

MEETING AGENDA
SOUTH DAKOTA COSMETOLOGY COMMISSION
Department of Labor & Regulation, 123 W Missouri Ave, Pierre, South Dakota
Friday, January 24, 2020

To join the meeting via conference call: Dial: (866) 410-8397 • Conference Code: 5816742095
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- A. 8:30 am (CST) – ConveneCrystal Carlson
- B. Roll CallTami Stokes
- C. Approval of Agenda
- D. December 6, 2019 Meeting Minutes.....Tami Stokes
- E. Treasurer’s Report.....Tami Stokes
- F. Executive Director ReportKate Boyd
- G. Disciplinary Actions.....Violations Committee
 - 1. Case G – 2019
 - 2. Case H – 2019
 - 3. Case J – 2019
 - 4. Lapsed Case 18-2019
 - 5. Lapsed Case 19-2019
 - 6. Lapsed Case 21-2019
 - 7. Lapsed Case-22-2019
 - 8. Lapsed Case 23-2019
 - 9. Lapsed Case 24-2019
 - 10. Lapsed Case 25-2019
 - 11. Lapsed Case 26-2019
 - 12. Lapsed Case 27-2019
 - 13. Lapsed Case 28-2019
 - 14. Lapsed Case 29-2019
 - 15. Lapsed Case 30-2019
 - 16. Lapsed Case 31-2019
 - 17. Lapsed Case 32-2019
 - 18. Lapsed Case 33-2019
- H. Open for Public Comment
- I. Practical Examinations
- J. Inspection Reports – Salon/Booth and Schools

K. Petitions for Declaratory Ruling

1. Petition for Declaratory Ruling 2020-A
 - Can a salon keep closed bags with nail tools for individual customers?
2. Petition for Declaratory Ruling 2020-B
 - Inquiry regarding allowable makeup brush cleaner
<https://cinemasecrets.com/collections/brush-cleaner>
<https://www.ofracosmetics.com/products/brush-cleaner-and-disinfectantspray#accordion3>
3. Petition for Declaratory Ruling 2020-C
 - Is the application of dipped powder nails allowable in a salon?
4. Petition for Declaratory Ruling 2020-D
 - Is the use of a hyaluron pen allowable for an esthetician to use for lip filler?

L. Application Review

1. School License Renewal Application – Black Hills Beauty College
2. New School License Application – Black Hills Beauty College (new ownership with a name change to The Salon Professional Academy)
3. Cosmetology Apprentice Application for Revive Day Spa – Bradi Heinz
4. Eyelash Extension Education Provider Application – Chantelle Duncan
5. Request for Student License from Applicant with Felony Convictions

M. Meeting & Exam Calendar

March 16-17, 2020 – Cosmetology & Nail Technology State Board Exams
April 16-17, 2020 – Watertown & Sioux Falls School Visits & Commission Meeting
April 24-26, 2020 – NIC All Region Conference – Biloxi, MS
May 17-18, 2020 – Cosmetology & Esthetics State Board Exams
July 24, 2020 – Commission Meeting – Pierre
Sept 25, 2020 – Rapid City School Visits & Commission Meeting
Oct 2-5, 2020 – NIC Annual Conference – Louisville, KY
Dec 11, 2020 – Commission Meeting – Conference Call

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, January 22, 2020 to make any necessary arrangements.

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
221 W. Capitol Ave, Suite 101, Pierre, South Dakota
December 6, 2019 (CST)

President Crystal Carlson called the conference call meeting to order at 9:00 am.

Executive Director Kate Boyd read the roll and a quorum was established.

Members Present: Crystal Carlson
Renee Graf
Debbie Pageler
Annette Petersen
Tami Stokes

Members Absent: N/A

Others Present: Kate Boyd, Executive Director
Fallon Helm, Revive Day Spa Apprentice Salon

Two additions were noted to the agenda. The first was the November 2019 Financial Report that was not available at the time the meeting packets were mailed to the Commission. The second item was an additional request for approval of a student cosmetologist license from an individual still under court supervision for a felony conviction. Crystal Carlson made a motion to approve the agenda. Annette Petersen seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Annette Petersen made a motion to approve the minutes of the July 26, 2019 meeting. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Executive Director Kate Boyd noted the November 2019 financial report had been emailed to the Commission. The available funds balance was \$201,167.89 and the cash center balance was \$120,739.42. She added that we should start seeing the cash center balance grow, with the fee increases that go into effect 1/1/20. Since our fiscal year runs from July 1 – June 30 of the following year, this first half-year from 1-1-19 – 6-30-19 should yield about \$23,000, or 50% of the anticipated yearly fee increases of about \$46,000.

The Executive Director's Report was included in the meeting handouts and included the following information: (1) Debbie Jensen began her employment with the Commission as a Senior Secretary November 12, 2019. She is a fast learner and we are happy to have her as a member of our office staff; (2) The State Board exam schedule has not yet been set due to the fact that we will no longer be able to administer exams in the Becker-Hansen building in Pierre. This will be discussed in more detail at the January, 2020 Commission meeting; (3) As noted during the Treasurer's Report, the fee increases went into effect for any licenses that expire in 2020; (4) we recently learned of an inspection scam that was occurring in the Rapid City area in which an individual phones a salon to say they are an inspector for the Cosmetology Commission and then trying to schedule an inspection. At least one nail salon allowed the inspection and then was assessed and paid a several hundred dollar fine. We sent an email to

approximately 6000 email addresses that we have in our database alerting our licensees to this scam and reminding them that (1) our inspectors do not phone to schedule inspections, (2) inspectors do not have fining authority, and (3) we never allow our inspectors to accept any money from the licensees, not even if a licensee wants the inspector to mail in their renewal fees.

Lapsed Case 2-2019-Tami Stokes made a motion to approve the Consent Agreement for with the following terms:

- a. Teoni Taylor booth license will be suspended for a period of 30 days beginning December 6, 2019.
- b. The 30 days of suspension will be held in abeyance for a period of one year and the booth license will not be actively suspended so long as the following conditions are observed:
 - 1) Ms. Taylor will pay \$275 by December 31, 2019 and \$250 by January 31, 2010;
 - 2) Comply with all laws and regulations of the Commission.

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

There were no public comments.

Annette Petersen made a motion to approve the cosmetology apprentice application of Halley Cranford at Revive Day Spa. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the cosmetology apprentice application of Mu Chay Chay at Revive Day Spa. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Debbie Pageler made a motion to approve the microdermabrasion education provider application submitted by Jamie Larson of Harmony Salon. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the eyelash extension education provider application submitted by Ayla Archer. Annette Petersen seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the eyelash extension education provider application of Headlines Academy. Renee Graf seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Debbie Pageler made a motion to approve the field trip request submitted by Headlines Academy. Annette Petersen seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the student license application of the first candidate with a felony conviction. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the student license application of the second candidate with a felony conviction. Annette Petersen seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

The next meeting of the Cosmetology Commission was set for 8:30 am, Friday, January 24, 2020 in Pierre. Hotel rooms for the night of Thursday, January 23, 2020 will be reserved by the staff.

Tami Stokes made a motion to adjourn. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

President Crystal Carlson adjourned the meeting at 9:30 am.

Respectfully submitted,

Kate Boyd, Executive Director

Tami Stokes, Secretary-Treasurer

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

December 6, 2019

1. **Staff Update** – Debbie Jensen started in our office as a Senior Secretary on November 12, 2019. Debbie's two most recent positions with other State agencies. Debbie is a fast learner and has already started picking up the slack in the office.
2. **State Board Exam Schedule** – We recently learned that we will no longer be able to administer State Board exams in the Becker-Hansen building in Pierre. Without an exam location, we have been unable to develop an exam schedule for 2020. This will be discussed in more detail at the January, 2020 Commission meeting, with options for future exam testing locations.
3. **2020 Fee Increases & New Administrative Rules** – As a reminder, several of our fees will increase beginning January 1, 2020. Those fees are:
 - (a) Examination fee which includes the initial license, from \$80 to **\$100**;
 - (b) Examination retake fee, one test, from \$40 to **\$60**; two tests, from \$50 to **\$70**; three tests, from \$60 to **\$80**;
 - (c) Cosmetologist, nail technician, or esthetician license renewal fee, from \$20 to **\$25**;
 - (d) Instructor initial license fee and renewal fee, from \$25 to **\$35**;
 - (e) Salon or booth license renewal fee, from \$35 to **\$40**;

The Commission staff is preparing a letter that will be mailed shortly to all salons reminding them about the fee increases and pertinent changes in the administrative rules. The fee increases were included in the 2019 annual Newsletter and the new license fees are printed at the bottom of the 2019 licenses. This will be an additional reminder of the fees and administrative rules changes.
4. **Inspection Scam** -- we recently learned of an inspection scam that was occurring in the Rapid City area in which an individual makes a phone call to a salon to say they are an inspector representing the Cosmetology Commission and then trying to schedule an inspection. At least one nail salon allowed the inspection and then was assessed and paid a several hundred dollar fine. We sent an email to approximately 6000 email addresses that we have in our database alerting our licensees to this scam and reminding them that (1) our inspectors do not phone to schedule inspections, (2) inspectors do not having fining authority, and (3) we never allow our inspectors to accept any money from the licensees, not even if a licensee wants the inspector to mail in their renewal fees.

December 2019

BUDGET UNIT 1033

AVAILABLE FUNDS
AS OF: 12/31/2019
FY YEAR REMAINING: 49.9%
PAY DAYS REMAINING: 12

MONTHLY

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DATE 01/04/2020

BUDGET UNIT NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	368,642.00	0.00	0.00	17,821.90	167,088.80	183,731.30	116,201.52
BUDGETED TOT	368,642.00	0.00	0.00	17,821.90	167,088.80	183,731.30	
ALL COMP TOT	368,642.00	0.00	0.00	17,821.90	167,088.80	183,731.30	

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	183,174.00	0.00	0.00	7,097.15	83,708.32	99,465.68	54.3
5102 EMPLOYEE BENEFITS	58,314.00	0.00	0.00	2,091.54	21,898.30	36,415.70	62.4
5203 TRAVEL	42,268.00	0.00	0.00	1,984.66	19,184.21	23,083.79	54.6
5204 CONTRACTUAL SVCS	74,405.00	0.00	17,821.90	4,931.59	34,536.07	22,047.03	29.6
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	2,980.00	7,515.90	2,965.10	28.3
5207 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	246.00	246.00-	0.0
TOTALS	368,642.00	0.00	17,821.90	19,084.94	167,088.80	183,731.30	49.8

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

COMPANY	EMPLOYEE SALARIES	EMPLOYEE BENEFITS	TRAVEL	CONTRACTUAL SVCS	SUPPLIES & MATRLS	CAPITAL OUTLAY	PS SUBTOTALS	OE SUBTOTALS	COMPANY 6503-I TOT
5101000	183,174.00	0.00	0.00	0.00	0.00	0.00	241,488.00	127,154.00	368,642.00
5102000	58,314.00	0.00	0.00	0.00	0.00	0.00	17,821.90	17,821.90	
5203000	42,268.00	0.00	0.00	0.00	0.00	0.00	9,896.25	9,896.25	
5204000	74,405.00	0.00	17,821.90	4,931.59	2,980.00	0.00	105,606.62	61,482.18	
5205000	10,481.00	0.00	0.00	7,515.90	246.00	0.00	135,881.38	47,849.92	
5207000	0.00	0.00	0.00	0.00	0.00	0.00	183,731.30	183,731.30	
PS SUBTOTALS	241,488.00	0.00	0.00	9,188.69	105,606.62	0.00	135,881.38	47,849.92	
OE SUBTOTALS	127,154.00	0.00	0.00	9,896.25	61,482.18	0.00	47,849.92	37.6	
COMPANY 6503-I TOT	368,642.00	0.00	0.00	17,821.90	19,084.94	0.00	183,731.30	49.8	

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 12/31/2019

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	116,201.52	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			116,201.52	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			116,201.52	DR **	
BUDGET UNIT TOTAL 1033			116,201.52	DR ***	

REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 12/31/2019

AGENCY	BUDGET UNIT	10	LABOR & REGULATION	COSMETOLOGY COMMISSION	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO	6503										
COMPANY NAME	PROFESSIONAL & LICENSING BOARDS										
103300061806	6503	4293901	COS-OPERATOR/MANAGER					6,940.00	54,215.00		
103300061806	6503	4293969	COS-SALONS LICENSE					3,405.00	26,940.00		
103300061806	6503	4293970	COS-INSTRUCTORS LIC					135.00	560.00		
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES					182.00	1,010.00		
103300061806	6503	4293972	COS-PERMITTS					1,482.00	11,584.00		
103300061806	6503	4293973	COS-SCHOOL LICENSE					.00	600.00		
103300061806	6503	4293984	COS-RECIPROCITY/CERTIF					160.00	6,480.00		
ACCT: 4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)							12,304.00	101,389.00	*	
ACCT: 42	LICENSES, PERMITS & FEES							12,304.00	101,389.00	**	
103300061806	6503	4393903	COS-PENALTY'S					2,130.00	23,645.00		
ACCT: 4393	PENALTIES (NON-GOVERNMENTAL)							2,130.00	23,645.00	*	
ACCT: 43	FINES, FORFEITS & PENALTIES							2,130.00	23,645.00	**	
103300061806	6503	4896004	COS-EDUCATION COURSE COST					300.00	925.00		
103300061806	6503	4896007	COSM-NATL EXAM TEST COST					560.00	7,940.00		
103300061806	6503	4896020	MISCELLANEOUS INCOME					535.00	540.00		
ACCT: 4896								1,395.00	9,405.00	*	
ACCT: 48	OTHER REVENUE							1,395.00	9,405.00	**	
103300061806	6503	4920045	NONOPERATING REVENUES					.00	3,415.95		
ACCT: 4920	NONOPERATING REVENUE							.00	3,415.95	*	
ACCT: 49	OTHER REVENUE							.00	3,415.95	**	
CNTR: 103300061806								15,829.00	137,854.95	***	
COMP: 6503								15,829.00	137,854.95	****	
B UNIT: 1033								15,829.00	137,854.95	*****	

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STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 12/31/2019

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AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503								
COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	103300061806	4293901	C1100C0036	01/01/2020	235855	12/18/2019	285.00	DR
6503	103300061806	4293901	C1100C0036	01/01/2020	235855	12/18/2019	285.00	CR
6503	103300061806	4293901	C1100C0036	01/01/2020	235855	12/18/2019	285.00	CR
6503	103300061806	4293969	C1100C0036	01/01/2020	235855	12/18/2019	120.00	CR
6503	103300061806	4293970	C1100C0036	01/01/2020	235855	12/18/2019	35.00	CR
6503	103300061806	4293972	C1100C0036	01/01/2020	235855	12/18/2019	180.00	CR
6503	103300061806	4293984	C1100C0036	01/01/2020	235855	12/18/2019	20.00	CR
6503	103300061806	4293901	C100C0030	12/06/2019	234078	12/02/2019	1,420.00	DR
6503	103300061806	4293901	C100C0030	12/06/2019	234078	12/02/2019	1,420.00	CR
6503	103300061806	4293901	C100C0030	12/06/2019	234078	12/02/2019	1,420.00	CR
6503	103300061806	4293969	C100C0030	12/06/2019	234078	12/02/2019	420.00	CR
6503	103300061806	4293972	C100C0030	12/06/2019	234078	12/02/2019	100.00	CR
6503	103300061806	4293984	C100C0030	12/06/2019	234078	12/02/2019	540.00	CR
6503	103300061806	4293901	C100C0031	12/06/2019	233729	12/03/2019	1,080.00	DR
6503	103300061806	4293901	C100C0031	12/06/2019	233729	12/03/2019	1,080.00	CR
6503	103300061806	4293901	C100C0031	12/06/2019	233729	12/03/2019	1,080.00	CR
6503	103300061806	4293969	C100C0031	12/06/2019	233729	12/03/2019	455.00	CR
6503	103300061806	4293972	C100C0031	12/06/2019	233729	12/03/2019	186.00	CR
6503	103300061806	4293901	C100C0032	12/13/2019	234603	12/12/2019	2,485.00	DR
6503	103300061806	4293901	C100C0032	12/13/2019	234603	12/12/2019	2,485.00	CR
6503	103300061806	4293969	C100C0032	12/13/2019	234603	12/12/2019	1,320.00	CR
6503	103300061806	4293971	C100C0032	12/13/2019	234603	12/12/2019	182.00	CR
6503	103300061806	4293984	C100C0032	12/13/2019	234603	12/12/2019	330.00	CR
6503	103300061806	4293901	C100C0033	12/20/2019	235272	12/10/2019	990.00	DR
6503	103300061806	4293901	C100C0033	12/20/2019	235272	12/10/2019	990.00	CR
6503	103300061806	4293969	C100C0033	12/20/2019	235272	12/10/2019	635.00	CR
6503	103300061806	4293984	C100C0033	12/20/2019	235272	12/10/2019	320.00	DR
6503	103300061806	4293984	C100C0033	12/20/2019	235272	12/10/2019	320.00	DR
6503	103300061806	4293984	C100C0033	12/20/2019	235272	12/10/2019	20.01	CR
6503	103300061806	4293901	C100C0035	12/27/2019	235346	12/19/2019	680.00	DR
6503	103300061806	4293901	C100C0035	12/27/2019	235346	12/19/2019	680.00	CR
6503	103300061806	4293969	C100C0035	12/27/2019	235346	12/19/2019	455.00	CR
6503	103300061806	4293972	C100C0035	12/27/2019	235346	12/19/2019	66.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							12,304.00	CR *
6503	103300061806	4393903	C1100C0036	01/01/2020	235855	12/18/2019	80.00	DR
6503	103300061806	4393903	C100C0030	12/06/2019	234078	12/02/2019	720.00	CR
6503	103300061806	4393903	C100C0031	12/06/2019	233729	12/03/2019	450.00	CR

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STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 12/31/2019

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AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4393903	C100C0032	12/13/2019	234603	12/12/2019	520.00	CR
6503	103300061806	4393903	C100C0033	12/20/2019	235272	12/10/2019	320.00	CR
6503	103300061806	4393903	C100C0035	12/27/2019	235346	12/19/2019	200.00	CR

TOTAL ACCOUNT GROUP NET CHANGE

2,130.00 CR *

6503	103300061806	4896007	C100C0031	12/06/2019	233729	12/03/2019	40.00	CR
6503	103300061806	4896020	C100C0031	12/06/2019	233729	12/03/2019	152.00	CR
6503	103300061806	4896004	C100C0032	12/13/2019	234603	12/12/2019	300.00	CR
6503	103300061806	4896007	C100C0032	12/13/2019	234603	12/12/2019	120.00	CR
6503	103300061806	4896020	C100C0032	12/13/2019	234603	12/12/2019	383.00	CR
6503	103300061806	4896007	C100C0035	12/27/2019	235346	12/19/2019	400.00	CR

TOTAL ACCOUNT GROUP NET CHANGE

1,395.00 CR *

6503	103300061806	52053100	CD011040	12/11/2019		12/03/2019	2,366.31	DR
6503	103300061806	52041800	DP011095	12/18/2019		12/11/2019	459.75	DR
6503	103300061806	52049600	D100CC006	12/13/2019	MC20268	12/03/2019	245.85	DR
6503	103300061806	52049600	D100CC006	12/13/2019	MC20268	12/03/2019	245.85	DR
6503	103300061806	52049600	D100CC006	12/13/2019	MC20268	12/03/2019	245.85	DR
6503	103300061806	52050280	E100-124	12/11/2019		12/10/2019	49.70	DR
6503	103300061806	52053500	MS011043	12/27/2019		12/20/2019	489.81	DR
6503	103300061806	52053500	MS011043	12/27/2019		12/20/2019	489.81	DR
6503	103300061806	52053500	MS011043	12/27/2019		12/20/2019	489.81	DR
6503	103300061806	52042000	PL011061	12/11/2019		12/02/2019	429.33	DR
6503	103300061806	52045300	TL011053	12/11/2019		12/02/2019	129.45	DR
6503	103300061806	5228000	TL00-080	12/04/2019		12/04/2019	1,281.96	DR

TOTAL ACCOUNT GROUP NET CHANGE

5,452.16 DR *

6503	103300061806	82044900	REALES/COSMENT20	12/27/2019	120812	12/23/2019	1,041.75	CR
6503	103300061806	82040500	20-1000-004	12/04/2019	20SCI00004	12/04/2019	561.60	CR
6503	103300061806	82049600	20-1000-024	12/11/2019	20SCI00024	12/09/2019	45.00	CR

TOTAL ACCOUNT GROUP NET CHANGE

1,648.35 CR *

TOTAL COMPANY--NET CHANGE

12,025.19 CR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 12/31/2019

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
COMPANY NO 6503										
COMPANY NAME PROFESSIONAL & LICENSING BOARDS										
6503	103300061806	51010100	CGEX191211	12/18/2019					4,901.35	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	103300061806	51010200	CGEX191211	12/18/2019					4,901.35	DR *
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
6503	103300061806	51010300	CGEX191211	12/18/2019					1,895.80	DR *
OBJSUB: 5101030 BOARD & COMM MBRS FEES										
OBJECT: 5101 EMPLOYEE SALARIES										
6503	103300061806	51020100	CGEX191205	12/06/2019	212468+				300.00	DR **
6503	103300061806	51020100	CGEX191211	12/18/2019					7,097.15	DR **
6503	103300061806	51020100	CGEX191212	12/13/2019	217057				4.28	DR
6503	103300061806	51020100	CGEX191212	12/13/2019	217055				529.04	DR
6503	103300061806	51020100	CGEX191212	12/13/2019	217055				2.14	DR
6503	103300061806	51020100	CGEX191212	12/13/2019	217055				1.07	DR
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE										
6503	103300061806	51020200	CGEX191211	12/18/2019					536.53	DR *
OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	103300061806	51020600	CGEX191211	12/18/2019					294.08	DR *
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	103300061806	51020800	CGEX191211	12/18/2019					1,249.06	DR *
OBJSUB: 5102080 WORKER'S COMPENSATION										
6503	103300061806	51020900	CGEX191211	12/18/2019					8.88	DR *
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
OBJECT: 5102 EMPLOYEE BENEFITS										
GROUP: 51 PERSONAL SERVICES										
6503	103300061806	52030300	CGEX191205	12/06/2019	212468+				2.99	DR *
6503	103300061806	52030300	CGEX191212	12/13/2019	217057				2,091.54	DR **
6503	103300061806	52030300	CGEX191212	12/13/2019	217055				9,188.69	DR ***
6503	103300061806	52030300	CGEX191212	12/13/2019	217055				312.06	DR
6503	103300061806	52030300	CGEX191212	12/13/2019	217055				465.78	DR
6503	103300061806	52030300	CGEX191212	12/13/2019	217055				382.62	DR
OBJSUB: 5203030 AUTO-PRIV (IN-ST.) H/RTE										
6503	103300061806	52031000	CGEX191205	12/06/2019	213818				1,160.46	DR *
6503	103300061806	52031000	CGEX191212	12/13/2019	217057				83.75	DR
6503	103300061806	52031000	CGEX191212	12/13/2019	217055				167.50	DR
6503	103300061806	52031000	CGEX191212	12/13/2019	217055				83.75	DR
6503	103300061806	52031000	CGEX191212	12/13/2019	217055				217.20	DR
OBJSUB: 5203100 LODGING/IN-STATE										
6503	103300061806	52031400	CGEX191205	12/06/2019	212468+				552.20	DR *
6503	103300061806	52031400	CGEX191212	12/13/2019	217057				56.00	DR
6503	103300061806	52031400	CGEX191212	12/13/2019	217055				28.00	DR
6503	103300061806	52031400	CGEX191212	12/13/2019	217055				14.00	DR
OBJSUB: 5203140 TAXABLE MEALS/IN-STATE										
6503	103300061806	52031400	CGEX191212	12/13/2019	217055				98.00	DR *

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

	COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL. #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
	6503	103300061806	52031500	CGEX191205	12/06/2019	213818				20.00	DR
	6503	103300061806	52031500	CGEX191212	12/13/2019	217057				100.00	DR
	6503	103300061806	52031500	CGEX191212	12/13/2019	217055				54.00	DR
		OBSUB:	5203150	NON-TAXABLE MEALS/IN-ST							
		OBJECT:	5203	TRAVEL							
	6503	103300061806	52040500	20-1000-004	336	12/06/2019	02319303	SMARTSOFTW	12221150	1,984.66	DR
										561.60	DR
		OBSUB:	5204050	COMPUTER CONSULTANT							
	6503	103300061806	52041800	DP011095	12/18/2019					561.60	DR
										459.75	DR
		OBSUB:	5204180	COMPUTER SERVICES-STATE							
	6503	103300061806	52042000	PL011061	12/11/2019					459.75	DR
										429.33	DR
		OBSUB:	5204200	CENTRAL SERVICES							
	6503	103300061806	52044900	REALE/COSMNT20	12/27/2019	02320928	HYDEHOLDIN	12028880		429.33	DR
										1,041.75	DR
		OBSUB:	5204490	RENTS-PRIVATE OWNED PROP.							
	6503	103300061806	52045300	TLO11053	12/11/2019					1,041.75	DR
										129.45	DR
	6503	103300061806	52045300	8381416X11242019	12/18/2019	00023920	ATTMOBILIT	12279233		109.80	DR
		OBSUB:	5204530	TELECOMMUNICATIONS SRVCS							
	6503	103300061806	52045400	415031401	1119	12/27/2019	02321708	MUNICIPALU	12054968	239.25	DR
										92.43	DR
		OBSUB:	5204540	ELECTRICITY							
	6503	103300061806	52045500	112180-1268774	12/27/2019	00623924	ENVIROTECH	12037175	08	92.43	DR
										9.63	DR
		OBSUB:	5204550	GARBAGE & SEWER							
	6503	103300061806	52049600	D100CC006	12/13/2019	MC20268				9.63	DR
	6503	103300061806	52049600	D100CC006	12/13/2019	MC20268				245.85	DR
	6503	103300061806	52049600	D100CC006	12/13/2019	MC20268				245.85	DR
	6503	103300061806	52049600	20-1000-024	1190	12/04/2019	00619848	ISOQUALITY	12358629	245.85	CR
	6503	103300061806	52049600	20-1000-024	1210	12/13/2019	00621808	ISOQUALITY	12358629	135.00	DR
	6503	103300061806	52049600	7068	12/06/2019	00620526	NATLINTERS	12114840	02	45.00	DR
										1,672.00	DR
		OBSUB:	5204960	OTHER CONTRACTUAL SERVICE							
		OBJECT:	5204	CONTRACTUAL SERVICES							
	6503	103300061806	52050280	E100-124	12/11/2019					2,097.85	DR
	6503	103300061806	52050280	18382 DEC19	12/27/2019	00624000	INMANSWATE	12044712	*	4,931.59	DR
	6503	103300061806	52050280	69525	12/11/2019	00621010	SIOUXFALLS	12036365	*	49.70	DR
										10.37	DR
										37.95	DR
		OBSUB:	5205028	OFFICE SUPPLIES							
	6503	103300061806	52053100	CD011040	12/11/2019					98.02	DR
										2,366.31	DR
		OBSUB:	5205310	PRINTING-STATE							
	6503	103300061806	52053500	CGEX191205	12/06/2019	212468+				2,366.31	DR
	6503	103300061806	52053500	CGEX191212	12/13/2019	217057				7.40	DR
	6503	103300061806	52053500	MS011043	12/27/2019					2.45	DR
	6503	103300061806	52053500	MS011043	12/27/2019					489.81	DR
										489.81	DR

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 12/31/2019

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
6503	103300061806	52053500	MS011043	12/27/2019					489.81	CR
OBJSUB: 5205350 POSTAGE										
6503	103300061806	52055180	68870010003	1119 12/27/2019	00623647	MONTANADAK	12020954	12	499.66	DR *
OBJSUB: 5205518 HEATING & COOKING FUELS										
OBJECT: 5205 SUPPLIES & MATERIALS										
6503	103300061806	5228000	T100-080	12/04/2019					16.01	DR *
OBJSUB: 5228000 OPER TRANS OUT -NON BUDGT										
OBJECT: 5228 NONOP EXP/NONBFTD OP TR										
GROUP: 52 OPERATING EXPENSES										
COMP: 6503										
CNTR: 103300061806										
B. UNIT: 1033										
1,281.96 DR *										
1,281.96 DR **										
11,178.21 DR ***										
20,366.90 DR ****										
20,366.90 DR *****										
20,366.90 DR *****										

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 12/31/2019

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AGENCY	BUDGET UNIT	CENTER-5	10	1033	LABOR & REGULATION
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO	6503	PROFESSIONAL & LICENSING BOARDS			
COMPANY NAME					
103300061806	6503	51010100	F-T EMP SAL & WAGES	4,901.35	53,176.02
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES	1,895.80	28,132.30
103300061806	6503	51010300	BOARD & COMM MBRS FEES	300.00	2,400.00
ACCT: 5101		EMPLOYEE SALARIES			
103300061806	6503	51020100	OASI-EMPLOYER'S SHARE	7,097.15	83,708.32
103300061806	6503	51020200	RETIREMENT-ER SHARE	536.53	6,452.14
103300061806	6503	51020600	HEALTH/LIFE INS.-ER SHARE	294.08	3,098.52
103300061806	6503	51020800	WORKER'S COMPENSATION	1,249.06	12,206.73
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION	8.88	105.23
				2.99	35.68
ACCT: 5102		EMPLOYEE BENEFITS			
ACCT: 51		PERSONAL SERVICES			
103300061806	6503	52030100	AUTO-STATE OWNED-IN STATE	2,091.54	21,898.30
103300061806	6503	52030200	AUTO PRIV (IN-ST.) L/RTE	9,188.69	105,606.62
103300061806	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	.00	646.56
103300061806	6503	52031000	LODGING/IN-STATE	1,160.46	79.58
103300061806	6503	52031400	TAXABLE MEALS/IN-STATE	552.20	11,189.64
103300061806	6503	52031500	NON-TAXABLE MEALS/IN-ST	98.00	2,222.97
103300061806	6503	52032300	AUTO-PRIV. (OUT-STATE) H/R	174.00	1,590.00
103300061806	6503	52032600	AIR-COMM-OUT-OF-STATE	.00	1,616.00
103300061806	6503	52032800	OTHER-PUBLIC-OUT-OF-STATE	.00	47.04
103300061806	6503	52033000	LODGING/OUT-OF-STATE	.00	689.00
103300061806	6503	52033200	INCIDENTALS-OUT-OF-STATE	.00	113.84
103300061806	6503	52033500	NON-TAXABLE MEALS/OUT-ST	.00	778.08
				.00	60.00
				.00	151.50
ACCT: 5203		TRAVEL			
103300061806	6503	52040200	DUES & MEMBERSHIP FEES	1,984.66	19,184.21
103300061806	6503	52040500	COMPUTER CONSULTANT	.00	310.00
103300061806	6503	52041600	WORKSHOP REGISTRATION FEE	561.60	936.60
103300061806	6503	52041800	COMPUTER SERVICES-STATE	.00	781.44
103300061806	6503	52041810	BIT DEVELOPMENT COSTS	459.75	3,218.25
103300061806	6503	52042000	CENTRAL SERVICES	.00	137.25
103300061806	6503	52042300	JANITORIAL & MAINT SERV	429.33	5,220.78
103300061806	6503	52043600	ADVERTISING-NEWSPAPER	.00	25.52
103300061806	6503	52044900	RENTS-PRIVATE OWNED PROP.	.00	73.44
103300061806	6503	52045100	RENTS-OTHER	1,041.75	6,250.50
103300061806	6503	52045300	TELECOMMUNICATIONS SRVCS	.00	434.40
103300061806	6503	52045400	ELECTRICITY	239.25	1,451.92
103300061806	6503	52045500	GARBAGE & SEWER	92.43	608.49
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE	9.63	57.74
				2,097.85	15,029.74
ACCT: 5204		CONTRACTUAL SERVICES			
103300061806	6503	52050280	OFFICE SUPPLIES	4,931.59	34,536.07
103300061806	6503	52053100	PRINTING-STATE	98.02	1,009.72
103300061806	6503	52053500	POSTAGE	2,366.31	3,295.13
				499.66	3,155.66

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STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 12/31/2019

AGENCY BUDGET UNIT CENTER-5	10 1033 10330	LABOR & REGULATION COSMETOLOGY COMMISSION COSMETOLOGY COMMISSION				
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
103300061806	6503	52055180	HEATING & COOKING FUELS	16.01	55.39	
ACCT: 5205		SUPPLIES & MATERIALS		2,980.00	7,515.90	*
103300061806	6503	52074910	TELEPHONE EQUIPMENT	.00	246.00	
ACCT: 5207		CAPITAL OUTLAY		.00	246.00	*
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	1,281.96	4,772.69	
ACCT: 5228		NONOP EXP/NONBGTD OP TR		1,281.96	4,772.69	*
ACCT: 52		OPERATING EXPENSES		11,178.21	66,254.87	**
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		20,366.90	171,861.49	***
CENTER: 103300061806				20,366.90	171,861.49	****
B UNIT: 1033				20,366.90	171,861.49	*****

SOUTH DAKOTA COSMETOLOGY COMMISSION EXECUTIVE DIRECTOR'S REPORT

January 24, 2020

1. **Legislative Update** – As of January 14, 2020, there are three legislative bills being introduced in the Legislative Session of interest to the Commission. Copies of these bills are included in the meeting packets and are briefly summarized below.

SB 10 – will allow the Cosmetology Commission to allow credit for general coursework completed in other programs or institutions, not specific to cosmetology, nail technology, or esthetics, to be applied to any course of study required for licensure with the Commission. The bill authorizes the Commission to establish criteria for accepting and applying the allowable credit.

Individuals who may be interested in this cross-over education for licensing with the Commission may include licensed massage therapists, makeup artists, barbers, or medical personnel.

SB 13 – is similar to SB 10, in that it allows the South Dakota Board of Barber Examiners to allow credit for general coursework completed in other programs or institutions, not specific to barbering, to be applied to any course of study required for certification with the Barber Board. The bill authorizes the Board to establish criteria for accepting and applying the allowable credit. A cosmetologist could attend a South Dakota school of barbering for the required hours and curriculum set by the Board of Barber Examiners to apply for a SD barber certificate.

SB 23 – will remove the high school education requirement to be licensed with the Cosmetology Commission. It does not change the minimum age of 17 to attend cosmetology school or minimum age of 18 to become fully licensed with the Commission.
2. **School Name Change** -- Peggy Sproat, owner of Headlines Academy, has informed the Commission that her school has become a Paul Mitchell School. The official school name is Paul Mitchell The School Rapid City. A school name change does not require a new school license.
3. **Sale of School** – Black Hills Beauty College (BHBC) is being purchased by Wendy Beaumont, effective March 1, 2020 and will have a new name, The Salon Professional Academy (T-SPA). The current license for Black Hills Beauty College expires February 1, 2020; therefore, the Commission meeting packets include a school license renewal application from BHBC and new school license application from T-SPA.
4. **2020 NIC All Region Meeting and Annual Conference** – Enclosed is a copy of the 2020 Meeting and Exam Calendar. Of special note are the two NIC Meetings being held in April in Biloxi, Mississippi and in October in Louisville, Kentucky. Out-of-state travel request forms will be available at the January 24 Commission meeting for any Commission member who wants to request approval to attend either of these meetings.
5. **Lapsed License Disciplinary Action Fees** – The Commission had asked the Violations Committee to revisit the fees that are proposed in consent agreements in lieu of license suspension. The fees begin at \$50 for a license lapsed two months, and an additional \$25 is added on for each additional month the license was lapsed. If the licensee has two lapsed licenses – personal license and salon/booth, we have only been imposing the fee for the license that has been lapsed the longest. In accordance with Commission direction at the September 20 Commission meeting, the Violations Committee recommends that the fee structure remain the same, but that if two licenses are lapsed, the fee for the license that has been lapsed the longest will be offered, together with 25% of what the monthly fee for the second license would be.



2020 South Dakota Legislature

Senate Bill 10

Introduced by: The Committee on Commerce and Energy at the request of the Department of Labor and Regulation

1 **An Act to revise certain provisions regarding cosmetology licensees.**

2 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

3 **Section 1.** That a NEW SECTION be added:

4 **36-15-46.1. General Coursework--Credit--Promulgation of rules.**

5 Notwithstanding any other provision of this chapter, the commission shall allow
6 credit for general coursework in areas not specific to the practice of cosmetology, nail
7 technology, or esthetics, that is completed in other programs or institutions, to be applied
8 to any course of study required for licensure under this chapter.

9 The commission may promulgate rules, pursuant to chapter 1-26, establishing
10 criteria for accepting and applying the credit allowable under this section.



2020 South Dakota Legislature

Senate Bill 13

Introduced by: The Committee on Commerce and Energy at the request of the Department of Labor and Regulation

1 **An Act to revise certain educational requirements for the practice of barbering.**

2 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

3 **Section 1.** That a NEW SECTION be added:

4 **36-14-7.1. General Coursework--Credit--Promulgation of Rules.**

5 Notwithstanding any other provision of this chapter, the board shall allow an
6 approved school of barbering to apply credit earned by a student for general coursework
7 in areas not limited to the practice of barbering that is completed in other programs or
8 institutions to the course of instruction required in § 36-14-17.

9 The board may promulgate rules, pursuant to chapter 1-26, establishing criteria
10 for accepting and applying the credit allowable under this section.



2020 South Dakota Legislature

Senate Bill 23

Introduced by: The Committee on Commerce and Energy at the request of the Department of Labor and Regulation

1 **An Act to repeal the high school graduation or equivalent requirement for certain**
 2 **licensed professionals.**

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

4 **Section 1.** That § 36-4B-6 be AMENDED:

5 **36-4B-6. Grant of student status--Qualifications of applicants.**

6 The board may grant authorization for student status in advanced life support upon
 7 verification that the applicant meets the following criteria: is at least eighteen years of
 8 age; has successfully completed emergency medical technician-basic training; ~~has~~
 9 ~~completed an approved high school course of study or has passed a standard equivalency~~
 10 ~~test~~; is of good moral character; and has been tentatively accepted in an approved
 11 advanced life support training program.

12 **Section 2.** That § 36-4B-13 be AMENDED:

13 **36-4B-13. Issuance of advanced life support licenses--Qualifications of**
 14 **applicants.**

15 The board may issue an appropriate advanced life support license to any person
 16 who files a verified application upon a form prescribed by the board, pays the required
 17 fee, and furnishes evidence satisfactory to the board that the person has met the following
 18 qualifications:

- 19 (1) Meets the age, ~~high school, or equivalency test~~ and moral character requirements
 20 of § 36-4B-6;
- 21 (2) Completes successfully an appropriate course of study approved by the board for
 22 the license sought; and
- 23 (3) Completes successfully a written and practical examination testing the applicant's
 24 knowledge in theoretical and applied prehospital primary care as it applies to the
 25 practice of the advanced life support license sought.

1 **Section 3.** That § 36-5-8 be AMENDED:

2 **36-5-8. Educational requirements for license.**

3 Any person is eligible for examination ~~who is a high school graduate and who~~ has
4 satisfactorily completed two years of preprofessional study in a liberal arts or science
5 course at any college or university approved by the Board of Examiners and who is a
6 graduate of a chiropractic school approved by the Board of Examiners or will be a graduate
7 of a chiropractic school approved by the Board of Examiners within ninety days after taking
8 the examination. ~~Such~~The chiropractic school shall require at a minimum for graduation
9 a period of actual attendance equivalent to the standard four-year course, teaching
10 adequate courses in the basic sciences and all subjects pertaining to the practice of
11 chiropractic. The minimum requirements for licensure of any person graduating on or after
12 January 1, 2011 shall be a baccalaureate degree in addition to a doctor of chiropractic
13 degree. The baccalaureate degree may be granted by an accredited undergraduate
14 program or by a chiropractic college or university that can offer a dual degree.

15 **Section 4.** That § 36-7-11 be AMENDED:

16 **36-7-11. Requirements for practice.**

17 A person entitled to practice optometry in South Dakota who is not already
18 registered is any person who furnishes the Board of Examiners in Optometry satisfactory
19 evidence as follows:

- 20 (1) That ~~he~~ the person is of the full age of eighteen years and a citizen of the United
21 States or a resident of South Dakota;
- 22 (2) That ~~he~~ the person is of good moral character;
- 23 (3) That ~~he has graduated from an accredited high school, or its equivalent as may be~~
24 ~~determined by the board;~~
- 25 ~~(4) —~~ That ~~he~~ the person is a graduate of a recognized Class A optometric school or college
26 approved by the Board of Examiners; and
- 27 (5) That ~~he~~ the person possesses a licensed certificate of registration obtained by taking
28 and satisfactorily passing an examination given by the board for purpose of
29 determining ~~his~~ the person's qualifications for the practice of optometry.

30 **Section 5.** That § 36-9-30 be AMENDED:

1 **36-9-30. Proof of education required--Registered nurse.**

2 An applicant for a license to practice as a registered nurse shall submit to the board
3 written evidence, verified by oath, that the applicant has completed an approved ~~four-~~
4 ~~year high school course of study or the equivalent thereof as determined by the~~
5 ~~appropriate educational agency, and has completed an approved~~ program for the
6 preparation of registered nurses.

7 **Section 6.** That § 36-9-37 be AMENDED:

8 **36-9-37. Proof of education required--Licensed practical nurse.**

9 An applicant for a license to practice as a licensed practical nurse shall submit to
10 the Board of Nursing written evidence, verified by oath, that the applicant has completed
11 an approved ~~four-year high school course of study or its equivalent as determined by the~~
12 ~~appropriate educational agency and has completed an approved~~ program or its equivalent
13 for the preparation of licensed practical nurses.

14 **Section 7.** That § 36-11-16 be AMENDED:

15 **36-11-16. Requirements for registration as pharmacist.**

16 Any person of good moral character and temperate habits, not less than eighteen
17 years of age, ~~who is a graduate of a four-year high school course or whose education is~~
18 ~~equivalent thereto, in the discretion of the board of pharmacy,~~ who is a graduate of a
19 college of pharmacy recognized and approved by the board, and who has had the
20 necessary experience as determined by the board in the practice of pharmacy under a
21 regularly licensed pharmacist in a pharmacy where physicians' prescriptions are
22 compounded and who shall pass a satisfactory examination prescribed by the State Board
23 of Pharmacy, shall be entitled to a certificate of registration as a ~~licentiate in pharmacy~~
24 licensed pharmacist. The board shall have the authority to allow credit for suitable military
25 and research activities in the field of pharmacy as part of the experience requirement.

26 **Section 8.** That § 36-19-21 be AMENDED:

27 **36-19-21. Requirements for funeral service license--Scope of examination.**

28 In order to obtain a license in the practice of funeral service, the applicant ~~must be~~
29 shall submit evidence that the applicant is a citizen of the United States or a resident of
30 South Dakota~~;~~ is at least eighteen years of age~~;~~ is of good moral character~~;~~ have a
31 ~~high school education, and;~~ has sixty semester hours credit from a college or university~~;~~

1 in a course approved by the State Board of Funeral Service, ~~and must have;~~ has completed
2 one year's course at a school of embalming, accredited by the board, ~~must have;~~ has
3 completed one year's work as a trainee embalmer-funeral director in this state, ~~and must~~
4 ~~pass;~~ and has passed an examination on the following subjects: embalming and care,
5 disposition, and preservation of the bodies of deceased persons; ~~and~~ sanitation for the
6 prevention of the spread of infectious or contagious diseases; ~~and~~ and local health and
7 sanitation ordinances and regulations relating to mortuary science.

8 **Section 9.** That § 36-15-4 be AMENDED:

9 **36-15-4. Qualifications of professional commission members--School**
10 **affiliation prohibited.**

11 ~~All~~ Each ~~professional members~~ member of the commission shall be:

- 12 (1) A resident of this state;
13 (2) At least twenty-five years of age;
14 (3) ~~A high school graduate or its equivalent;~~
15 (4) ~~Actively engaged in the practice of cosmetology for the three years immediately~~
16 ~~preceding the appointment; and~~
17 (5)(4) Currently licensed as a cosmetologist in this state at the time of the appointment
18 and while serving on the commission.

19 No member of the commission may be a member of or affiliated with or have an
20 interest in any school while in office.

21 **Section 10.** That § 36-15-15 be AMENDED:

22 **36-15-15. Application for license or permit--Evidence of qualifications.**

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

- 25 (1) Is at least eighteen years of age or older, except as otherwise provided in this
26 chapter; and
27 (2) ~~Possesses a high school education or its equivalent as determined by the~~
28 ~~commission; and~~
29 (3) ~~Has complied with all the rules adopted by the commission as to the qualifications,~~
30 standards, and requirements required for ~~such~~ the license and application.



COSMETOLOGY • ESTHETICS • NAIL TECHNOLOGY • MASSAGE THERAPY

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

December 1, 2019

For your information:

This letter is to inform you of a name change for Headlines Academy, INC.

As of December 1, 2019 Headlines Academy was approved to become a Paul Mitchell Partner/Franchise School.

Our New name will be Paul Mitchell The School Rapid City

Owner structure will be the same with Peggy Sproat being 100% owner of the corporation.

Please let me know if there is anything else I need to complete so I can have a new school license printed. Paul Mitchell is also requesting a letter of acknowledgement for state level approval.

Thank you!

Peggy Sproat

President

Paul Mitchell The School Rapid City

Office 605.718.8723

Fax 605-348-5462

New Email: PeggyS@rapidcity.paulmitchell.edu

2020 NIC Meetings

National Interstate Council of State Boards of Cosmetology

NIC is an organization comprised of the cosmetology board members from each state, with the executive director of each state being an associate member. The meetings offer an opportunity for collaboration with board members from other states. NIC has the most widely used national testing for cosmetology and barbering.

All out-of-state travel must be approved by the Secretary of the Department of Labor & Regulation. A limited number of Commission members are approved for each out-of-state meeting. For out-of-state travel the State reimburses attendees for hotel rooms, ground transportation, airport parking fees, auto mileage to/from the airport, baggage charges for one checked suitcase, meals at a set rate for breakfast, lunch and dinner. Flight arrangements are made through Travel Leaders in Pierre and the tickets are charged directly to the Cosmetology Commission. Tips, incidentals, including alcohol are not reimbursable items.

April 25-26, 2020 – All Region Meeting

IP Casino Resort Spa, Biloxi, MS

This would require Commission member to travel to Biloxi on Friday, April 24. There is usually an evening reception and then the meeting will be all day Saturday and normally ends by Noon on Sunday to allow for travel home that same day.

The Executive Directors Meeting will be held on April 24, 2020, prior to the start of the All Region Meeting.

October 3-5, 2020 – All Region Conference

Embassy Suites Downtown, Louisville, KY

This would require Commission members to travel to Louisville on Friday, October 2. There is usually an evening reception and then the meeting will be all day on Saturday and Sunday and normally ends at approximately 1 pm on Monday to possibly allow for travel home that same day.

The Executive Directors Meeting will be held on October 1-2, 2020, prior to the start of the Annual Conference.

Inspection Report

NEW DRAFT

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

A.

SALON OR BOOTH NAME: _____

ADDRESS: _____ CITY: _____

OWNER NAME: _____ TELEPHONE NUMBER: _____

SALON or BOOTH LICENSE NUMBER: _____ EXPIRATION DATE: _____

B. TYPE OF SALON:

TYPE OF INSPECTION:

1. Salon	Booth Rental	Home	Limited	
2. Cosmetology (all)	Hair	Esthetics	Nails	Other _____
3. New	Routine	Re-Inspection	Investigation	

C. List of Personal Licensees (first & last)

_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____

Use additional sheet if more space is needed.

D. During all working hours.

YES is satisfactory NO is NOT satisfactory

SDCL 36-15 ARSD 20:42

YES NO 1. Current licenses; Rules/Regulations, Unregulated Services Sign – Displayed _____

YES NO 2. Fire Extinguisher, ABC type, 5 lbs., easily accessible, charged _____

YES NO 3. First aid kit that contains adhesive dressings, gloves, antiseptic, gauze, tape, blood spill procedures _____

YES NO 4. Certified for microdermabrasion and/or electric nail files and/or eyelash extensions _____

YES NO 5. Disinfectant available at each work station and includes manufacturer label _____

YES NO 6. Disinfectant meets virucidal, fungicidal, and bactericidal requirements _____

YES NO 7. Disinfectant container labeled, closed and large enough to completely immerse all implements _____

YES NO 8. Disinfectant (if mixed) fresh, clean and free from contaminants _____

YES NO 9. Pedicure spa and tools clean and disinfected immediately after each use _____

YES NO 10. Floors, walls, ceilings, fixtures, vents clean and in good repair _____

YES NO 11. Plumbing, hot/cold running water and central sewage system _____

YES NO 12. Electrical, appliance cords and outlets safe and in good repair _____

YES NO 13. Ventilation in work area _____

YES NO 14. Restroom, clean with disposable towels, liquid soap _____

YES NO 15. Storage cabinet or room for harmful supplies _____

YES NO 16. Hair work stations immediately clean and disinfected after each use _____

YES NO 17. Nail work stations immediately clean and disinfected after each use _____

YES NO 18. Esthetics work stations immediately clean and disinfected after each use _____

YES NO 19. Waste containers closed, labeled and emptied when full or at least daily _____

YES NO 20. Sinks clean and disinfected immediately after each use, no hair or soap scum _____

YES NO 21. Hand sanitizer or hand-washing facilities available for use _____

YES NO 22. Clean closed labeled containers to store only cleaned and disinfected implements and tools _____

YES NO 23. Clean closed labeled containers to store only clean towels _____

YES NO 24. Closed, labeled containers for soiled towels, linens, implements _____

YES NO 25. Hair tools new and/or clean and disinfected _____

YES NO 26. Nail tools new and/or clean and disinfected _____

YES NO 27. Esthetics tools new and/or clean and disinfected _____

YES NO 28. All single-use items immediately disposed in trash after each use _____

YES NO 29. All products are clean, closed, and labeled correctly, includes wax _____

YES NO 30. Fluids, semifluids, creams and powders kept in clean, closed, labeled containers _____

YES NO 31. Items listed in 30. dispensed with a disinfected spatula, shaker, pump, spray dispenser or single-use item _____

YES NO 32. Equipment for waxing hair removal services kept clean and disinfected _____

YES NO 33. Electrical equipment clean and disinfected after each service (electric clippers, electric files or curling irons) _____

YES NO 34. Attachments for electrical equipment clean and disinfected and stored in a clean, closed labeled container _____

YES NO 35. Home Salons – separate exit – separate from residential area _____

YES NO 36. Other laws and/or rules that apply (list) _____

E. Comments:

F.

Date: _____ Time: _____

Signature: _____ Inspector signature _____

Licensee reviewed inspection report with Inspector YES NO (if "no" why not) _____

RECHECK _____ FAIL _____ PASS _____

SCHOOL INSPECTION REPORT

NEW DRAFT

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

Section A

1. Name of School:.

2. Address:

3. City:

4. Telephone Number:

5. School License Number:

6. Expiration Date:

7. Type of school (circle one only)

Cosmetology

Nails

Esthetics

8. Programs Taught (circle all that apply)

Cosmetology (hair, nails, esthetics)

Nails (separate)

Esthetics (separate)

Section B

Yes=In compliance; No=Not in compliance; NA=not applicable

If a Bolded No is circled, item must be corrected within 2 hours of inspection

- | | | | |
|-----|----|--|------------------|
| Yes | No | 9. Sign on clinic floor clearly indicating that all services are performed by students | SDCL 36-15-38 |
| Yes | No | 10. Sign above must be in a conspicuous location | SDCL 36-15-38 |
| Yes | No | 11. Student Price List on Display | ARSD 20:42:06:30 |
| Yes | No | 12. Infection Control Rules & Regulations displayed in reception area | ARSD 20:42:06:31 |
| Yes | No | 13. Blood Exposure procedures posted in the dispensary | ARSD 20:42:06:32 |
| Yes | No | 14. Unregulated Services Sign displayed in reception area | ARSD 20:42:06:33 |

15. TOTAL ENROLLMENT OF STUDENTS IN SCHOOL (Attach list of official current students)

Section C

INSTRUCTOR LICENSES

Yes No 1. All licenses current and displayed. (SDCL 36-15-25, ARSD 20:42:06:29)

Yes No 2. Minimum of one instructor for 15 students enrolled. (ARSD 20:42:06:10)

3. Last Name	Instructor License Number	Expiration	Work area of responsibility during inspection	On Duty	Identified
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No

Section D**General Requirements and Equipment**

(20:42:06:01 and 20:42:06:02)

Yes	No	1. Separate closed storage area for required equipment for each enrolled student	ARSD 20:42:06:01(3)
Yes	No	2. Time clock or timekeeping software for student hours	ARSD 20:42:06:01(4)
		3. Classrooms	ARSD 20:42:06:02
Yes	No	Separated from public areas	ARSD 20:42:06:02
Yes	No	Instruction board or chalkboard	ARSD 20:42:06:02(1)
Yes	No	Sufficient tables/desks and chairs to meet the needs of scheduled students	ARSD 20:42:06:02(2)
Yes	No	Lesson plans related to the subjects taught	ARSD 20:42:06:02(3)
		Course title observed:	
Yes	No	Textbooks & SD Law/Rule book for each student	ARSD 20:42:05
Yes	No	4. Student licenses posted at primary work station	ARSD 20:42:06:29

Section E**Required Minimum Equipment and Supplies****COSMETOLOGY** (20:42:06:01.01)

Yes	No	1. Work Station for each working student that includes:	ARSD 20:42:06:01.01(1)
		Mirror	ARSD 20:42:06:01.01(1)(a)
		Table top or counter	ARSD 20:42:06:01.01(1)(b)
		Client chair	ARSD 20:42:06:01.01(1)(c)
		Clean covered labeled container to store clean tools and implements	ARSD 20:42:06:01.01(1)(d)
		Clean covered labeled container to store used or soiled tools and implements	ARSD 20:42:06:01.01(1)(e)
Yes	No	2. Simulated human head with real or synthetic hair	ARSD 20:42:06:01.01(2)(a)
Yes	No	3. One marcel iron	ARSD 20:42:06:01.01(2)(b)
Yes	No	4. One hand-held hair dryer	ARSD 20:42:06:01.01(2)(c)
Yes	No	5. Chemical wave rods	ARSD 20:42:06:01.01(3)(a)
Yes	No	6. One properly functioning shampoo bowl per five working students	ARSD 20:42:06:01.01(3)(b)
Yes	No	7. One hooded hair dryer per fifteen working students	ARSD 20:42:06:01.01(3)(c)
Yes	No	8. Required equipment in 20:42:06:01.02 for esthetics instruction	ARSD 20:42:06:01.01(3)(d)
Yes	No	9. Required equipment in 20:42:06:01.03 for nail technology instruction	ARSD 20:42:06:01.01(3)(e)
Yes	No	10. Combs and brushes so that clean, disinfected combs and brushes are used on each client.	ARSD 20:42:06:01.01(3)(f)

Section F**Required Minimum Equipment and Supplies****ESTHETICS** (20:42:06:01.02)

Yes	No	1. Work station for each working student that includes:	ARSD 20:42:06:01.02(1)
		Facial chair or massage table	ARSD 20:42:06:01.02(1)(a)
		Table top or counter	ARSD 20:42:06:01.02(1)(b)
		Mirror	ARSD 20:42:06:01.02(1)(c)
		Clean, covered, labeled container to store soiled or used tools & implements	ARSD 20:42:06:01.02(1)(d)
		Clean, covered labeled container to store clean tools & implements	ARSD 20:42:06:01.02(1)(e)
Yes	No	2. At least one steamer	ARSD 20:42:06:01.02(2)
Yes	No	3. At least one magnifying lamp or dermascope	ARSD 20:42:06:01.02(3)
Yes	No	4. Simulated human head forms	ARSD 20:42:06:01.02(4)
Yes	No	5. For hair removal instruction: a wax pot and supplies for waxing and chemical And physical depilatories	ARSD 20:42:06:01.02(5)
Yes	No	6. At least one working microdermabrasion machine that meets the requirements of 20:42:04:04.02 for each school offering microdermabrasion instruction	ARSD 20:42:06:01.02(6)

Section G**Required Minimum Equipment and Supplies****NAIL TECHNOLOGY** (20:42:06:01.03)

Yes	No	1. Work station for each working student that includes:	ARSD 20:42:06:01.03
		Nail technology table or pedicure station	ARSD 20:42:06:01.03(a)
		Client chair	ARSD 20:42:06:01.03(b)
		Chair for student	ARSD 20:42:06:01.03(c)
		Adjustable light for table	ARSD 20:42:06:01.03(d)
		Clean, covered, labeled container to store disinfected tools & implements	ARSD 20:42:06:01.03(e)
		Clean, covered, labeled container to store used or soiled tools & implements	ARSD 20:42:06:01.03(f)
Yes	No	2. Simulated human hands	ARSD 20:42:06:01.03(2)
Yes	No	4. Pedicure foot-spas that include a foot bath large enough to completely immerse Both feet of the client	ARSD 20:42:06:01.03(3)
Yes	No	5. At least one electric file or drill with appropriate attachments and that meets the requirements of 20:42:04:04.01.	ARSD 20:42:06:01.03(4)

Section H**Minimum Requirements for Premises and Facilities**

Yes	No	1. Space – Main cosmetology school	ARSD 20:42:06:19(1)(a)
		Main esthetics school	ARSD 20:42:06:19(1)(c)
		Main nail technology school	ARSD 20:42:06:19(1)(d)
Yes	No	2. Plumbing: shampoo bowls for cosmetology courses and sinks for all courses that are connected to a central sewer system and a faucet or outlet for hot and cold running water connected to each bowl	ARSD 20:42:06:19(2)
Yes	No	3. Restrooms – minimum of two with liquid soap dispenser, disposable towels or air hand dryer. If school has personnel or students of both sexes, school must provide separate rest rooms for each sex. Restrooms must be available within the structure of the school and must contain at least one sink with hot and cold running water, connected to a central sewer system.	ARSD 20:42:06:19(3)
Yes	No	4. Supply dispensary with a sink located within easy access to the student work area	ARSD 20:42:06:19(4)
Yes	No	5. Provide ventilation to allow the free flow of air in a room of the proportion to the size and capacity of the room.	ARSD 20:42:06:19(5)

Section I**Infection Control Requirements**

Yes	No	1. Disinfectant with manufacturer label available at each student work station	ARSD 20:42:06:24 & ARSD 20:42:05:01(12)
Yes	No	2. One large wet disinfectant container for use by all students or separate wet disinfectant containers for each student to disinfect implements	ARSD 20:42:06:01 & ARSD 20:42:06:24
Yes	No	3. Wet disinfection fresh, clean, and free from contaminants	ARSD 20:42:06:24, & ARSD 20:42:04:05.01(14)
Yes	No	4. One or more covered labeled containers for all cleaned and disinfected tools & implements	ARSD 20:42:06:01(5)
Yes	No	6. A covered labeled waste receptacle for every five students	ARSD 20:42:06:01(9)
Yes	No	7. A covered label container for soiled towels & linens	ARSD 20:42:06:01(8)
Yes	No	7. Pedicure station(s) and tools clean and disinfected	ARSD 20:42:06:24 & ARSD 20:42:05:08
Yes	No	8. Hand sanitizer or hand-washing facilities available	20:42:07:24 & 20:42:05:01(6)
Yes	No	9. Floors clean in work area clean and free of hair and other debris after each client	ARSD 20:42:06:24 & 20:42:04:05.01(16)
Yes	No	10. Sinks clean and disinfected, no hair or soap scum	ARSD 20:42:06:24 & ARSD 20:42:05:01(3)
Yes	No	11. All waste containers closed & labeled and emptied when full or at least daily	ARSD 20:42:06:24 & ARSD 20:42:04:05.01(15)
Yes	No	12. Fluids, semifluids, creams and powders kept in a clean, closed, labeled container & dispensed with disinfected spatula, shaker, pump, spray dispenser or single-use item	ARSD 20:42:06:24 & 20:42:04:05.01(7)
Yes	No	13. Care and condition of capes or neck strips	ARSD 20:42:06:25 & ARSD 20:42:04:06
Yes	No	14. Wigs: protective head coverings	ARSD 20:42:06:26 & 20:42:04:17
Yes	No	15. Hair work stations clean and disinfected	ARSD 20:42:06:24, & ARSD 20:42:04:05.01
Yes	No	16. Nail work stations clean and disinfected	ARSD 20:42:06:24 & ARSD 20:42:04:05.01
Yes	No	17. Esthetics work stations clean and disinfected	ARSD 20:42:06:24 & ARSD 20:42:04:05.01

Section J**Equipment for Safety**

(20:42:06:20)

Yes	No	1. First Aid kits (at least two) with blood exposure procedures	ARSD 20:42:06:20 & ARSD 20:42:06:32
Yes	No	2. Fire Extinguisher, charged, ABC type, 5-pounds each 1,500 feet of space	ARSD 20:42:06:20
Yes	No	3. Electrical	ARSD 20:42:06:20

Section J**Student Clinic Floor Station Inspections** (attached)

The school is responsible for any student non-compliance. All student station inspection reports will be given to the school manager. It is expected that the instructors will have any non-compliance issues by any individual student corrected quickly.

Section K

1. Inspected by: _____
(signature of all inspectors)

2. Date Inspected: _____

3. Inspection start time: _____
Inspection end time: _____

4. Signed by Owner or School Manager: _____

5. An inspection has been made of your School, employees, and students on the above date. Evaluation of each item is noted by Yes=In Compliance or No=Not in Compliance or NA or cross-out=not applicable. **If a Bolded above No is circled it is an automatic overall failure.** If a school fails, an unannounced recheck inspection will be completed within three weeks.

Section L**SCHOOL OVERALL INSPECTION RATING (circle)**

If inspector observed 4 violations of any one or more of any item in sections A through I then the inspection is failed.

In Compliance - PASS

Not in Compliance - FAIL

Section M**1. MULTIPLE VIOLATIONS OF ITEMS LISTED IN SECTIONS A THROUGH I.**

STUDENT CLINIC FLOOR STATION INSPECTION REPORT SAFETY AND INFECTION CONTROL		South Dakota Cosmetology Commission 500 E Capitol Ave Pierre SD 57501 605/773-6193 cosmetology@state.sd.us	
(Yes= In Compliance No= Not in Compliance NA=not applicable)			
Section A Student Name:			
Student License Number:			
Yes	No	1. License (student) current and displayed at primary work station - ARSD 20:42:06:29	
Yes	No	2. Disinfectant available at each work station and includes manufacturer label - ARSD 20:42:06:24, 20:42:05:01 (4) (12) & 20:42:01:01(7)	
Yes	No	3. Disinfectant meets viricidal, fungicidal, and bactericidal requirements – ARSD 20:42:06:24 & 20:42:01:01(7)	
Yes	No	4. Wet disinfectant container (if present) to completely cover all soiled implements - ARSD 20:42:06:01(7), & 20:42:01:01(7) 20:42:05:01	
Yes	No	5. Wet disinfection (if mixed) fresh, clean, and free from contaminants – ARSD 20:42:01:01(6) & (7) ARSD 20:42:06:24, 20:42:05:01	
Yes	No	6. Closed labeled containers that store only new, cleaned or disinfected tools or equipment -	
Yes	No	7. Separate closed labeled containers for used or contaminated implements -	
Yes	No	8. Clean, closed labeled containers to store only clean towels and/or linens -	
Yes	No	8. Closed labeled containers for used (soiled) tools, towels and/or linens -	
Yes	No	9. Hand sanitizer or hand-washing facilities available for use -	
Yes	No	10. Hair work station clean and disinfected after each use -	
Yes	No	11. Nail work station clean and disinfected after each use -	
Yes	No	12. Esthetics work station clean and disinfected after each use -	
Yes	No	13. Waste container closed, labeled and emptied when full or least daily -	
Yes	No	14. Floors clean (no excessive hair or nail clippings) -	
Yes	No	15. Hair tools new and/or clean and disinfected prior to each use –	
Yes	No	16. Nail tools new and/or clean and disinfected prior to each use –	
Yes	No	17. Esthetic tools new and/or clean and disinfected prior to each use –	
Yes	No	18. All single use tools/items disposed of immediately after each use –	
Yes	No	19. All products are clean, closed, and labeled correctly –	
Yes	No	20. Disinfected spatula, pump or spray dispenser to dispense products -	
Yes	No	21. Electrical hair clippers clean and disinfected -	
Yes	No	22. Electrical equipment clean and disinfected -	
Yes	No	23. Attachments for electrical equipment disinfected and stored separately in clean closed labeled containers –	
Yes	No	24. Wigs: protective head coverings -	
Yes	No	25. Care and condition of capes -	
An inspection has been made of your clinic floor station. Evaluation of each item is noted by Yes=In Compliance or No=Not in Compliance or NA or cross-out = not applicable. If a Bolded No is circled it is an automatic overall failure. A failure in a school is normally rechecked in two to three weeks, however, the school will deal with the student recheck.			
Section B			
1. STUDENT OVERALL INSPECTION (circle)			
<div style="display: flex; justify-content: space-around;"> RECHECK In Compliance - PASS Not in Compliance - FAIL </div>			
2. Inspected by (Inspector Initials):			Dated:
3. Comments:			

STUDENT CLINIC FLOOR STATION INSPECTION REPORT SAFETY AND INFECTION CONTROL		South Dakota Cosmetology Commission 500 E Capitol Ave Pierre SD 57501 605/773-6193 cosmetology@state.sd.us	
(Yes= In Compliance No= Not in Compliance NA=not applicable)			
Section A Student Name:			
Student License Number:			
Yes	No	License (student), current and displayed	
Yes	No	1. Disinfecting agent (labeled) available at station	
Yes	No	2. Disinfecting agent meets virucidal, fungicidal, and bactericidal requirements	
Yes	No	3. Wet disinfectant container available to completely cover all soiled implements	
Yes	No	4. Wet disinfection fresh, clean, and free from contaminants	
Yes	No	5. Dry Sanitizers - clean closed containers only store new, cleaned or disinfected tools, towels, linens	
Yes	No	6. Closed containers for used (soiled) tools, towels and/or linens	
Yes	No	7. Hand sanitizer or hand-washing facilities available for use	
Yes	No	8. Hair work station clean and disinfected	
Yes	No	9. Nail work station clean and disinfected	
Yes	No	10. Esthetics work station clean and disinfected	
Yes	No	11. Waste container emptied at least daily	
Yes	No	12. Floors clean (no excessive hair or nail clippings)	
Yes	No	13. Hair tools new and/or clean and disinfected prior to each use	
Yes	No	14. Nail tools new and/or clean and disinfected prior to each use	
Yes	No	15. Esthetic tools new and/or clean and disinfected prior to each use	
Yes	No	16. All single use tools/items disposed after each use	
Yes	No	17. All products are clean, closed, and labeled correctly	
Yes	No	18. Dispersal tools or equipment for dispersing products	
Yes	No	19. Electrical hair clippers clean and disinfected	
Yes	No	20. Electrical equipment clean and sanitary (such as curling irons)	
Yes	No	21. Attachments for electrical equipment disinfected and stored separately in closed clean containers	
Yes	No	22. Wigs: protective head coverings	
Yes	No	23. Care and condition of capes	
Yes	No	24. Other	
An inspection has been made of your clinic floor station. Evaluation of each item is noted by Yes=In Compliance or No=Not in Compliance or NA or cross-out = not applicable. If a Bolded No is circled it is an automatic overall failure. A failure in a school is normally rechecked in two to three weeks, however, the school will deal with the student recheck.			
Section B			
1. STUDENT OVERALL INSPECTION (circle)			
RECHECK		In Compliance - PASS	Not in Compliance - FAIL
2. Inspected by (Inspector Initials):		Dated:	
3. Comments:			

South Dakota Cosmetology Commission

Petition for Declaratory Ruling - 2020-A – Salon practice of maintaining separate closed bags in the salon with used files and buffers for each regular nail service customer

I, Kate Boyd, of Pierre, South Dakota am Executive Director of the South Dakota Cosmetology Commission and do hereby petition the Cosmetology Commission for its declaratory ruling with regard to the following:

- (1) Rule 20:42:05:01. General infection control requirements for licensees.
- (2) Many licensees who perform nail technology services have had the practice of keeping separate closed bags in the salon with the name of each of their regular customers. The bags contain used nail files and buffers to use when performing nail technology services.
- (3) Is the maintenance of bags for each customer with used files allowable in South Dakota salons?
- (4) If the salon cannot maintain bags for each customer in the salon, can the customer take their own bag of files and buffers home and bring the bag back to the salon for the licensee to use the files and buffers to perform the customer's nail services?

Dated at Pierre, South Dakota this 15th day of January, 2020.

Kate Boyd, Executive Director

South Dakota Cosmetology Commission

Petition for Declaratory Ruling - 2020-B – Makeup Brush Cleaners

I, Kate Boyd, of Pierre, South Dakota am Executive Director of the South Dakota Cosmetology Commission and do hereby petition the Cosmetology Commission for its declaratory ruling with regard to the following:

- (1) Rule 20:42:05:01. General infection control requirements for licensees.
- (2) The Commission office received an inquiry from a school regarding allowable makeup brush cleaners.
- (3) Specifically, the school would like to know if the brushes sold on the following websites are acceptable:

<https://cinemasecrets.com/collections/brush-cleaner>

<https://www.ofracosmetics.com/products/brush-cleaner-and-disinfectantspray#accordion3>

Dated at Pierre, South Dakota this 15th day of January, 2020.



Kate Boyd, Executive Director

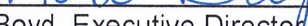
South Dakota Cosmetology Commission

Petition for Declaratory Ruling - 2020-C – Dipped Powder Nail Polish

I, Kate Boyd, of Pierre, South Dakota am Executive Director of the South Dakota Cosmetology Commission and do hereby petition the Cosmetology Commission for its declaratory ruling with regard to the following:

- (1) Rule 20:42:05:01. General infection control requirements for licensees.
- (2) Our office has been contacted by licensees regarding the use of dipped powder nail polish.
- (3) Can cosmetologists and nail technicians licensed with the Commission use dipped powder nail polish on their paying customers?

Dated at Pierre, South Dakota this 15th day of January, 2020.



Kate Boyd, Executive Director

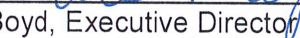
South Dakota Cosmetology Commission

Petition for Declaratory Ruling - 2020-D – Hyaluron Pens

I, Kate Boyd, of Pierre, South Dakota am Executive Director of the South Dakota Cosmetology Commission and do hereby petition the Cosmetology Commission for its declaratory ruling with regard to the following:

- (1) SDCL 36-15-2.2 License required for practice of esthetics—Practices constituting esthetics.
- (2) Our office has been contacted by licensees who want to use hyaluron pens to shoot hyaluronic acid in the lips of customers as a filler.
- (3) The question is if hyaluron pens go below the nonliving cells of the stratum corneum of the epidermis.

Dated at Pierre, South Dakota this 15th day of January, 2020.



Kate Boyd, Executive Director

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

Cosmetology Commission 500 E Capitol Ave Pierre SD 57501 605/773-6193	SOUTH DAKOTA COSMETOLOGY COMMISSION SCHOOL LICENSE RENEWAL FORM
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Instructions
 Please print or type. All areas should be completed. If not applicable, print NA. Information may be listed on a separate sheet and attached. Attach a non-refundable School License fee of \$300.00 for one (1) school license renewal. The expiration date is on the license. **The renewal form and fee should be submitted at least two months before the expiration date.**

1. TYPE OF LICENSE RENEWING

Cosmetology School ☒
 Nail School ☒
 Esthetics School ☒
 Branch School ☐

2. SCHOOL INFORMATION

School Name: Black Hills Beauty College – Rapid City

Current On-site Director: Holly Keszler

School Address: 623 St. Joe Street

City/State/Zip Rapid City SD 57701

Telephone: 605-342-0697	Fax: 605-342-6886	Email: holly@bhbeautycollege.com
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Programs Offered:	Cosmetology <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours 1500
	Nail Technology <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours 400
	Esthetics <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours 600

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

Days/Times Open: Attach a separate sheet with this information

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

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

What months are programs started? Attached on a separate sheet of paper

Current Enrollment in - - - -	Cosmetology Program: 40	Nails Program: 0	Esthetics Program: 4
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Approximate Square Footage of school physical premises: 11,000

3. SCHOOL OWNER INFORMATION

Ownership (check one): Sole Proprietorship ☐ Partnership ☐ Corporation ☐

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

Owner Name	Owner Residence Address/City/State/Zip	Telephone Number
Tom Polonicic	1000 Alta Vista Dr. Rapid City, SD 57701	605-390-3503
Joy Polonicic	1000 Alta Vista Dr. Rapid City, SD 57701	605-390-4633

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

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

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

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

List of required and non-required equipment (ARSD 20:42)
School's current catalog
List of textbook(s) and workbook(s) used
School advertising brochures and website address
School rules and regulations
Student policies and procedures
Explanation of procedure to track student hours
Explanation of how student records are kept and stored
Schedule of days and times open, showing theory and practical times, holidays closed
Listing of proposed field trips on Commission form
Listing of substitute instructors and guest demonstrators
List any changes made since the last renewal application

6. AGREEMENT AND SIGNATURE

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

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

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

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

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

Owner or School Director Signed: [Signature]
Owner or School Director Signed: _____

Dated: 12-6-19
Dated: _____

Notary

Subscribed and sworn to before me this 6th day of December, 2019.

SEAL

CAROL C BROWN
Seal
Notary Public
South Dakota

[Signature]
Notary Public – South Dakota

My Commission expires: April 7th 2021

#2 School Information

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

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

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

What months are programs started:
Cosmetology: January, April, July & Septmeber
Nail Technology: January, June & December
Esthetics: March & August

#4 Instructors & Qualifications

Senior Instructors:

**Holly Keszler: Instructor license # IC-06066-2020
Cosmetologist license# CO-01521-2020
Holly is Electric File Certified
Expires: 12-01-2020**

**Linsy Saenz: Instructor license #IC-09759-2020
Cosmetologist license #CO-07939-2020
Linsy is Electric File Certified
Expires: 1-20-2018**

**Wendy Beaumont: Instructor license #IC-04848-2020
Cosmetologist license #CO-03751-2020
Wendy is certified in Microdermabrasion,
Electric File & EyeLash Extensions
Expires: 4-01-2020**

**Juanita Kester: Instructor license #IC14211-2020
Cosmetologist license #CO-08115-2020
Expires: 7/3/2020**

Kayla Murphy: Instructor license #IC-14271-2019
Cosmetologist license #CO-10751-2019
Kayla is certified in Electric File &
EyeLash Extensions
Expires: 12/17/2019

Taylor Kauffman: Instructor license #IC-13998-2020
Cosmetologist license #CO-13998-2020
Taylor is certified in Microdermabrasion,
Electric File & EyeLash Extensions
Expires: 10/10/2020

#5 Required Attachments

List of required and non-required equipment.

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

School's current catalog.

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

List of textbook and workbook:

Pivot Points Cosmetology Fundamentals – Main textbook

Milday Standard Cosmetology

Pivot Point Library for Pivot Point Schools:

Salon Success

Scientific Approach: Sculpture

Texture

Hair Design

Color

Nail Tech Program: Pivot Point Nail Tech Fundamentals

Esthetics Program: Pivot Point Esthetics Fundamentals

Advertising Brochure: Small handout in the catalog

Website Address: bhbeautycollege.com

School rules and regulations: In the school catalog.

Page 7&8 in the white insert

Student policies & procedures: In the school catalog.

Enrollment Policy - Page B

Attendance Policy - Page B

Graduation Policy - Page C

Explanation of procedure to track student hours &

Explanation of how student records are kept and stored.

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

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

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

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

Days scheduled to be closed:

January 1st

July 4th

November 26th, 27th, 28th

December 24th, 25th, 26th

Field trips - On the Commission provided sheet.

Listing of substitute instructors & guest instructors.

Guest Speakers: Teresa Jahner - Matrix Rep

Mandi May – Great Clips Manager

Heather Heidepriem – The Man Salon

Changes in the last year.

There has been no new changes in our program this last year.

SCHOOL FIELD TRIP PLANS for school license year February, 2020 through January, 2021.

1. School name: Black Hill Beauty College

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

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational Objectives and approximate number of students
1. Salon Visits: JC Penneys, Spa Med, The Man Salon Great Clips, Perfect 10, Cost Cutters, Smart Styles House of Nails	January April June September November	7 hours	This gives the students the opportunity to visit the salons & visit with the managers/salon owners & to hand in their resumes. It also helps them to find the right salon for them. 8-15 students
2. Supply House Salon Centric CosmoProf Life of Riley	January April June September November	2 hours	This will give the students just starting school the opportunity to visit the supply house & get signed up so they can buy professional products & what products that they carry. 10-25 students
3. CosmoProf Fall Hair Show Deadwood	October	6 hours	This gives the students the opportunity to go to a hair show and see the new trends and products that the suppliers have to offer. 10-15 students
4. Corner Stone Rescue Mission & WAVI Career Day	June	4 hours	Corner Stone & WAVI puts on a career day & we help provide free haircuts to their clients. This gives the students extra practice on haircutting while helping those in need. 8-10 students

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

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

School representative's signature: _____

Date: 12-6-19

.....
Date received by Commission: _____

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

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

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

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational Objectives and approximate number of students
5.Night to Shine The Tim Tebow Foundation Program	February	4 hours	The students will be applying makeup, nail polish on the fingernails only & styling hair for their special night. This gives the students the opportunity to show off their talents and to help with a wonder cause. 8 students
6.			

20:42:06:09.01	Required minimum curriculum for nail course.
20:42:06:09.02	Required minimum curriculum for esthetics course.
20:42:06:09.03	Branch school curriculum requirement for a partial program.
20:42:06:10	Minimum number of instructors.
20:42:06:11	Restrictions on instructor's services.
20:42:06:12	Required records and reports.
20:42:06:13	Repealed.
20:42:06:14	School records.
20:42:06:15	Repealed.
20:42:06:16	Transfer of student from out-of-state.
20:42:06:17	Field trips.
20:42:06:18	General safety requirements for all schools.
20:42:06:19	School minimum requirements for premises and facilities.
20:42:06:20	School equipment requirements.
20:42:06:21	Electric nail file or drill requirements.
20:42:06:21.01	Microdermabrasion machine requirements.
20:42:06:22	Prohibited equipment and procedures.
20:42:06:23	Repealed.
20:42:06:24	Required school infection control and safety procedures.
20:42:06:25	Care of capes and towels in schools.
20:42:06:26	Procedure for handling wigs and hairpieces in cosmetology schools.
20:42:06:27	Storage for harmful supplies.
20:42:06:28	Prohibited products.
20:42:06:29	Display of licenses.
20:42:06:30	Display of student prices.
20:42:06:31	Display of health, safety, and infection control rules.
20:42:06:32	Display of blood exposure rules.
20:42:06:33	Display of unregulated services sign in school clinics.

20:42:06:01. Required basic equipment and educational supplies for all schools. Each school must have the following basic minimum equipment and educational supplies on hand and in good working condition at all times:

- (1) One current South Dakota Cosmetology Commission law and rule book for each enrolled student;
- (2) One textbook, as applicable, for each enrolled student;
- (3) Sufficient lockers for all enrolled students;
- (4) One time clock for student hours;
- (5) One large wet disinfectant container for all soiled implements used by all students or a separate wet disinfectant container for each student's soiled implements; and
- (6) A covered container for soiled towels and linens.

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 9 SDR 96, effective January 30, 1983; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 14 SDR 64, effective November 2, 1987; 23 SDR 25, effective August 26, 1996; 24 SDR 2, effective July 23, 1997; 29 SDR 176, effective July 1, 2003; 39 SDR 129, effective January 28, 2013. **General Authority:** SDCL 36-15-13(4)(10). **Law Implemented:** SDCL 36-15-13(4)(10), 36-15-46.

20:42:06:01.01. Required minimum equipment and educational supplies for a cosmetology course. In addition to the equipment required in § 20:42:06:01, each school that offers a cosmetology course must have the following:

- (1) Work station for each student working on clients that includes:
 - (a) A mirror;
 - (b) A table top or counter;
 - (c) A client chair; and
 - (d) A clean, covered container to store clean tools and implements;
- (2) Chemical wave rods;
- (3) Sufficient combs and brushes per student working on clients;
- (4) Simulated human heads with real or synthetic hair;
- (5) One shampoo bowl per five working students;
- (6) One stationary hooded hair dryer per five working students;
- (7) One marcel iron for each student working on clients;
- (8) One hand-held hair dryer for each student working on clients;
- (9) Required equipment in § 20:42:06:01.02 for esthetics instruction;
- (10) Required equipment in § 20:42:06:01.03 for nail technology instruction; and
- (11) For hair removal instruction: sufficient equipment and supplies for waxing and chemical and physical depilatories.

Source: 29 SDR 176, effective July 1, 2003; 39 SDR 129, effective January 28, 2013. **General Authority:** SDCL 36-15-13(4)(10). **Law Implemented:** SDCL 36-15-13(4)(10), 36-15-46.

20:42:06:01.02. Required minimum equipment and educational supplies for an esthetics course. In addition to the basic school equipment required in § 20:42:06:01, each school that offers an esthetics course must have the following:

- (1) Work station for each student working on clients that includes:
 - (a) A facial chair or massage table;
 - (b) A table top;
 - (c) A mirror;
 - (d) A covered waste receptacle; and
 - (e) A clean covered container to store clean tools and implements;
- (2) At least one steamer, vaporizer, or pulverizer machine;
- (3) At least one galvanic current machine;
- (4) At least one suction or vacuum machine;
- (5) At least one high frequency Tesla or violet ray unit and a facial electrode;
- (6) At least one magnifying lamp;
- (7) At least one therapeutic lamp;
- (8) Simulated human head forms;
- (9) Make-up station with lighted mirror for each student working on clients; and
- (10) For hair removal instruction: sufficient equipment and supplies for waxing and chemical and physical depilatories.

Source: 29 SDR 176, effective July 1, 2003; 39 SDR 129, effective January 28, 2013. **General Authority:** SDCL 36-15-13(4)(10). **Law Implemented:** SDCL 36-15-13(4)(10), 36-15-46.

20:42:06:01.03. Required minimum equipment and educational supplies for a nail technology course. In addition to the equipment required in § 20:42:06:01, each school that offers a nail technology course must have the following minimum equipment:

- (1) Work station for each student working on clients that includes:
 - (a) A nail technology table;
 - (b) A client chair;
 - (c) A chair for the student;
 - (d) An adjustable light for the table;
 - (e) A covered waste container; and
 - (f) A clean, covered container to store disinfected tools and implements;
- (2) Simulated human hands with stands;
- (3) Pedicure foot-spa station for each student working on a client that includes a foot bath large enough to completely immerse both feet of the client;
- (4) At least one electric file or drill with appropriate attachments.

Source: 29 SDR 176, effective July 1, 2003; 31 SDR 62, effective November 4, 2004; 32 SDR 32, effective August 29, 2005; 39 SDR 129, effective January 28, 2013. **General Authority:** SDCL 36-15-13(4)(10). **Law Implemented:** SDCL 36-15-13(4)(10), 36-15-46.

20:42:06:01.04. Branch school exception. If a school is teaching theory classes only, the branch school is exempt from the requirements of §§ 20:42:06:01.01 to 20:42:06:01.03, inclusive.

Source: 39 SDR 129, effective January 28, 2013. **General Authority:** SDCL 36-15-13(4)(10). **Law Implemented:** SDCL 36-15-13(4)(10), 36-15-46.

20:42:06:02. Classrooms. In each school, classrooms for the teaching of theory and for classroom demonstrations must be separate from areas used by the general public. Each classroom must contain:

- (1) An instruction board or chalkboard;
- (2) Sufficient tables or desks and chairs to meet the instructional needs of scheduled students;
- (3) Sufficient reference materials relating to the subjects taught;
- (4) Lesson plans relating to the subjects taught; and
- (5) Audiovisual equipment and aids relating to the subject taught.

Source: SL 1975, ch 16, § 1; 6 SDR 10, effective August 12, 1979; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 14 SDR 64, effective November 2, 1987; 29 SDR 176, effective July 1, 2003. **General Authority:** SDCL 36-15-13(4)(10) **Law Implemented:** SDCL 36-15-46.

20:42:06:03. Projection equipment. Repealed.

Source: SL 1975, ch 16, § 1; repealed, 6 SDR 10, effective August 12, 1979.

20:42:06:04. Library. Repealed.

Source: SL 1975, ch 16, § 1; repealed, 6 SDR 10, effective August 12, 1979.

20:42:06:05. Approved textbooks for basic course of study. The school shall use one or more of the following textbooks for a basic course of study:

- (1) **Milady Standard Cosmetology**, 13th Edition, Milady Publishing Corporation, Copyright 2016;
- (2) **Milady Standard Nail Technology**, 7th Edition, Milady Publishing Corporation, Copyright 2015;
- (3) **Salon Fundamentals Cosmetology**: 3rd Edition, 5th Printing January 2017, copyright 2000, 2010, 2014 Pivot Point International;



Black Hills Beauty College

UNIT OR SUBJECT

TLC – Salon Visits

TOPIC

Salon Visits and Resumes

LESSON OBJECTIVE

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

FACILITY USED

NA

TIME ALLOTMENT

7 hours

MATERIALS & EQUIPMENT

Job Applications
Resume

PRINTED MATERIALS

NA

AUDIO & VISUAL AIDS

SPECIAL RESEARCH

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

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Call salons and schedule times for the visits.

MATERIALS STUDENTS SHOULD BRING TO CLASS

NA

MOTIVATION TO BE USED

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



Black Hills Beauty College

UNIT OR SUBJECT

TLC – Supply House Visits

TOPIC

Supply House Visits

LESSON OBJECTIVE

To have the students go out to the supply houses and see what products they will be able to try out and what classes they will offer.

FACILITY USED

NA

TIME ALLOTMENT

3 hours

MATERIALS & EQUIPMENT

Drivers license

PRINTED MATERIALS

NA

AUDIO & VISUAL AIDS

SPECIAL RESEARCH

NA

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Call the supply houses and schedule visit times



Black Hills Beauty College

Updated 2/2014
(NT100lp)

UNIT OR SUBJECT

CosmoProf Fall Hair Show

TOPIC

Hair Show

LESSON OBJECTIVE

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

FACILITY USED

The Lodge - Deadwood

TIME ALLOTMENT

6 hours

MATERIALS & EQUIPMENT

NA

PRINTED MATERIALS

NA

SPECIAL RESEARCH

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

PREPARATORY ASSIGNMENTS FOR THE TEACHER

NA

MATERIALS STUDENTS SHOULD BRING TO CLASS

NA

MOTIVATION TO BE USED

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



Black Hills Beauty College

Updated 2/2014
(NT100lp)

UNIT OR SUBJECT

Corner Stone Rescue Mission & WAVI Career Day

TOPIC

Free Haircuts

LESSON OBJECTIVE

The students will be giving free haircuts during the career day event.

FACILITY USED

Location to be determined at this time.

TIME ALLOTMENT

4 hours



Black Hills Beauty College

UNIT OR SUBJECT

Night to Shine

TOPIC

Tim Tebow Foundation Prom Night for People with Special Needs

LESSON OBJECTIVE

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

FACILITY USED

To be determined

TIME ALLOTMENT

4 hours

MATERIALS & EQUIPMENT

Curling Irons	Combs	Clips	Hairspray
Makeup	Disposable applicators	Hand mirror	

PRINTED MATERIALS

NA

AUDIO & VISUAL AIDS

SPECIAL RESEARCH

Check for the location and how many models.

PREPARATORY ASSIGNMENTS FOR THE TEACHER

Gather supplies

MATERIALS STUDENTS SHOULD BRING TO CLASS

NA

MOTIVATION TO BE USED

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

For office use only:

Salon Professional Academy

LICENSE NUMBER _____
DATE ISSUED _____

**South Dakota
School License Application**

Cosmetology Commission 500 E Capitol Pierre, SD 57501
Phone 605-773-6193 • Fax 605-773-7175 cosmetology@state.sd.us

School Licenses are issued by the South Dakota Cosmetology Commission under the SDCL 36-15.
Print or type all information. Use the reverse side if additional space is required. Attach a non-refundable School License fee of \$300.00 for one school license.

1. Type of school: (check one)

This is an application for: New school New program to existing school ☐
Branch school ☐ Ownership change X Address change ☐

Type of school/branch:

A. Cosmetology School X B. Esthetics School ☐ C. Nail Technology School ☐
(Check cosmetology only X (includes hair, skin, and nails)
all that nail technology X
applies) esthetics X

Proposed opening date of new school: March 2, 2020

Proposed opening date of branch school: NA OR

New ownership change start date: March 1, 2020

Proposed new program start date: NA Type of program? Esthetics nail technology

2. Basic School Information.

Name of School: The Salon Professional Academy

School owner(s) or Corporation name: R and W Education Group LLC

Physical address of school: 623 Saint Joseph Street, Rapid City, South Dakota 57701

Mailing address for school: 623 Saint Joseph Street

City: Rapid City Zip: 57701

School Telephone Number: 605-342-0697 Fax number:
wendybeaumont1@gmail.com/rwbeaumont1@gmail.com

Federal ID #84-3120022 web page address: currently www.bhbeautycollege.com to be changed
www.tsplblackhills.com

3. Basic School Information (continued)

Days & times School open: Monday – Thursday 9:00 AM – 8:30 PM, Friday 9:00 AM – 6:30 PM,
Saturday: 9:00 AM - 4:30 PM

Days & times of Programs if different from School hours above: NA

Start month(s) for Programs: Please Refer to School Catalog page: Page 49

	cosmetology	esthetics	nail technology
Estimated opening enrollment:	40	8	TBA
Estimated maximum enrollment:	50	15-20	10

Square footage of main school physical premises: *11,000 sq. ft.*

Prior to beginning operation, will the proposed school/branch school have all facilities and equipment required of schools as set forth in the rules of the commission. YES ☒ NO ☐ If no, explain:

NA

Will you seek accreditation? Yes ☐ No ☐ Already accredited ☒ Explain: *The schools is currently accredited by NACCAS. The applications for the change of ownership are being made for the school to continue its accreditation without interruption.*

4. Program(s) information. South Dakota requires 1500 hours for a cosmetology program, 600 hours for an esthetics program, and 400 hours for a nail technology program.

For Cosmetology school, which programs are offered:

cosmetology	<input checked="" type="checkbox"/> Number of clock hours: 1500	date starting: March 10, 2020
nail technology	<input checked="" type="checkbox"/> Number of clock hours: 400	date starting: <u>TBA</u>
esthetics	<input checked="" type="checkbox"/> Number of clock hours: 600	date starting: March 10, 2020

For Nail Technology school: Number of clock hours NA date starting: NA

For Esthetics school: Number of clock hours NA date starting: NA

5. Branch School Information.

Name of Branch School: NA

Branch school address: NA

Branch school telephone number: NA Fax number: NA

What programs are offered at the branch school? _____ NA _____

5. Branch School Information (continued).

Name of Branch School Director: _____ NA _____

Square footage of branch school physical premises: _____ NA _____ Maximum enrollment: NA _____

Days & Times Branch school open: _____ NA _____

Is any space to be used at the main school? Explain: _____ NA _____

The branch school is located _____ NA _____ miles from the main school.

6. School Owner(s) Information

A. List the name and address of each individual, partner or corporate officer who own the above school.

Name	Residence address/city/zip	telephone number
Ronald W. Beaumont	905 Enchantment Rd. Rapid City, South Dakota	605-545-0079
Wendy L. Beaumont	905 Enchantment Rd. Rapid City, South Dakota	605-430-3216

B. This school will be owned by (check one): Sole proprietorship ☐ Corporation ☒
Partnership ☐

C. If the school is owned by a corporation or partnership, give the name and address of the principal place of business of the partnership or corporation. *R and W Educational Group, LLC - 905 Enchantment Rd. Rapid City, South Dakota 57701*

D. Give the start date of partnership or incorporation and the state in which it was formed. *5/18/18*

E. If the school is owned by a corporation, give the name and address of the South Dakota agent authorized to accept legal services. *Ronald Beaumont – 905 Enchantment Road, Rapid City South Dakota 57701*

F. Mark the appropriate answer below. If any question asked below requires a yes answer, submit an explanation with this application.

A. Have any principal owner(s), officer(s), or any person in a management capacity:

1. Ever been involved in a bankruptcy? Yes _____ No ☒
2. Ever been convicted of a felony or are charges pending? Yes _____ No ☒
3. Ever been convicted of a misdemeanor other than a minor traffic violation or are charges pending? Yes _____ No ☒
4. Ever been dismissed from any position for immoral or unprofessional conduct? Yes _____ No ☒
5. Ever had a license or permit denied or revoked in this or any other state? Yes _____ No ☒
6. Ever been denied (re)accreditation by any accrediting agency? Yes _____ No ☒

7. Instructor(s) and Qualifications. Instructors must have a South Dakota instructor license. Cosmetology instructors may teach/supervise cosmetology, esthetics, or nail technology programs/students. Nail Technology instructors may only teach/supervise nail technology programs/students. Esthetics instructors may only teach/supervise esthetics programs/students. There must be 1 instructor for every 15 students.

List all the persons who will be instructors, their license number, and what program they are teaching.

Name	license number	Program teaching
Wendy Beaumont	IC-04848-2020 & CO-03751-2020	Cosmetology
Juanita Kester	IC-14211-2020 & CO-08115-2020	Cosmetology
Taylor Kauffman	IC-13998-2020 & CO-13449-2020	Cosmetology
Holly Keszler	IC-06066-2020 & CO-01521-2020	Cosmetology
Kayla Murphy	IC-14271-2020 & CO-10751-2020	Cosmetology
Adaali Mendez	IC-10846-2020	Cosmetology
Cosmetology		
Jill Waters (Jill will be applying her instructors license etc.)		Esthetics

8. Required Attachments

Outside photograph of the school showing school sign. *The current signage for BHBC with a banner announcing The Salon Professional Academy of Rapid City*

Floor plan of school with the various areas indicated. *Refer to Attachment*

List of required and non-required equipment (ARSD 20:42). *Refer to Attachment*

Copies of required signage. The school has all required signage in place prior to closing of purchase.

School's current catalog. *Refer to Attachment*

Program(s) outline curriculum. – a curriculum plan which shows the daily schedule that incorporates the required number of education hours for a program (1500, 400, or 600) and the number of curriculum areas (see the rules). *Please refer to School Catalog – Cos – Pg 26-27, Esti – Pg 30-31, Nails – Pg 33-34*

Lesson plans for the offered programs. *Refer to Attachment*

8. Required Attachments (continued).

Sample project sheets for practical and clinic floor assignments

School rules and regulations. *Please refer to School Catalog : PG 10*

List of textbook(s) and workbook(s) to be used. *Milady, FUEL (Redken Haircutting, possibly "Prosper You" for business training)*

School advertising brochures: *In process of development*

Explanation of procedure to track student hours. *We will either use SMART or Campus Login*

Schedule, with days and times open; showing theory and practical times; holidays closed. *Refer to School Catalog : Page 25*

Resume of school manager and each instructor. For the Director of Operations/owner and all instructors beside Jill Water, all employees are remaining at the school after the change of ownership and all resumes are on file with Commission. Jill Water's Resume attached (applying for instructor license)

9. Agreement and Signature

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

It is further understood that the school license is renewed annually on the start date of the license. And it is understood a listing of field trips must be submitted along with the renewal fee.

It is further understood and acknowledged that this is an application only, and the completion of this application does not entitle one to begin operation of a school or new program until authorized to do so by the Cosmetology Commission upon satisfactory proof being shown as to the compliance with the laws of the State of South Dakota, the Rules and Regulations of the Cosmetology Commission and the sanitary rules and regulations.

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

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

Signed: _____

Signed: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

SEAL

Notary Public - South Dakota

My commission expires: _____

Explanation of procedure to track student hours. *We will either use SMART or Campus Login*

Schedule, with days and times open; showing theory and practical times; holidays closed. *Refer to School Catalog & Student Handbook*

Resume of school manager and each instructor. For the Director of Operations/owner and all instructors beside Jill Water, all employees are remaining at the school after the change of ownership and all resumes are on file with Commission. *Jill Water's Resume attached (applying for instructor license)*

9. Agreement and Signature

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

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

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

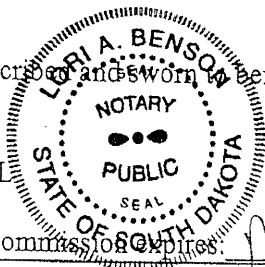
Signed: _____

Signed: _____

Subscribed and sworn to before me this

13 day of January, 2020

SEAL



Notary Public - South Dakota

My commission expires:

March 25 2020

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

Please print or type

Name: Bradi Heinz

Address, City, State, Zip: 1515 Dick Drive, Aberdeen, SD, 57401

Date of Birth: 09/15/00 Social Security Number: _____

Education: Aberdeen Central, Aberdeen, SD Date: 2019
(Name and City of High School or GED) (graduation or completion date)

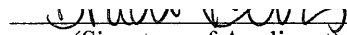
Type of apprenticeship training (check one): COSMETOLOGY ☒ NAIL TECHNOLOGY ☐

Suggested Start Date of apprenticeship (tentative): TBD (upon approval) Feb 3rd 2019

Name of Senior Instructor(s): Tara Murland

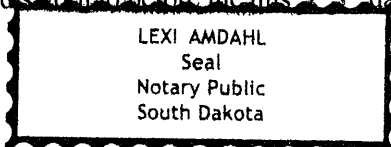
Name and address of Salon: Beau Day Spa
City: Aberdeen telephone: 605-725-9242

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


(Signature of Applicant)

Subscribed and sworn to before me this 23rd day of December 2019

(SEAL)



Notary Public Signature

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

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

Office use only:	Apprentice License Number: _____ Start date: _____
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JAN 07 2020

OK # 9738 \$25.00

SOUTH DAKOTA BOARD OF COSMETOLOGY
AFFIDAVIT FOR INSTRUCTOR OF APPRENTICE

I, TARA MOZLAND, a licensed Cosmetologist and ~~Manager-Operator and licensed Active Senior~~
(print)

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

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

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

[Signature]
(Signature of Instructor)

Subscribed and sworn to before me this 23 day of Dec 2019



[Signature]
Notary Public

my commission expires 10/26/2022

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

** 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

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 LEOS Vixen

Provider's Address: 707 East 41ST Street #210
STREET
Sioux Falls, SD 57105
CITY STATE ZIP

Contact Name: Chantelle Duncan Tel: (605) 681-5865

Fax () - Email: leosvixen@gmail.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: leos Vixen Advanced Lash Class Clock Hours: 16
All continuing education in South Dakota must emphasize safety and sanitation *Do not include breaks and meals*

Location of Course: leos Vixen 707 East 41ST Street #210
BUSINESS NAME STREET
Sioux Falls SD 57105 SD 57105
CITY STATE ZIP

Initial Course Offering Date: April 25 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.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance.

Using Sign in and Out
Sheet & hands on training

☒ **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: 1 / 9 / 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: ____ / ____ / ____

Dear Cosmetology Commission,

I am applying to offer Lash Extension Certification Classes because I believe I can offer proper training and have a non-biased program designed for students to be successful in their training and lash artist journey.

I had taken the "Babe Lash Training Program" back in April of 2019, where I was taught the very basics and was very confused when the program.

I also PAID for product that I do not use to this day. Many students in my class believe as well we were not trained properly, therefore I had to do research on my own to be successful.

This company doesn't even offer the correct products I NEED to offer a safe, and successful lash extension session.

I also believe because I will be offering a NON BIASED lash training that my students will take the program and make it personal and not feel they need to be WORKING for the SALON that put on the training, the students can branch off with other distributors and really designed their services that MEET THEIR NEEDS to provide an excellent service to their customers.

I also have a marketing degree, so I will be able to show student's through social media, google and yelp how they can increase revenue for themselves AND NOT FOR THE COMPANY WHO IS PROVIDING THE TRAINING COURSE.

I do believe and witnessed firsthand that the current training courses are not in the STUDENTS benefit and they are SOLEY in the company's favor. I would like to be a part of changing our "extended education" culture by making sure each and every stylist GET WHAT THEY PAY FOR, and actually use the education to increase knowledge and their business.

Thank you for your time and consideration,

Chantelle Duncan

605 Vixen



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

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 from (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)

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

Answering questions and going over the following (3:15-5pm)

- 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
- 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

- April, 2019 Babe Eyelash School
Certified Eyelash Technician
- 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

Oct. 2018 - Present

605 Vixen

Owner/Operator

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

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.

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					
WEEKLY TOTALS					

STUDENT SIGNATURE	DATE: DATE
TRAINER SIGNATURE	DATE: DATE

CERTIFICATE of ACHIEVEMENT

THIS ACKNOWLEDGES THAT

Recipient Name

HAS SUCCESSFULLY COMPLETED THE

605 VIXEN ADVANCED LASH TRAINING

MONTH, DAY
YEAR

SIGNED, *Signatory Name*, Signatory Title

AGENDA ITEM L. 5. – Request for Student License from applicant with felony convictions

We have received a student license from an applicant who is currently on probation for two felony drug convictions.

5/7/18: Pled guilty to unauthorized ingestion of a controlled drug/substance in schedules I or II.

5/7/18: Sentenced to five years in penitentiary with five years suspended and probation for three years.

6/19/19: Pled guilty to possession of a controlled drug/substance in schedules I or II.

7/22/19: Sentenced to five years in penitentiary with five years suspended and probation for four years.

Letter from applicant is shown below. Executive Director Boyd and Attorney Oey have reviewed the criminal background and do not see any reason for the Commission to deny this license.

Oct 2018 I was arrested on drug charges. I was put on probation and required to take Cbasa & mret which I ~~was~~ finished both.

In 2019 I was arrested again put on probation. I no longer use any drugs. I have 1yr sober & see my probation officer every 2 weeks. I want to go to school at headlines to continue my road on the right path. I made a mistake once and want better for my life.

/s/

2020 CALENDAR

COSMETOLOGY COMMISSION State Board Examinations & Regular Commission Meetings

January	24	Friday	Commission Meeting (123 W Missouri Ave)	Pierre
March	16	Monday	State Board Exams – C	Pierre
March	17	Tuesday	State Board Exams – N & C-if needed	Pierre
April	16	Thursday	School Visits & Commission Meeting	Watertown/
April	17	Friday	(Comm Mtg – Sioux Falls DLR Office pm)	Sioux Falls

<i>April</i>	<i>24-26</i>	<i>Fri-Sun</i>	<i>NIC All Region Conference</i>	<i>Biloxi, MS</i>
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May	17	Monday	State Board Exams – C	Pierre
May	18	Tuesday	State Board Exams – E & C-if needed	Pierre

July	24	Friday	Commission Meeting (123 W Missouri Ave)	Pierre
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September	25	Friday	School Visits & Commission Meeting (Comm Mtg - Rapid City DLR Office pm)	Rapid City
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<i>October</i>	<i>2-5</i>	<i>Fri-Mon</i>	<i>NIC Annual Conference</i>	<i>Louisville, KY</i>
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December	11	Friday	Commission Meeting (Conference Call)	
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C = Cosmetology Exams • E = Esthetics Exams • N = Nail Technician Exams

Notes: (1) Calendar is subject to change throughout the year
(2) State Board Exam dates have not yet been scheduled beyond May, 2020