEX200929	09/29/2020	468929				345.66	DR

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 09/30/2020

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1033 COSMETOLOGY COMMISSION - INFO
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	52050200	18382 SEP20	09/16/2020	00673150	INMANSWATE	12044712		13.75	DR
	OBJSUB: 5205020	OFFICE SUPPLIES							175.04	DR *
6503	103300061806	52053100	CD108030	09/02/2020					306.59	DR
	OBJSUB: 5205310	PRINTING-STATE							306.59	DR *
6503	103300061806	52053500	CGEX200918	09/18/2020	464598				6.60	DR
6503	103300061806	52053500	CGEX200918	09/18/2020	464605				6.20	DR
6503	103300061806	52053500	CGEX200918	09/18/2020	462815				1.80	DR
6503	103300061806	52053500	CGEX200929	09/29/2020	468929				10.16	DR
6503	103300061806	52053500	MS108046	09/23/2020					648.53	DR
	OBJSUB: 5205350	POSTAGE							673.29	DR *
6503	103300061806	52055180	68870010003 0820	09/23/2020	00673907	MONTANADAK	12020954	12	7.97	DR
	OBJSUB: 5205518	HEATING & COOKING FUELS							7.97	DR *
	OBJECT: 5205	SUPPLIES & MATERIALS							1,162.89	DR **
6503	103300061806	5228000	T101-028	09/09/2020					495.50	DR
	OBJSUB: 5228000	OPER TRANS OUT -NON BUDGT							495.50	DR *
	OBJECT: 5228	NONOP EXP/NONEGTD OP TR							495.50	DR ***
	GROUP: 52	OPERATING EXPENSES							5,881.52	DR ****
	COMP: 6503								25,749.56	DR *****
	CNTR: 103300061806								25,749.56	DR *****
	B. UNIT: 1033								25,749.56	DR *****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 09/30/2020

AGENCY	BUDGET UNIT	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	LABOR & REGULATION						
1033	COSMETOLOGY COMMISSION - INFO						
10330	COSMETOLOGY COMMISSION						
103300061806	6503	51010100	F-T EMP SAL & WAGES		10,834.23	31,492.47	
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES		4,460.61	12,681.23	
103300061806	6503	51010300	BOARD & COMM MBR'S FEES		.00	480.00	
ACCT: 5101			EMPLOYEE SALARIES		15,294.84	44,653.70	
103300061806	6503	51020100	OASI-EMPLOYER'S SHARE		1,162.04	3,391.15	
103300061806	6503	51020200	RETIREMENT-ER SHARE		650.07	1,889.60	
103300061806	6503	51020600	HEALTH/LIFE INS.-ER SHARE		2,718.25	7,848.14	
103300061806	6503	51020800	WORKER'S COMPENSATION		27.55	79.59	
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION		15.29	44.19	
ACCT: 5102			EMPLOYEE BENEFITS		4,573.20	13,252.67	
ACCT: 51			PERSONAL SERVICES		19,868.04	57,906.37	
103300061806	6503	52030200	AUTO PRIV (IN-ST.) L/RTE		86.02	86.02	
103300061806	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE		1,781.22	5,651.52	
103300061806	6503	52031000	LODGING/IN-STATE		165.51	723.27	
103300061806	6503	52031400	TAXABLE MEALS/IN-STATE		322.00	868.00	
103300061806	6503	52031500	NON-TAXABLE MEALS/IN-ST		80.00	360.00	
ACCT: 5203			TRAVEL		2,434.75	7,688.81	
103300061806	6503	52040200	DUES & MEMBERSHIP FEES		.00	310.00	
103300061806	6503	52041800	COMPUTER SERVICES-STATE		495.75	1,474.50	
103300061806	6503	52042000	CENTRAL SERVICES		105.70	2,335.30	
103300061806	6503	52042300	JANITORIAL & MAINT SERV		7.88	16.29	
103300061806	6503	52043600	ADVERTISING-NEWSPAPER		35.11	35.11	
103300061806	6503	52044900	RENTS-PRIVATE OWNED PROP.		.00	2,083.50	
103300061806	6503	52045300	TELECOMMUNICATIONS SRVCS		266.97	812.18	
103300061806	6503	52045400	ELECTRICITY		121.73	344.71	
103300061806	6503	52045500	GARBAGE & SEWER		9.62	28.87	
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE		745.62	1,982.27	
ACCT: 5204			CONTRACTUAL SERVICES		1,788.38	9,422.73	
103300061806	6503	52050200	OFFICE SUPPLIES		175.04	939.42	
103300061806	6503	52050280	OFFICE SUPPLIES		.00	9.59	
103300061806	6503	52050400	EDUC & INSTRUC SUPPLIES		.00	1,080.00	
103300061806	6503	52053100	PRINTING-STATE		306.59	573.65	
103300061806	6503	52053500	POSTAGE		673.29	2,073.49	
103300061806	6503	52055180	HEATING & COOKING FUELS		7.97	25.02	
ACCT: 5205			SUPPLIES & MATERIALS		1,162.89	4,701.17	
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT		495.50	1,920.93	
ACCT: 5228			NONOP EXP/NONBGTD OF TR		495.50	1,920.93	
ACCT: 52			OPERATING EXPENSES		5,881.52	23,733.64	

BA0215V1 10/03/2020

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 09/30/2020

PAGE 267

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

CENTER COMP ACCOUNT DESCRIPTION

CURRENT MONTH	YEAR-TO-DATE
25,749.56	81,640.01
25,749.56	81,640.01
25,749.56	81,640.01

COMP: 6503 PROFESSIONAL & LICENSING BOARDS

CENTER: 103300061806
B UNIT: 1033

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

December 11, 2020

1. **Tri-Annual Audit** – Our tri-annual Agreed-Upon Procedures review of revenues has been completed. The draft report is enclosed; we are happy to inform you that the auditor reported (no findings).

2. **Candidate Information Bulletins** – Now that we are not administering a practical hands-on examination, I would like to propose that we discontinue mailing the Theory Candidate Information Bulletin (CIB) to State Board exam applicants. The Practical exam CIB contained South Dakota specific instructions and information about testing. Now that we no longer need to provide the state-specific information, we can save on postage by having candidates access the Candidate Information Bulletins in a different manner.
 - The schools all have copies of the CIB's
 - CIB's are available from the NIC website
 - We can post the CIB's to our website

3. **NIC Virtual Conference** – Tami Stokes and Kate Boyd participated in the NIC annual conference that was held virtually. Tami was elected as President of NIC for the upcoming year and Kate was elected to serve as one of two Executive Director voting members of the NIC Executive Board.

4. **Potential New School in Spearfish** – Victoria Sweet from Colorado is moving to Spearfish and called to discuss her tentative plans to open an esthetics school in Spearfish. She has been provided with a school application and laws/rules book for her information and review.

**SOUTH DAKOTA COSMETOLOGY COMMISSION
& SOUTH DAKOTA BARBER BOARD**

AGREED UPON PROCEDURES

FOR THE YEAR ENDED JUNE 30, 2020

Draft

**I AMFERS
& MAAS, LLP**
CPAs & Business Advisors

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Commissioners of the South Dakota Cosmetology Commission, Board Members of the South Dakota Board of Barber Examiners, and to the South Dakota Department of Labor and Regulation
Pierre, South Dakota

We have performed the procedures enumerated below, which were agreed to by the South Dakota Cosmetology Commission, South Dakota Board of Barber Examiners, and the South Dakota Department of Labor and Regulation (the specified parties), solely to assist you in evaluating the internal controls over the revenue function of the South Dakota Cosmetology Commission and the South Dakota Barber Board for the year ended June 30, 2020. The South Dakota Cosmetology Commission's management and the South Dakota Barber Board's management is responsible for the internal controls over the revenue function. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

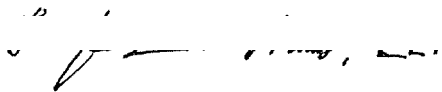
Our procedures and associated findings are as follows:

- 1) We inquired of management regarding the internal control processes as they relate to cash receipts for the revenue process.
- 2) We selected 30 licensed individuals approved by the Board from the licensee list on the Commission's and Board's database. For the licensees selected, we agreed the renewal fee charged with the South Dakota Codified Laws and Administrative Rules in effect for fiscal year June 30, 2020, and with the fees published on the Commission's and Board's website. We traced the payment received to the deposit receipt and agreed the information on the receipt to the weekly deposit voucher. We agreed the total from the deposit voucher to the monthly deposit report. There were no exceptions found as a result of applying these procedures.
- 3) We selected 15 salon licensed businesses approved by the Board from the licensee list on the Commission's and Board's database. For the licensees selected, we agreed the renewal fee charged with the South Dakota Codified Laws and Administrative Rules in effect for fiscal year June 30, 2020, and with the fees published on the Commission's and Board's website. We traced the payment received to the deposit receipt and agreed the information on the receipt to the weekly deposit voucher. We agreed the total from the deposit voucher to the monthly deposit report. There were no exceptions found as a result of applying these procedures.

- 4) We selected 10 examinees from the exam roster. We agreed the fee charged based on our review of the exam fee schedule included in the South Dakota Codified Laws and Administrative Rules in effect for fiscal year June 30, 2020, and with the fees published on the Organization's website. We traced the payment received to the deposit receipt and agreed the information on the receipt to the weekly deposit voucher. We agreed the total from the deposit voucher to the monthly deposit report. There were no exceptions found as a result of applying these procedures.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an audit or a review, the objectives of which would be the expression of an opinion or limited assurance on the internal controls over the revenue function. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the South Dakota Cosmetology Commission, the South Dakota Barber Board, and the South Dakota Department of Labor and Regulation, and is not intended to be and should not be used by anyone other than these specified parties.



December 9, 2020

Draft

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: Ayla Archer

Provider's Address: 3301 E 26th St Suite 113
STREET
Sioux Falls
CITY SD 57103
STATE ZIP

Contact Name: Ayla Archer Tel: (605) 336-8910

Fax () - Email: aylaarcher@icloud.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: BellaLash Classic 3 volume Clock Hours: 16
All continuing education in South Dakota must emphasize safety and sanitation *Do not include breaks and meals*

Location of Course: Hollywood Style 3301 E 26th St
BUSINESS NAME STREET
Sioux Falls SD 57103
CITY STATE ZIP

Initial Course Offering Date: 12/13/14/2020 Time: 9am

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: Ayla Archer

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.

Use an established, nationwide, 16 hour curriculum. I've been
lashing since 2013, & educating since 2014.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. Registrations kept on file.
Sign in sheet

- ATTACH** a sample of the sign-in sheet. After the course, submit a copy to the Commission.
- ATTACH** a sample copy of the certificate of attendance the provider issues to the licensee as proof of attendance of the course. The certificate must show name of course, name of attendee, dates of attendance, and number of hours earned.

AGREEMENT

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

Person completing this application (Please print): Ayla Archer

Signature: [Handwritten Signature]

Date: 11/16/2020

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: ____/____/____



CLASSIC LASH TRAINING COURSE SCHEDULE

DAY 1

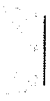
- . Check In and Go Over Kits and Materials
- . Theory of Eyelashes -- The Bella Difference:
 - Safety
 - Contraindications
 - Side Effects
 - Sanitation
 - Curl Thickness, Types and Styles
 - Eyelash Preparation
 - Consultation
 - Application
 - Lash Care
 - Eyelash Removal
 - Fill Procedures
 - Adhesive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

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

DAY 2

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

CERTIFICATE OF COMPLETION

 BELLA LASH
CERTIFIES THAT

ALLISON STEMPEL

#STUDENT ID 9003373

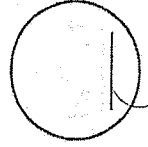
HAS COMPLETED ALL REQUIREMENTS TO BE CERTIFIED IN

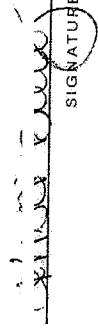
CLASSIC LASHING

BY BELLA LASH EXTENSIONS, LLC
OF VINEYARD, UT

JUNE 5, 2017

DATE




SIGNATURE

AYLA ARCHER

Sioux Falls, South Dakota 57103 | ayla.archer@hotmail.com

Summary

Cosmetologist since 2006 with an emphasis on Eyelash Extensions since 2013. Teaching Eyelash Extensions since 2014.

Experience

Cosmetologist Hollywood Style SF — Sioux Falls, South Dakota Performs services in a full service salon and spa, specializing in eyelash extension application.	Mar 2013 to Current
Eyelash Extension Educator Bella Lash Eyelash Extensions — Sioux Falls, SD Teaches the theory and practice of eyelash extensions through a nationwide, established 16 hour curriculum. Hollywood Style is an affiliated Bella Lash Training Center.	May 2017 to Current
Lash Extension Educator Shavasana Eyelash Extensions — Sioux Falls, SD Educated students on the theory and practice of eyelash extensions through an 8 hour curriculum. Taught classes either at Hollywood Style or traveled to students all over the country. Taught quarterly classes at Capital School of Hairstyling and Esthetics in Omaha NE.	Feb 2014 to Mar 2017
Cosmetologist JC Penney Co Inc. — Sioux Falls, SD	Jul 2008 to Mar 2013
Barber Gino Morena Enterprises — Eglin Air Force Base, FL	Apr 2006 to Jul 2008
Cosmetologist Hair By Stewarts — Aberdeen, SD	Apr 2006 to Sep 2006

Education and Training

Cosmetology Lake Area Technical Institute — Watertown, SD Honor Roll	Apr 2006
Classic Lash Extension Certification Shavasana Lash Extensions — Costa Mesa CA	2014
Volume Lash Extension Certification Shavasana Lash Extensions — Costa Mesa CA	2014
Classic Lash Extension Certification Bella Lash — Vineyard UT	2017
Volume Lash Extension Certification Bella Lash — Vineyard UT	2017
Classic And Volume Lash Educators Certification Bella Lash — Vineyard UT	2017
Classic And Volume Educator Refresher Course Bella Lash — Vineyard UT	2018

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

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

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider's Name: Chantelle Duncan 605 Uixen
Provider's Address: # 707 East 41st Street + SuiL210
SF SD 57105
CITY STATE ZIP
Contact Name: Chantelle Duncan Tel: (605) 681-5565
Fax () - Email:

Check one: Individual Provider Company Provider

COURSE INFORMATION

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

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

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

Location of Course: 605 Uixen 707 East 41st St
SF SD 57105 #210
CITY STATE ZIP

Initial Course Offering Date: NOV 1 Time: 9am

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: Chantelle Duncan

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 am a non Biased Product Base ~~Class~~
Class, which means I teach for safety Skill
and technique NOT to show products

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. Sign in and out
Sheet

- 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): Chantelle Duncan

Signature: _____ Date: Nov 1, 20

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: ____/____/____

ADDITIONAL LASHING REQUIREMENTS

Do not get wet for 3 days no touch , no brushing! Leave lashes alone !!!

Includes hot showers , steam rooms , cooking, anything that produces moisture avoid for the first three days and heat

Absolutely no mascara ! Top or bottom lashes ! We do not fill any lashes with mascara , it requires a new set for sanitary purposes.

We can not fill any lashes that have been submerged in water , no swimming, hot tubbing, you must have a new full set after any of those water activities

We guarantee our lashes for three days post following the care sheet , any complaints,must be done in that time frame.

Weekly fill/ redo agreement

1. 30 min fill time
2. 60 percent of lashes are still connected to lashes
3. If any lashes fell off with in the first 3 days a text with a picture , and must go on the scheduling app to schedule a day to fix
4. Due to high client volume, any fixing of lashes can only be made on monday-wednesday
5. We do not accept any TEXT MESSAGES to rebook. **Please take a picture of the QR code below to reschedule your next APP .**



By signing this you have read and agreed to all information

Client Signature

TIME SHEET

605 VIXEN LASH SCHOOL

707 East 41st Street (210)
Sioux Falls, SD 57105
6056815565

STUDENT NAME	PROVIDER605 VIXEN
STUDENT CONTACT	STATUS: TRAINER
DEPARTMENT: ADVANCED LASH SCHOOL	16 HOURS COURSE

DATE	START TIME	END TIME	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS
Date					
Date					
Date					
Date					
Date					
Date					
Date					
WEEKLY TOTALS					

STUDENT SIGNATURE	DATE: DATE
TRAINER SIGNATURE	DATE: DATE

Detailed Training Objectives: DAY 1

Orientation from 9am-10am

Natural Eyelash and Eye Area Health (10am-11am)

- Eye and eyelash anatomy and physiology
- Common eye conditions relative to eyelash extensions application
- Proper assessment of a client's eye health prior to eyelash extensions application

Disinfection of Supplies and Cross-Contamination Prevention (11am-11:30)

- Proper hand washing
- Disinfection of tools
- Cross-contamination prevention
- Maintaining a sanitary work environment

Irritants, Allergens, and Eye Conditions (11:30-11:45am)

- Minimizing irritants and
- Environmental factors and ideal settings for eyelash extensions application
- Overview of infectious diseases and disorders of the eyes that may impact eyelash extensions application

Lunch break from 11:45am-1pm

1pm-3pm (break at 3pm-3:15pm)

Client Consultation

- Pre-application qualifications alongside a thorough assessment of the client's natural eyelashes, eye area, and general health
- A holistic approach to selecting and designing customized looks based on a client's physical attributes and lifestyle
- Proper documentation and client record keeping
- Managing client expectations

Hands-On Eyelash Extension Application & Removal

- Mannequin drill practice utilizing different lash extension types, diameters, curvatures, and lengths

Complete up to 2 full lash applications under the supervision and guidance

- Achieving proper positioning and posture for both client and Lash Stylist
- Executing the complete Cleansing & Priming process to prepare natural eyelashes for application
- Selecting and properly placing under eye patches to cover lower eyelashes
- Utilizing various eyelash extension curvatures and diameters
- Measuring each client's natural eyelashes to properly select the diameter, length, curvature, and lash type for each eyelash extension

LIVE DEMONSTRATION 3:15-5PM

- Demonstrating proper framing and design
- Demonstrating proper isolation
- Demonstrating the ability to pick up, coat, and attach eyelash extensions for Classic Single-Layer Applications:
 - No eyelashes are sticking together
 - Extensions are attached with the eyelash extensions placed according to the design created for the client
 - Extensions are attached using proper attachment techniques

- Extensions are attached 1 mm from the eyelid
- Extensions are attached using the Side, Top, Bottom, or Wrapping Placement Techniques
- No broken, loose, or hanging eyelash extension bases are present
- No gaps can be found between the natural eyelashes and eyelash extension attachment areas
- Safely removing eyelash extensions utilizing both Peel Removal and Full Removal techniques
- Completing thorough aftercare consultations with students and models
- Documenting and record keeping throughout and at the end of each eyelash extension application
- Verbally demonstrating understanding of the following:
 - Eyelash Extension Application Process, products, supplies, and techniques
 - Safe application practices
 - Retail knowledge
 - Common troubleshooting questions

A brief review of the following:

- Client Consultation
- Basic Design Competency
- Eyelash Extensions Application and Removal

Day 2 Methods of Enhancing Eye Shape (9am-9:30)

Concepts of Design Theory

- Utilizing a different approach to lash design that complements the client's facial features
- customizing lash designs based on natural eyelash criteria, eye shape, eyelid platform, eye color, brow shape, and skin tone

- Utilizing different types, tapers, lengths, diameters, curvatures, and colors to enhance design
- Adjusting the frame for different eye shapes
- Attachment techniques for different natural eyelash types
- Becoming proficient in design customization

- Customizing lash designs based on each client's eye shape and design preference
- Strategies for enhancing eye shapes
- Creating the illusion of different eye shapes
- Effectively managing clients' design expectations while following safe application guidelines

In-Depth Overview of Natural Eyelash Types (930-10am)

- Designing for various natural eyelash types, including downward-pointing, straight, curly, coarse, fine, and light-colored natural eyelashes
- Application strategies to maximize design opportunities for each natural eyelash type
- Success strategies for applying to difficult natural eyelashes

Marketing and Social Media (10-11am)

- How to increase income using social media marketing
- Effective ways to use Facebook ads and Instagram

Evaluating Eyelash Extension Longevity

- Overview of eyelash extensions longevity and determining appropriate lash retention
- Strategies to monitor and assess natural eyelash shedding
- Identifying signs of poor aftercare and poor application techniques

- Complete up to 2 full lash applications under the supervision and guidance of your Lashes

Answering questions and going over the following (315-5pm)

- Maintaining a sanitary work environment and an organized station
- Completing a thorough client consultation utilizing the Xtreme Lashes Client Profile System
- Minimizing irritation by using the Xtreme Lashes Application Environmental System
- Achieving proper positioning and posture for both client and Lash Stylist
- Executing the complete Xtreme Lashes Cleansing & Priming process to prepare natural eyelashes for application
- Selecting and properly placing under eye patches to cover lower eyelashes
- Utilizing various eyelash extension curvatures and diameters
- Measuring each client's natural eyelashes to properly select the diameter, length, curvature, and lash type for each eyelash extension
- Demonstrating proper framing and design
- Demonstrating proper isolation
- Demonstrating the ability to pick up, coat, and attach eyelash extensions for Classic Single-Layer Applications:
 - No eyelashes are sticking together
 - Extensions are attached with the eyelash extensions placed according to the design created for the client
 - Extensions are attached using proper attachment techniques
 - Extensions are attached 1 mm from the eyelid
 - Extensions are attached using the Side, Top, Bottom, or Wrapping Placement Techniques
 - No broken, loose, or hanging eyelash extension bases are present
 - No gaps can be found between the natural eyelashes and eyelash extension attachment areas

Troubleshooting

- Effectively determining the cause of and resolving:
 - Common client concerns
 - Common application errors

Application and Retail Product Knowledge (11am-1130am)

- Adhesive care, take home cleansers and lash boost products

Professional Image and Salon Management (11:30-12pm)

- Strategies for managing a salon and creating a professional image, focusing on establishing the following areas:
 - Marketing and promoting
- Lash Stylist etiquette

Lunch break (12pm-1:15pm)

Evaluation, Support and Feedback

- Individualized assistance throughout the training program
- Continuous trainer evaluation and feedback to build confidence and increase skill level

Hands-On Eyelash Extension Applications (1:15-3:15)

- Completing thorough aftercare consultations with model(s)
- Documenting and record keeping throughout and at the end of each eyelash extension application
- Verbally demonstrating understanding of the following:
 - Safe application practices
 - Retail knowledge

Chantelle Duncan

1100 South Bahnson Ave

Sioux Falls, SD 57103

605-681-5565

E-mail:chantelleduncan83@gmail.com

Skills and Experience

- Social Networking for businesses, specializing in teen marketing
- Independent and efficient worker
- Self-motivated and directed
- Proficient in computer skills
- Event Planning
- Managing
- Blogging
- Voice Talent/Radio
- Radio Advertisement
- Instagram
- Twitter
- Ability to type 60 cwpm
- Excellent communicator
- Student Panel
- Possess critical thinking skills
- Well organized and punctual
- Promotions
- Sales
- Customer Service
- Voice Talent
- Training
- Facebook

Education

Nov. 2015- 2017 Stewart School of Cosmetology, Sioux Falls, SD

Aug. 2012 – 2015 Southeast Technical Institute, Sioux Falls, SD

AAS Marketing/Marketing Design Graduated December 5, 2015

Sep. 2009 – Jan 2010 Black Hills Beauty College

Aug. 1999 – May 2002 Lincoln High School, Sioux Falls, SD

High School Diploma, graduated May 2002.

Related Courses

- Social Media
- Principles of Selling
- Marketing
- HD Airbrush Makeup
- Certified Nail Drill
- Business Communications
- Consumer Behavior
- Marketing Management
- Microdermabrasion
- Mastery Makeup Artist
- Spray Tanning
- Professional Writing
- Beauty Editor
- Marketing Research
- Advertising
- Public Relations
- Project Management
- Business Ethics

Work History

2018- Current

605 Vixen

Owner and operator , Lash Extension Certified , State Provider, and Certified in

Micropigmentation .

Sept 2017- 2018 **Smart Style**

Cosmetologist

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. Inventory, making nightly bank drop.

Jan. 2015-Current **Sioux Falls Women's Magazine**

Beauty Editor & Hair/Makeup Artist

Manage the appearance-related content in a publication, which can include features on skin care, hair care and cosmetics. Also, responsible for applying makeup and prosthetics to aesthetically enhance celebrities, performers, individuals, entertainers, or for special events such as weddings or dates. Work independently or with a team. May also style hair and with clients to create various looks.

June 2014 – Aug 2015 **Randle Kitchen**

Communications Specialist Developing advertising and marketing strategies that will successfully keep owners, customers and potential prospects aware of new events.

Training staff on how to use Facebook Fan Page, Instagram, Twitter to its full potential to find target market and reach different demographics

Sept 2013 – Oct 2013 **Friendship Baptist Church**

Communications Specialist Developing advertising and marketing strategies that will successfully keep current members and potential church member aware of new events.

Training staff on how to use Facebook Fan Page, Instagram, Twitter to its full potential to find target market and reach different demographics.

Aug. 2012 – May 2013 **Southeast Technical Institute**, Sioux Falls, SD

Work Study – Completing tasks such as competitive analysis, target market research, conducting interviews, social media strategies, updating files, sorting paperwork, preparing/packaging folders and envelopes and marketing research.

Admissions *Southeast Technical Institute*

Student Panel -Speaking with students and parents about STI programs and working with admissions registering new students, conduction tours and reaching out to future prospects.

Oct 2011 – Feb 2013 **The Vault Nightclub**, Sioux Falls, SD

Outreach Director – Managed teen promoters, event planning, marketing, coordinate birthday and bachelorette parties, serving and bartending.

Aug 2011 – Oct 2011 **Macys**, Sioux Falls, SD

Cosmetic Sales – Provided skin and cosmetic expertise, consistently over achieving monthly sales goals, excellent customer service skills with clientele

Jan 2011 – Aug 2011 **Cash Depot**, Sioux Falls, SD

Office Manager

Maintained office services by organizing office operations and procedures; cashed checks; controlling correspondence; designing filing systems; reviewed and approved loans; and monitored clerical functions.

Aug. 2003– Jan. 2007 **Citi Bank**, Sioux Falls, SD

Investigations Specialist – Managed heavy case loads of debit card holders with disputes on fraudulent transaction. Canceled and reissued cards, answered clients inquire, resolved disputes, fraud control and settlements of accounts

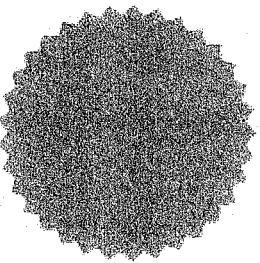
Aug 1998 – June 2003 **Youth Enrichment Services**, Sioux Falls, SD

Teacher Assistant – Prepared lesson materials, bulletin board displayed,

ACCREDITED LASH TRAINING

605

VIXEN SALON



CHANTELLE DUNCAN

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

APPRENTICESHIP APPLICATION

Please print or type

Name: Madison Ann Metzger Date of Birth: 12/18/99
Address: 819 S Aldrich St. Apt #2 Aberdeen SD 57401
STREET CITY STATE ZIP
Date of Birth: 12/18/99 Social Security Number: _____
Education: Central High School Date: May 2018
NAME OF HIGH SCHOOL or GED GRADUATION OR COMPLETION DATE

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

Suggested Start Date of apprenticeship (tentative): As soon as possible 12-11-2020

Name of Instructor(s): CORINNE JOSEPH

Salon Name: Revive Day Spa Phone: 605-725-4242

Address: 301 S Main St. City: Aberdeen Zip: 57401

I realize that any cosmetology school training will not be credited toward an apprenticeship. If I am granted an apprentice license, I agree to take continuous training over a period of at least 13 months or 6 months as applicable. I also agree to abide by all of the provisions of the Cosmetology Law.

[Signature]
SIGNATURE OF APPLICANT

Subscribed and sworn to before me this 15 day of September 2020

(SEAL) [Signature]
NOTARY PUBLIC SIGNATURE

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

No apprentice license will be issued until these requirements are met. Mail to Cosmetology Commission at the address shown at the top of page

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

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

AFFIDAVIT FOR INSTRUCTOR OF APPRENTICE

I, Courtney Joseph, a licensed Cosmetologist or Nail Technician
PRINT INSTRUCTOR NAME

and licensed Instructor in the State of South Dakota, agree to instruct MADISON ANN METZGER
PRINT APPRENTICE NAME

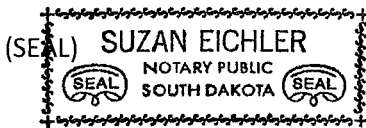
as an apprentice in both the theory and practical work in the art of cosmetology or nail technology.

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

Courtney Joseph
SIGNATURE OF INSTRUCTOR

Courtney Joseph
SIGNATURE OF INSTRUCTOR

Subscribed and sworn to before me this 2 day of November 2020



Suzan Eichler
NOTARY PUBLIC SIGNATURE

My commission expires 10/26/2022
Return to: Cosmetology Commission at address shown at top of page

** each instructor must sign this statement.

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

APPRENTICE – SALON APPLICATION

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

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

2. Salon Name: Adam @ Eve Styling Salon @ Wig Center

3. Salon Physical Address: 1718 6th Ave. SE Aberdeen 57401
STREET CITY ZIP

4. Salon Phone Number: 605-226-2690 Personal Phone Number: 605-252-6778

5. Your (OWNER) name: LORI BURGARD License number: CO-00520-2021

6. Salon Manager In Charge: LORI BURGARD License number: _____

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

8. Tentative Start Date of Apprenticeship 1-04-2021

9. Circle the days YOU are OPEN: M TU W TH F SA SU

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

10. Signature of Owner(s) Lori A. Burgard Date: 10-20-2020

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

Office Use Only: Apprentice Salon License Number _____

Date processed: _____

Inspector _____

CHECKLIST FOR PROPOSED APPRENTICESHIP

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

1. Salon Name:

Adam & Eve Styling Salon & Wig Center

2. Salon Address:

1718 6th Ave. SE

3. Salon Telephone: 605-226-2690 Email: ae-style@nvc.net

4. Type of Apprenticeship: X Cosmetology ___ Nail Technology

5. Instructor(s):

Name: LORI BURGARD Instructor Lic #: IC-14827-2021

Name: ___ Instructor Lic #: ___

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

6. Apprentice(s): (only two per instructor, maximum of four apprentices per salon)

1. Name:

Elizabeth Murray

Address: 320 9th Ave. S.W. City: Aberdeen, SD

Telephone: 605-290-8875

2. Name:

Stacey Burgard

Address: 812 S. McCoy City: Aberdeen, SD

Telephone: 605-246-6066

7. Proposed starting date: 1-4-2021

8. Proposed Ending Date: 4-4-2022
9. Textbook to be used: Milady Standard Cosmetology
 Publisher: Cengage Copyright Date: 2016
10. Student workbook to be used: Milady Standard Cosmetology
 Publisher: Cengage Learning Copyright Date: 2016
11. Lesson plans Self Prepared: Yes ___ No Purchased: Yes ___ No
 If purchased, company name: Milady Standard Cosmetology

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

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

18. Kit supplied and ready: Yes ___ No ___ Pending

19. On a separate paper, list contents of kit to be provided and attach to this checklist.

20. Salon inspection passed: ___ Yes ___ No Pending

21. Physical requirements ready: Completely separate classroom Yes No
- White board Yes No
- Audio-visual items Yes No
- Station(s) Yes No

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

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

- | | | | | |
|--|-------------------------------------|-----|--------------------------|----|
| a. Weekly Report (timesheets) | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| b. Apprentice Leave Policy | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| c. Candidate Brochure for State Boards | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| d. Apprenticeship Training Record Form | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| e. Curriculum Requirements | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| f. State Law/Rule Books | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| g. Weekly Schedule Form | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| h. Apprentice-Salon Application Form | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| i. Instructor License Application Form | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| j. Apprentice Application Form | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |

24. Instructor license requirements met: Yes No Pending
 If pending, attach a statement on how the requirements will be met and the anticipated completion date. (30 hrs instructor training BEFORE the instructor license will be issued.)

SOUTH DAKOTA 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

APPRENTICESHIP APPLICATION

Please print or type

Name: Stacey Burgard Date of Birth: 3/22/196

Address: 812 S Mcloy St Aberdeen SD 57401
STREET CITY STATE ZIP

Date of Birth: 3/22/1996 Social Security Number: _____

Education: Central High School / Northern State University Date: 2014 / 2019
NAME OF HIGH SCHOOL or GED GRADUATION OR COMPLETION DATE

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

Suggested Start Date of apprenticeship (tentative): January 4th 2021

Name of Instructor(s): Lori Burgard

Salon Name: Adam + Eve Styling Salon + Day Spa Phone 605-224-1700

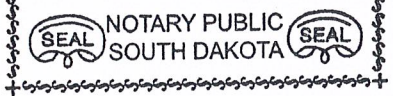
Address: 1718 6th Ave SE City: Aberdeen Zip: 57401

I realize that any cosmetology school training will not be credited toward an apprenticeship. If I am granted an apprentice license, I agree to take continuous training over a period of at least 13 months or 6 months as applicable. I also agree to abide by all of the provisions of the Cosmetology Law.

Stacey Burgard
SIGNATURE OF APPLICANT

Subscribed and sworn to before me this 20th day of October 2020
Brittany A. Hofer

(SEAL)



My Commission Expires
May 15, 2026

Brittany A. Hofer
NOTARY PUBLIC SIGNATURE

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

No apprentice license will be issued until these requirements are met. Mail to Cosmetology Commission at the address shown at the top of page

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

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
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500 E Capitol Ave, Pierre, SD 57501
Tel: 605.773.6193 Fax: 605.773.7175 cosmetology.sd.gov

AFFIDAVIT FOR INSTRUCTOR OF APPRENTICE

I, Lori Burgard, a licensed Cosmetologist or Nail Technician
PRINT INSTRUCTOR NAME

and licensed Instructor in the State of South Dakota, agree to instruct Stacey L. Burgard
PRINT APPRENTICE NAME

as an apprentice in both the theory and practical work in the art of cosmetology or nail technology.

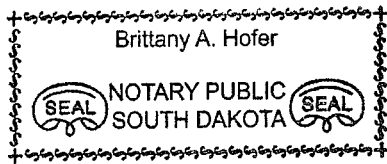
I further agree to abide by the provisions of the Cosmetology Law as it relates to the training of an apprentice in a salon.

Lori A. Burgard
SIGNATURE OF INSTRUCTOR

Lori A. Burgard
SIGNATURE OF INSTRUCTOR

Subscribed and sworn to before me this 20 day of October 2020

(SEAL)



Brittany A. Hofer
NOTARY PUBLIC SIGNATURE

My Commission Expires
May 15, 2026

Return to: Cosmetology Commission at address shown at top of page

** each instructor must sign this statement.

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

APPRENTICESHIP APPLICATION

Please print or type

Name: Elizabeth Kristine Murray Date of Birth: 09/28/1995

Address: 320 9th Ave SW Aberdeen SD 57401
STREET CITY STATE ZIP

Date of Birth: 09/28/1995 Social Security Number: _____

Education: State of South Dakota GED Date: 06/25/2020
NAME OF HIGH SCHOOL or GED GRADUATION OR COMPLETION DATE

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

Suggested Start Date of apprenticeship (tentative): 01/04/2021

Name of Instructor(s): Lori Burgard

Salon Name: Adam and Eve Styling Salon and wig center Phone 605-229-1700

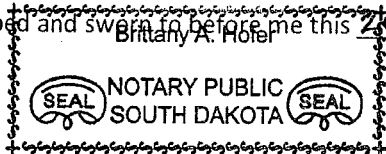
Address: 1718 6th ave SE City: Aberdeen Zip: SD 57401

I realize that any cosmetology school training will not be credited toward an apprenticeship. If I am granted an apprentice license, I agree to take continuous training over a period of at least 13 months or 6 months as applicable. I also agree to abide by all of the provisions of the Cosmetology Law.

SIGNATURE OF APPLICANT

Subscribed and sworn to before me this 20 day of October 2020

(SEAL)



My Commission Expires
May 15, 2026

NOTARY PUBLIC SIGNATURE

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

No apprentice license will be issued until these requirements are met. Mail to Cosmetology Commission at the address shown at the top of page

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

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

AFFIDAVIT FOR INSTRUCTOR OF APPRENTICE

I, LORI BURGARD, a licensed Cosmetologist or Nail Technician
PRINT INSTRUCTOR NAME

and licensed Instructor in the State of South Dakota, agree to instruct Elizabeth K. Murray
PRINT APPRENTICE NAME

as an apprentice in both the theory and practical work in the art of cosmetology or nail technology.

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

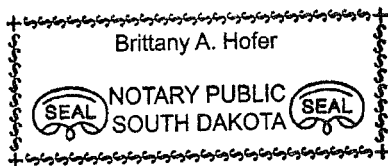
Elizabeth K. Murray
SIGNATURE OF INSTRUCTOR

Lori A. Burgard
SIGNATURE OF INSTRUCTOR

Subscribed and sworn to before me this 20 day of October 2020

My Commission Expires
May 15, 2026

(SEAL)



Brittany A. Hofer
NOTARY PUBLIC SIGNATURE

Return to: Cosmetology Commission at address shown at top of page

** each instructor must sign this statement.

COMMISSION-APPROVED SPECIAL EVENTS

We have had a request for the Commission to add birthday parties to the list of Commission-approved special events.

Current law states:

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

(3) Special events: a licensee may practice limited services within the scope of the license for special events, such as weddings, fashion shows, school dances, professional photography sessions, or other events approved by the commission, so long as the licensee documents the service through a salon or booth. The limited services that may be performed at such special events are the following: the nonpermanent manipulation of the hair, such as styling, wrapping, arranging, braiding, twisting, weaving, extending, fusing, dressing, curling, setting, and straightening; the application of nail polish to the nails; and the application of makeup to the skin.

Excerpt from July 21, 2014 Commission Meeting

Special Events Exemption

The updated law 36-15-54 relating to work outside a salon went into effect July 1, 2014. The law named four specific special events that are exempt and allowed the Commission to expand the list of special events that may be performed outside a licensed salon. It was acknowledged that the special events must be an integral part of the special event and it is not intended for the convenience of a customer to have services performed in their home.

It was moved by Tammy Ugofsky, seconded by Lori Berreth, to approve the following list of special events for work outside a salon:

1. Bridal shows
2. Plays/dance recitals/musicals
3. Festivals and fairs
4. Sturgis rally
5. Beauty pageants
6. Television and movie filming
7. Community events to educate the public to perform their own personal cosmetic care

The motion prevailed on a voice vote.

It was noted that the Commission will likely be reviewing the expanding the special events approved list from time to time as new kinds of events are proposed by our licensees.

The Salon Professional Academy

October 14, 2020

Dear Board Members,

I am submitting for approval by the commission, instructor continuing education on an on-going basis. The first training is something that is offered through the SPEC Franchise and all educators will be required to take this training at least one time. This training consists of both on-line and on-site when the pandemic lifts. The contact person at SPEC is Kerri Schultz or Amber Fox.

Amber Fox: afox@specfranchise.com

Kerri Schultz: kschultz@specfranchise.com

The second training is a training offered by Teresa Jahner; IMAGINE ALL YOU CAN BE. This training is also one that I would like to offer as an on-going basis for instructors.

Thank You

Wendy Beaumont

The Salon Professional Academy

605-342-0697