

MEETING AGENDA
SOUTH DAKOTA COSMETOLOGY COMMISSION
June 19, 2020

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

This meeting will be held via conference call.

- A. Convene - immediately after the 9:30 am (CDT) Rules Public HearingDebbie Pageler
- B. Roll Call.....Tami Stokes
- C. Approval of Agenda
- D. April 17, 2020 Meeting Minutes.....Tami Stokes
- E. Treasurer's Report.....Tami Stokes
- F. Executive Director ReportKate Boyd
- G. Disciplinary Actions.....Violations Committee
 - 1. Case D-2020
 - 2. Dismissal of Case C-2020
- H. Open for Public Comment
- I. Application Review
 - 1. School License Renewal Application – Paul Mitchell The School Rapid City
 - 2. Electric File Provider Application – Paul Mitchell The School Rapid City
 - 3. Microdermabrasion File Provider Application – Paul Mitchell The School Rapid City
 - 4. Eyelash Extension Education Provider Application – Paul Mitchell The School Rapid City
 - 5. Electric File Provider Application – World of Beauty, Des Moines, Iowa
 - 6. Microdermabrasion File Provider Application – World of Beauty, Des Moines, Iowa
 - 7. Eyelash Extension Education Provider Application – World of Beauty, Des Moines, Iowa
 - 8. Request for Student License from Applicant with Felony Convictions
 - 9. Apprentice Application – Payton Kucker at Revive Day Spa

J. Petition for Declaratory Ruling

K. Tentative Meeting & Exam Calendar

July 18, 2020 – State Board Exams – Pierre (administered by staff)

Sept 25, 2020 – Rapid City School Visits & Commission Meeting

Dec 11, 2020 – Commission Meeting – Conference Call

L. Other Business

M. 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, June 17, 2020 to make any necessary arrangements.

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
221 W. Capitol Ave, Suite 101, Pierre, South Dakota
April 17, 2020 (CDT)

President Crystal Carlson called the meeting to order at 10:00 am.

Secretary-Treasurer Tami Stokes 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: Graham Oey, Senior Staff Attorney
Kate Boyd, Executive Director
Teresa Diederich, Program Assistant 1
Peggy Sproat, Paul Mitchell The School Rapid City
Desaree Dargatz, Paul Mitchell The School Rapid City
Stephanie Williams, Paul Mitchell The School Rapid City
Melissa Regan, Paul Mitchell The School Rapid City
Angela Larson, LATI
Liz Lloyd, LATI
Rachael Maag, LATI

Annette Petersen made a motion to approve the agenda as presented. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea).

Debbie Pageler pointed out two corrections to the minutes on page 6 where the second to the motion is not shown. Crystal Carlson made a motion to approve the minutes of the January 24, 2020 meeting as amended. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea).

Treasurer Tami Stokes stated the available funds balance is \$104,554.84 and the cash center balance is \$129488.02.

The Executive Director's Report was included in the meeting handouts and included the following information: (1) Changes due to Coronavirus pandemic, such as NIC Spring Symposium scheduled for April 24-26, 2020 in Biloxi, Mississippi has been canceled; State Board exam testing has been suspended; Governor issued an Executive Order for all non-essential state employees to work remotely until at least May 2, 2020, and Commission staff continue to perform duties; numerous phone calls and emails about why whether or not salons must close; CARES stimulus law passed by Congress included financial provisions for independent contractors and business owners to apply for unemployment, with the details still being worked out how to file a claim; Governor Noem issued an Executive Order on April 15, 2020 that, among other things, suspends the statutory provision of SDCL 36-15-29 requiring cosmetology schools to only conduct educational program on the premises of the school and

suspends the regulatory provision of ARSD 20:42:06:10 governing the requirement that all students must be under the direct supervision of an instructor while earning clock hours – the suspensions of this law and rule allows South Dakota cosmetology schools to offer both theory and practical education via distance learning; (2) The declaratory rulings will not be presented at this meeting for the Commission's consideration, due to staff devoting time with questions about salon closure during this pandemic and other pandemic issues; (3) There has been no work to date to draft administrative rules for cross-over licensing, but the Commission is not under a mandate to do so. A copy of the Executive Director's Report is attached to these minutes.

Case I- 2019 -- Tami Stokes made a motion to approve the Consent Agreement with the following conditions:

- a. Bethany Ophiem personal license will be suspended for a period of 7 days beginning May 1, 2020.
- b. The 7 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
- c. Ms. Ophiem will pay \$50 by May 1, 2020.
- d. Comply with all laws and regulations of the Commission.

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

Case K- 2019 -- Crystal Carlson made a motion to approve the Consent Agreement with the following conditions:

- a. Estetica's salon license will be suspended for a period of 15 days beginning May 1, 2020.
- b. The 15 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
- c. Estetica Unisex Salon LLC will pay \$450 by May 1, 2020.
- d. Estetica Unisex Salon LLC will be subject to no more than four unannounced inspections for a period of one year from the date the agreement is accepted by the Commission.
- e. Comply with all laws and regulations of the Commission.

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

Case L-2019 -- Renee Graf made a motion to approve the Consent Agreement with the following conditions:

- a. Pretty Nail's Salon license will be suspended for a period of 15 days beginning May 1, 2020.
- b. The 15 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
- c. Pretty Nails Salon will pay \$450 by May 1, 2020.
- d. Pretty Nails Salon will be subject to no more than four unannounced inspections for a period of one year from the date the agreement is accepted by the Commission.
- e. 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.)

Case N-2019 -- Tami Stokes made a motion to approve the Consent Agreement with the following conditions:

- a. Milan Nail Studio's salon license will be suspended for a period of 15 days beginning May 1, 2020.
- b. The 15 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
- c. Milan Nail Studio will pay \$450 by May 1, 2020.
- d. Milan Nail Studio will be subject to no more than four unannounced inspections for a period of one year from the date the agreement is accepted by the Commission.
- e. 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.)

Lapsed Case 34-2019 -- Debbie Pageler made a motion to approve the Consent Agreement with the following conditions:

- a. Deborah Aduddell's personal license will be suspended for a period of 5 days beginning May 1, 2020.
- b. The 5 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
 1. Ms. Aduddell will pay \$100 by February 14, 2020.
 2. Comply with all laws and regulations of the Commission.

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

Lapsed Case 35-2019 -- Crystal Carlson made a motion to approve the Consent Agreement with the following conditions:

- a. Nichole Wood's personal and booth license will be suspended for a period of 10 days beginning May 1, 2020.
- b. The 10 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
- c. Ms. Wood will pay \$200 by May 1, 2020.
- d. Comply with all laws and regulations of the Commission.

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

Lapsed Case 36-2019 -- Annette Petersen made a motion to approve the Consent Agreement with the following conditions:

- a. Kayla Hanson's personal license will be suspended for a period of 5 days beginning May 1, 2020.
- b. The 5 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
- c. Ms. Hanson will pay \$100 by May 1, 2020.
- d. Comply with all laws and regulations of the Commission.

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

Lapsed Case 37-2019 -- Annette Petersen made a motion to approve the Consent Agreement with the following conditions:

- a. Melanie Willemssen's booth license will be suspended for a period of 10 days beginning May 1, 2020.
- b. The 10 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
- c. Ms. Willemssen will pay \$125 by May 1, 2020.
- d. 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.)

Lapsed Case 39-2019 -- Tami Stokes made a motion to approve the Consent Agreement with the following conditions:

- a. Linda Maclauchlin Keen's salon license will be suspended for 5 days and her booth license will be suspended for a period of 10 days beginning May 1, 2020.
- b. The 5 days of suspension for her salon license and the 10 days of suspension for her booth license will be held in abeyance for a period of one year and her salon and booth license will not be actively suspended so long as the following conditions are observed:
- c. Ms. Keen will pay \$175 by May 1, 2020
- d. Comply with all laws and regulations of the Commission.

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

Lapsed Case 40-2019 -- Crystal Carlson made a motion to approve the Consent Agreement with the following conditions:

- a. Jennifer Sedlacek's personal and booth license will be suspended for a period of 5 days beginning May 1, 2020.
- b. The 5 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
- c. Ms. Sedlacek will pay \$100 by May 1, 2020
- d. Comply with all laws and regulations of the Commission.

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

Lapsed Case 41-2019 -- Annette Petersen made a motion to approve the Consent Agreement with the following conditions:

- a. Luann Kroh's personal license will be suspended for a period of 5 days beginning May 1, 2020.
- b. The 5 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
- c. Ms. Kroh will pay \$125 by May 1, 2020
- d. 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.)

Lapsed Case 43-2019 -- Crystal Carlson made a motion to approve the Consent Agreement with the following conditions:

- a. Willow Salon LLC's salon license will be suspended for a period of 15 days beginning May 1, 2020.
- b. The 15 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
- c. Ms. Fisher will pay \$225 by May 1, 2020
- d. Comply with all laws and regulations of the Commission.

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

Lapsed Case 44-2019 -- Tami Stokes made a motion to approve the Consent Agreement with the following conditions:

- a. Darsha Cecil's booth license will be suspended for a period of 5 days beginning May 1, 2020.
- b. The 5 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
- c. Ms. Cecil will pay \$100 by May 1, 2020
- d. 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.)

Lapsed Case 1-2020 -- Annette Petersen made a motion to approve the Consent Agreement with the following conditions:

- a. Kayla Mellma's booth license will be suspended for a period of 5 days beginning May 1, 2020.
- b. The 5 days of suspension will be completed on May 5, 2020.
- c. Comply with all laws and regulations of the Commission.

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

Lapsed Case 2-2020 -- Debbie Pageler made a motion to approve the Consent Agreement with the following conditions:

- a. Branding 605's Salon license will be suspended for a period of 5 days beginning May 1, 2020.
- b. The 5 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
- c. Ms. Sudbeck will pay \$100 by May 1, 2020
- d. 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.)

Lapsed Case 3-2020 -- Tami Stokes made a motion to approve the Consent Agreement with the following conditions:

- a. Christy Talley's booth license will be suspended for a period of 10 days beginning May 1, 2020.
- b. The 10 days of suspension will be held in abeyance for a period of one year and her booth license will not be actively suspended so long as the following conditions are observed:
 - c. Ms. Talley will pay \$200 by May 1, 2020.
 - d. Comply with all laws and regulations of the Commission.

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

Lapsed Case 4-2020 -- Debbie Pageler made a motion to approve the Consent Agreement with the following conditions:

- a. Amber Sandve's personal and booth license will be suspended for 10 days beginning May 1, 2020.
- b. The 10 days of suspension will be held in abeyance for a period of one year and her personal license will not be actively suspended so long as the following conditions are observed:
 - c. Ms. Van Dyke will pay \$244 by May 1, 2020
 - d. Comply with all laws and regulations of the Commission.

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

Lapsed Case 5-2020 -- Crystal Carlson made a motion to approve the Consent Agreement with the following conditions:

- a. Haley Nehl's personal license will be suspended for a period of 10 days beginning May 1, 2020.
- b. The 10 days of suspension will end on May 10, 2020.
- c. Comply with all laws and regulations of the Commission.

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

Lapsed Case 6-2020 -- Debbie Pageler made a motion to approve the Consent Agreement with the following conditions:

- a. Michelle Whitlock's personal license will be suspended for a period of 10 days and her booth license will be suspended for a period of 5 days beginning May 1, 2020.
- b. The 10 days of suspension for her personal license and the 5 days of suspension for her booth license will be held in abeyance for a period of one year and her personal and booth license's will not be actively suspended so long as the following conditions are observed:
 - c. Ms. Whitlock will pay \$225 by May 1, 2020
 - d. 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.

Crystal Carlson made a motion to cease administration of a hands-on practical examination as part of the State Board examination testing for licensure with the Cosmetology Commission. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea).

For clarification, the Commission will continue to issue the NIC theory examination and the South Dakota Cosmetology Laws/Rules examination for purposes of qualifying for a license issued by the Commission.

Tami Stokes made a motion to notify the cosmetology schools at least 30 days before beginning to administer the written practical examination that should be available sometime in the next several months. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea).

Debbie Pageler made a motion to approve the school license renewal application submitted by Stewart School. 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 microdermabrasion file education provider application submitted by Ramona Reicherts. 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 electric file education provider application submitted by Revive Day Spa. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea).

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

Debbie Pageler made a motion to approve the student license application from an applicant with felony convictions. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea).

Tami Stokes made a motion to deny the request for license reinstatement from Ngoc Lan Thi Nguyen, because the Commission order approved October 4, 2015 stated that Ms. Nguyen could not reapply for a license for five years from the date the order was signed. Ms. Nguyen should be directed to reapply after October 4, 2020. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea).

The tentative meeting and exam calendar was briefly reviewed. However, it was noted that the calendar is subject to change due to the current Coronavirus pandemic.

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

President Crystal Carlson adjourned the meeting at 11:00 am.

Respectfully submitted,

Kate Boyd, Executive Director

Tami Stokes, Secretary-Treasurer

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

April 17, 2020

1. Changes Due to Coronavirus Pandemic

- NTC cancelled the Spring Symposium scheduled for April 24-26, 2020 in Biloxi, Mississippi.
- State Board Exam testing has been suspended. We cancelled the exams scheduled for March 16 & 17, 2020 and are not certain if we will be able to proceed with the May 17 & 18 exams.
- On March 13, 2020, the Governor issued an Executive Order for all non-essential state employees to work remotely. State offices will remain closed to the public until at least May 2, 2020. The Commission staff continues to perform our duties.
- The past three weeks have been filled with and unimaginable number of phone calls and emails from our licensees wondering if the Commission or the State will order the closure of salons, spas, and barber shops. The Commission does not have the authority to take such action and currently it does not appear that the Governor is planning to issue a mandated closure order. It remains up to the individual business owner whether or not to close their business.
- Many of the callers and email messages have been from individuals who are very upset by the Commission's inaction. We have tried to overlook or calm their anger as we realize the basis is likely fear for their health and the health of their family and clients, and fear for how they can meet their financial obligations with reduced or no earnings.
- The CARES stimulus law passed by Congress on March 31 includes financial provisions for independent contractors and business owners. The details are still being worked out of how to file for financial assistance.
- Governor Noem issued an Executive Order on April 15, 2020 that, among other things, suspends the statutory provision of SDCL 36-15-29 requiring cosmetology schools to only conduct educational program on the premises of the school and suspends the regulatory provision of ARSD 20:42:06:10 governing the requirement that all students must be under the direct supervision of an instructor while earning clock hours – the suspensions of this law and rule allows South Dakota cosmetology schools to offer both theory and practical education via distance learning. Along that line, the accrediting agencies have issued guidelines that schools must follow in order to meet accreditation standards during the pandemic if teaching via distance learning.

2. Declaratory Rulings

Due to the additional time being spent by our staff responding to individuals about the possibility of salon closure, and with the cancellation of the April 16 & 17 schools visits and in-person Commission meeting, we will not be presenting declaratory rulings for the Commission's consideration on April 17, 2020.

3. Administrative Rules for Cross-over Licensing

To date there has been no work done to create requirements for cross-over licensing. All of us, staff and Commission members, have been preoccupied with the current health pandemic. We are not under any time restraints to develop rules for cross-over licensing.

May 2020

BA20JB60

AVAILABLE FUNDS AS OF: 05/31/2020 MONTHLY PAGE 1,589
 FY YEAR REMAINING: 8.5% DATE 05/30/2020
 PAY DAYS REMAINING: 2

BUDGET UNIT 1033

BUDGET UNIT NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	368,642.00	6,624.00	0.00	9,795.37	305,793.08	59,677.55	134,443.38
BUDGETED TOT	368,642.00	6,624.00	0.00	9,795.37	305,793.08	59,677.55	
ALL COMP TOT	368,642.00	6,624.00	0.00	9,795.37	305,793.08	59,677.55	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES MONTHLY	EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	183,174.00	0.00	0.00	12,776.08	157,149.21	26,024.79	14.2
5102 EMPLOYEE BENEFITS	64,630.00	0.00	0.00	5,413.78	46,779.16	17,850.84	27.6
5203 TRAVEL	42,268.00	0.00	0.00	128.80	30,782.07	11,485.93	27.2
5204 CONTRACTUAL SVCS	74,713.00	0.00	9,795.37	7,095.60	55,474.80	9,442.83	12.6
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	1,170.32	15,361.84	4,880.84	0.0
5207 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	246.00	246.00	0.0
TOTALS	375,266.00	0.00	9,795.37	26,584.58	305,793.08	59,677.55	15.9

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						18,189.86		203,928.37
5102000	64,630.00						8,394.72		101,864.71
5203000	42,268.00						26,584.58		305,793.08
5204000	74,713.00								
5205000	10,481.00								
5207000	0.00								
PS SUBTOTALS	247,804.00						18,189.86		203,928.37
OE SUBTOTALS	127,462.00						8,394.72		101,864.71
COMPANY 6503-I TOT	375,266.00						26,584.58		305,793.08

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	134,443.38	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			134,443.38	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			134,443.38	DR **	
BUDGET UNIT TOTAL 1033			134,443.38	DR ***	

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 05/31/2020

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1033 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	4293901	COS-OPERATOR/MANAGER	13,605.00	126,405.00
103300061806	6503	4293969	COS-SALONS LICENSE	7,065.00	65,290.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	245.00	1,050.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	.00	1,492.00
103300061806	6503	4293972	COS-PERMITS	3,937.00	25,241.00
103300061806	6503	4293973	COS-SCHOOL LICENSE	.00	1,500.00
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIF	660.00	12,566.00
ACCT: 4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)			25,512.00	233,544.00 *
ACCT: 42	LICENSES, PERMITS & FEES			25,512.00	233,544.00 **
103300061806	6503	4393903	COS-PENALTY'S	3,310.00	47,162.51
ACCT: 4393	PENALTIES (NON-GOVERNMENTAL)			3,310.00	47,162.51 *
ACCT: 43	FINES, FORFEITS & PENALTIES			3,310.00	47,162.51 **
103300061806	6503	4896004	COS-EDUCATION COURSE COST	50.00	1,516.00
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	.00	12,880.00
103300061806	6503	4896020	MISCELLANEOUS INCOME	4.00	704.00
ACCT: 4896				54.00	15,100.00 *
ACCT: 48	OTHER REVENUE			54.00	15,100.00 **
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				28,876.00	299,222.46 ***
COMP: 6503				28,876.00	299,222.46 ****
B UNIT: 1033				28,876.00	299,222.46 *****

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 05/31/2020

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	C100C0071	05/13/2020	246438	05/13/2020	1,600.00	DR
6503	103300061806	4293901	C100C0071	05/13/2020	246438	05/13/2020	1,600.00	CR
6503	103300061806	4293901	C100C0071	05/13/2020	246438	05/13/2020	1,600.00	CR
6503	103300061806	4293969	C100C0071	05/13/2020	246438	05/13/2020	560.00	CR
6503	103300061806	4293972	C100C0071	05/13/2020	246438	05/13/2020	480.00	DR
6503	103300061806	4293972	C100C0071	05/13/2020	246438	05/13/2020	480.00	CR
6503	103300061806	4293972	C100C0071	05/13/2020	246438	05/13/2020	680.00	CR
6503	103300061806	4293984	C100C0071	05/13/2020	246438	05/13/2020	20.00	CR
6503	103300061806	4293901	C100C0075	05/13/2020	246439	05/13/2020	1,655.00	DR
6503	103300061806	4293901	C100C0075	05/13/2020	246439	05/13/2020	1,655.00	CR
6503	103300061806	4293901	C100C0075	05/13/2020	246439	05/13/2020	1,655.00	CR
6503	103300061806	4293969	C100C0075	05/13/2020	246439	05/13/2020	880.00	CR
6503	103300061806	4293972	C100C0075	05/13/2020	246439	05/13/2020	420.00	CR
6503	103300061806	4293984	C100C0075	05/13/2020	246439	05/13/2020	60.00	CR
6503	103300061806	4293901	C100C0076	05/06/2020	245854	05/05/2020	1,485.00	DR
6503	103300061806	4293901	C100C0076	05/06/2020	245854	05/05/2020	1,485.00	CR
6503	103300061806	4293901	C100C0076	05/06/2020	245854	05/05/2020	1,485.00	CR
6503	103300061806	4293969	C100C0076	05/06/2020	245854	05/05/2020	600.00	CR
6503	103300061806	4293972	C100C0076	05/06/2020	245854	05/05/2020	120.00	CR
6503	103300061806	4293901	C100C0077	05/13/2020	246188	05/08/2020	955.00	DR
6503	103300061806	4293901	C100C0077	05/13/2020	246188	05/08/2020	955.00	CR
6503	103300061806	4293969	C100C0077	05/13/2020	246188	05/08/2020	395.00	CR
6503	103300061806	4293972	C100C0077	05/13/2020	246188	05/08/2020	35.00	CR
6503	103300061806	4293984	C100C0077	05/13/2020	246188	05/08/2020	120.00	CR
6503	103300061806	4293901	C100C0078	05/15/2020	246543	05/08/2020	100.00	CR
6503	103300061806	4293901	C100C0078	05/15/2020	246543	05/12/2020	2,770.00	DR
6503	103300061806	4293901	C100C0078	05/15/2020	246543	05/12/2020	2,770.00	CR
6503	103300061806	4293901	C100C0078	05/15/2020	246543	05/12/2020	2,770.00	CR
6503	103300061806	4293969	C100C0078	05/15/2020	246543	05/12/2020	1,960.00	CR
6503	103300061806	4293970	C100C0078	05/15/2020	246543	05/12/2020	175.00	CR
6503	103300061806	4293972	C100C0078	05/15/2020	246543	05/12/2020	780.00	CR
6503	103300061806	4293984	C100C0078	05/15/2020	246543	05/12/2020	40.00	CR
6503	103300061806	4293901	C100C0079	05/22/2020	247193	05/18/2020	1,430.00	DR
6503	103300061806	4293901	C100C0079	05/22/2020	247193	05/18/2020	1,430.00	CR
6503	103300061806	4293901	C100C0079	05/22/2020	247193	05/18/2020	1,430.00	CR
6503	103300061806	4293969	C100C0079	05/22/2020	247193	05/18/2020	560.00	CR
6503	103300061806	4293972	C100C0079	05/22/2020	247193	05/18/2020	780.00	CR
6503	103300061806	4293984	C100C0079	05/22/2020	247193	05/18/2020	20.00	CR
6503	103300061806	4293901	C100C0080	05/13/2020	246405	05/12/2020	850.00	DR
6503	103300061806	4293901	C100C0080	05/13/2020	246405	05/12/2020	850.00	CR
6503	103300061806	4293969	C100C0080	05/13/2020	246405	05/12/2020	640.00	CR
6503	103300061806	4293972	C100C0080	05/13/2020	246405	05/12/2020	240.00	CR
6503	103300061806	4293984	C100C0080	05/13/2020	246405	05/12/2020	685.00	DR
6503	103300061806	4293901	C100C0081	05/15/2020	246754	05/15/2020	685.00	DR
6503	103300061806	4293901	C100C0081	05/15/2020	246754	05/15/2020	685.00	CR

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FOR PERIOD ENDING: 05/31/2020

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4293901	C100C0081	05/15/2020	246754	05/15/2020	685.00	CR
6503	103300061806	4293969	C100C0081	05/15/2020	246754	05/15/2020	360.00	CR
6503	103300061806	4293972	C100C0081	05/15/2020	246754	05/15/2020	120.00	CR
6503	103300061806	4293984	C100C0081	05/15/2020	246754	05/15/2020	20.00	CR
6503	103300061806	4293901	C100C0082	05/20/2020	247001	05/19/2020	815.00	DR
6503	103300061806	4293901	C100C0082	05/20/2020	247001	05/19/2020	815.00	CR
6503	103300061806	4293969	C100C0082	05/20/2020	247001	05/19/2020	590.00	CR
6503	103300061806	4293972	C100C0082	05/20/2020	247001	05/19/2020	186.00	CR
6503	103300061806	4293901	C100C0084	05/22/2020	247341	05/22/2020	545.00	DR
6503	103300061806	4293901	C100C0084	05/22/2020	247341	05/22/2020	545.00	CR
6503	103300061806	4293969	C100C0084	05/22/2020	247341	05/22/2020	320.00	CR
6503	103300061806	4293901	C100C0086	05/22/2020	247341	05/22/2020	815.00	DR
6503	103300061806	4293901	C100C0086	05/31/2020	247726	05/28/2020	815.00	CR
6503	103300061806	4293901	C100C0086	05/31/2020	247726	05/28/2020	815.00	CR
6503	103300061806	4293969	C100C0086	05/31/2020	247726	05/28/2020	200.00	CR
6503	103300061806	4293970	C100C0086	05/31/2020	247726	05/28/2020	35.00	CR
6503	103300061806	4293972	C100C0086	05/31/2020	247726	05/28/2020	491.00	CR
6503	103300061806	4293984	C100C0086	05/31/2020	247726	05/28/2020	200.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								25,512.00 CR *
6503	103300061806	4393903	C100C0075	05/13/2020	246439	05/13/2020	400.00	CR
6503	103300061806	4393903	C100C0076	05/06/2020	245854	05/05/2020	560.00	CR
6503	103300061806	4393903	C100C0077	05/13/2020	246188	05/08/2020	240.00	CR
6503	103300061806	4393903	C100C0078	05/15/2020	246543	05/12/2020	640.00	CR
6503	103300061806	4393903	C100C0079	05/22/2020	247193	05/18/2020	380.00	CR
6503	103300061806	4393903	C100C0080	05/13/2020	246405	05/12/2020	690.00	CR
6503	103300061806	4393903	C100C0081	05/15/2020	246754	05/15/2020	120.00	CR
6503	103300061806	4393903	C100C0082	05/20/2020	247001	05/19/2020	180.00	CR
6503	103300061806	4393903	C100C0084	05/22/2020	247341	05/22/2020	140.00	CR
6503	103300061806	4393903	C100C0086	05/31/2020	247726	05/28/2020	160.00	CR
6503	103300061806	4393903	R320RC0320	05/13/2020	RC20320	05/13/2020	200.00	DR *
6503	103300061806	4393903	R320RC0320	05/13/2020	RC20320	05/13/2020	200.00	DR
6503	103300061806	4393903	R320RC0320	05/13/2020	RC20320	05/13/2020	200.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								3,310.00 CR *
6503	103300061806	4896020	C100C0076	05/06/2020	245854	05/05/2020	2.00	CR
6503	103300061806	4896004	C100C0081	05/15/2020	246754	05/15/2020	50.00	CR
6503	103300061806	4896020	C100C0081	05/15/2020	246754	05/15/2020	2.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								54.00 CR *
6503	103300061806	52053100	CD004032	05/20/2020		05/01/2020	137.14	DR
6503	103300061806	52045900	CS003034	05/15/2020		05/15/2020	141.45	DR
6503	103300061806	52041800	DP004098	05/22/2020		05/12/2020	483.00	DR
6503	103300061806	52041810	DP004098	05/22/2020		05/12/2020	90.25	DR

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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	52049600	D100CC010	05/20/2020	MC20524	05/20/2020	276.37	DR	
6503	103300061806	52049600	D100CC010	05/20/2020	MC20524	05/20/2020	276.37	DR	
6503	103300061806	52049600	D100CC010	05/20/2020	MC20524	05/20/2020	276.37	CR	
6503	103300061806	52049600	D100CC011	05/20/2020	MC20525	05/04/2020	251.07	DR	
6503	103300061806	52049600	D100CC011	05/20/2020	MC20525	05/04/2020	251.07	DR	
6503	103300061806	52049600	D100CC011	05/20/2020	MC20525	05/04/2020	251.07	CR	
6503	103300061806	52042000	FM003072	05/20/2020		05/07/2020	1,810.93	DR	
6503	103300061806	52053500	MS004047	05/27/2020		05/20/2020	643.65	DR	
6503	103300061806	52045900	PE003034	05/15/2020		05/15/2020	1,636.80	DR	
6503	103300061806	52042000	PL004057	05/20/2020		05/07/2020	257.01	DR	
6503	103300061806	52042000	EM003045	05/20/2020		05/20/2020	7.60	DR	
6503	103300061806	52045300	TL004052	05/31/2020		05/29/2020	161.79	DR	
6503	103300061806	5228000	TI00-166	05/22/2020		05/21/2020	1,044.91	DR	
TOTAL ACCOUNT GROUP NET CHANGE								6,941.97	DR *
6503	103300061806	82044900	REALES/COSMRNT20	05/27/2020	120812	05/23/2020	1,041.75	CR	
6503	103300061806	82040500	20-1000-004 356	05/13/2020	20SC1000004	05/11/2020	590.40	CR	
TOTAL ACCOUNT GROUP NET CHANGE								1,632.15	CR *
TOTAL COMPANY--NET CHANGE								23,566.18	CR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
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AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1033 COSMETOLOGY COMMISSION
CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
COMPANY NO 6503										
COMPANY NAME PROFESSIONAL & LICENSING BOARDS										
6503	103300061806	51010100	CGEX200428	05/01/2020					5,154.99	DR
6503	103300061806	51010100	CGEX200513	05/15/2020					3,846.03	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	103300061806	51010200	CGEX200428	05/01/2020					9,001.02	DR *
6503	103300061806	51010200	CGEX200513	05/15/2020					1,913.82	DR
									1,501.24	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
6503	103300061806	51010300	CGEX200513	05/15/2020					3,415.06	DR *
									360.00	DR
OBJSUB: 5101030 BOARD & COMM MERS FEES										
6503	103300061806	51020100	CGEX200428	05/01/2020					12,776.08	DR **
6503	103300061806	51020100	CGEX200513	05/15/2020					526.45	DR
6503	103300061806	51020100	CGEX200529	05/31/2020	317757				424.42	DR
									2.15	DR
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE										
6503	103300061806	51020200	CGEX200428	05/01/2020					953.02	DR *
6503	103300061806	51020200	CGEX200513	05/15/2020					309.33	DR
									230.74	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	103300061806	51020600	CGEX200428	05/01/2020					540.07	DR *
6503	103300061806	51020600	CGEX200513	05/15/2020					2,206.03	DR
									1,693.05	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	103300061806	51020800	CGEX200428	05/01/2020					3,899.08	DR *
6503	103300061806	51020800	CGEX200513	05/15/2020					9.16	DR
									6.96	DR
OBJSUB: 5102080 WORKER'S COMPENSATION										
6503	103300061806	51020900	CGEX200428	05/01/2020					16.12	DR *
6503	103300061806	51020900	CGEX200513	05/15/2020					3.09	DR
									2.40	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
6503	103300061806	52030300	CGEX200529	05/31/2020	317757				5.49	DR *
									5,413.78	DR ***
									18,189.86	DR ***
									100.80	DR
OBJSUB: 5203030 AUTO-PRIV (IN-ST.) H/RTE										
6503	103300061806	52031400	CGEX200529	05/31/2020	317757				100.80	DR *
									28.00	DR
OBJSUB: 5203140 TAXABLE MEALS/IN-STATE										
6503	103300061806	52040500	TRAVEL	05/15/2020	02339537	SMARTSOFTW	12221150		28.00	DR *
			20-1000-004 356						128.80	DR **
			COMPUTER CONSULTANT						590.40	DR
6503	103300061806	52041800	DP004098	05/22/2020					590.40	DR *
									483.00	DR

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 05/31/2020

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	5204180	COMPUTER SERVICES-STATE DP004098	05/22/2020		SERVALLUNI	12049672		483.00	DR *
									90.25	DR
6503	103300061806	5204200	BIT DEVELOPMENT COSTS FM003072	05/20/2020					90.25	DR *
6503	103300061806	5204200	PL004057	05/20/2020					1,810.93	DR
6503	103300061806	5204200	FM003045	05/20/2020					257.01	DR
									7.60	DR
6503	103300061806	5204230	CENTRAL SERVICES 0335400	05/08/2020	02338625				2,075.54	DR *
									4.47	DR
6503	103300061806	5204490	JANITORIAL & MAINT SERV REALE/COSMRNT20	05/27/2020	02340287	HYDEHOLDIN	12028880		4.47	DR *
									1,041.75	DR
6503	103300061806	5204530	RENTS-PRIVATE OWNED PROP. TL004052	05/31/2020					1,041.75	DR *
6503	103300061806	5204530	1744702553	05/22/2020	00652352	INTRADOENT	12142271		161.79	DR
6503	103300061806	5204530	8381416X04242020	05/22/2020	00028967	ATTMOBILIT	12279233		48.08	DR
									159.66	DR
6503	103300061806	5204540	TELECOMMUNICATIONS SRVCS 415031401 0420	05/22/2020	02340392	MUNICIPALU	12054968	01	369.53	DR *
									71.35	DR
6503	103300061806	5204550	ELECTRICITY 112180-1300760	05/22/2020	00652179	ENVIROTECH	12037175	08	71.35	DR *
									9.62	DR
6503	103300061806	5204590	GARBAGE & SEWER CS003034	05/15/2020					9.62	DR *
6503	103300061806	5204590	PE003034	05/15/2020					141.45	DR
									1,636.80	DR
6503	103300061806	5204960	INS PREMIUMS & SURETY BDS D100CC010	05/20/2020	MC20524				1,778.25	DR *
6503	103300061806	5204960	D100CC010	05/20/2020	MC20524				276.37	DR
6503	103300061806	5204960	D100CC010	05/20/2020	MC20524				276.37	DR
6503	103300061806	5204960	D100CC011	05/20/2020	MC20525				276.37	CR
6503	103300061806	5204960	D100CC011	05/20/2020	MC20525				251.07	DR
6503	103300061806	5204960	D100CC011	05/20/2020	MC20525				251.07	DR
6503	103300061806	5204960	7289	05/06/2020	00649524	NATLINTERS	12114840	02	251.07	CR
									54.00	DR
6503	103300061806	5204960	OTHER CONTRACTUAL SERVICE CONTRACTUAL SERVICES						581.44	DR *
6503	103300061806	52050280	IN2951974	05/06/2020	02338523	INNOVATIVE	12550348		7,095.60	DR **
6503	103300061806	52050280	0452185	05/22/2020	00652341	HPINC	12125515	11	255.13	DR
6503	103300061806	52050280	18382 MAY20	05/22/2020	00652223	INMANSWATE	12044712		111.15	DR
									10.38	DR
6503	103300061806	52053100	OFFICE SUPPLIES CD004032	05/20/2020					376.66	DR *
									137.14	DR
6503	103300061806	5205310	PRINTING-STATE CGEX200529	05/31/2020	317757				137.14	DR *
									3.00	DR

STATE OF SOUTH DAKOTA
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AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1033 COSMETOLOGY COMMISSION
CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	52053500	MS004047	05/27/2020					643.65	DR
	OBJSUB: 5205350	POSTAGE								
6503	103300061806	52055180	68870010003	0420 05/27/2020	00652581	MONTANADAK	12020954	12	646.65	DR *
	OBJSUB: 5205518	HEATING & COOKING FUELS								
	OBJECT: 5205	SUPPLIES & MATERIALS							9.87	DR *
6503	103300061806	5228000	T100-166	05/22/2020					1,170.32	DR **
	OBJSUB: 5228000	OPER TRANS OUT --NON BUDGT							1,044.91	DR *
	OBJECT: 5228	NONOP EXP/NONBGTD OP TR							1,044.91	DR **
	GROUP: 52	OPERATING EXPENSES							9,439.63	DR ***
	COMP: 6503								27,629.49	DR ****
	CNTR: 103300061806								27,629.49	DR *****
	B. UNIT: 1033								27,629.49	DR *****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 05/31/2020

AGENCY	BUDGET UNIT	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	LABOR & REGULATION						
1033	COSMETOLOGY COMMISSION						
10330	COSMETOLOGY COMMISSION						
COMP							
6503	51010100				F-T EMP SAL & WAGES	9,001.02	104,850.79
6503	51010200				P-T/TEMP EMP SAL & WAGES	3,415.06	48,698.42
6503	51010300				BOARD & COMM MBR'S FEES	360.00	3,600.00
ACCT:	5101						*
103300061806	51020100				EMPLOYEE SALARIES	12,776.08	157,149.21
103300061806	51020200				OASI-EMPLOYER'S SHARE	953.02	12,005.71
103300061806	51020600				RETIREMENT-ER SHARE	540.07	6,198.98
103300061806	51020800				HEALTH/LIFE INS.-ER SHARE	3,899.08	28,307.97
103300061806	51020900				WORKER'S COMPENSATION	16.12	199.04
103300061806	51020900				UNEMPLOYMENT COMPENSATION	5.49	67.46
ACCT:	5102						*
ACCT:	51						**
103300061806	52030100				EMPLOYEE BENEFITS	5,413.78	46,779.16
103300061806	52030200				PERSONAL SERVICES	18,189.86	203,928.37
103300061806	52030300				AUTO-STATE OWNED-IN STATE	.00	775.44
103300061806	52030300				AUTO PRIV (IN-ST.) L/RTE	.00	79.58
103300061806	52031000				AUTO-PRIV (IN-ST.) H/RTE	100.80	17,979.78
103300061806	52031400				LODGING/IN-STATE	.00	3,485.01
103300061806	52031500				TAXABLE MEALS/IN-STATE	28.00	2,610.00
103300061806	52032300				NON-TAXABLE MEALS/IN-ST	.00	2,332.00
103300061806	52032600				AUTO-PRIV. (OUT-STATE) H/R	.00	47.04
103300061806	52032800				AIR-COMM-OUT-OF-STATE	.00	2,369.80
103300061806	52033000				OTHER-PUBLIC-OUT-OF-STATE	.00	113.84
103300061806	52033200				LODGING/OUT-OF-STATE	.00	778.08
103300061806	52033500				INCIDENTALS-OUT-OF-STATE	.00	60.00
103300061806	52033500				NON-TAXABLE MEALS/OUT-ST	.00	151.50
ACCT:	5203						*
103300061806	52040200				TRAVEL	128.80	30,782.07
103300061806	52040500				DUES & MEMBERSHIP FEES	.00	310.00
103300061806	52041600				COMPUTER CONSULTANT	590.40	3,709.38
103300061806	52041800				WORKSHOP REGISTRATION FEE	.00	781.44
103300061806	52041810				COMPUTER SERVICES-STATE	483.00	5,563.50
103300061806	52042000				BIT DEVELOPMENT COSTS	90.25	299.70
103300061806	52042300				CENTRAL SERVICES	2,075.54	10,200.73
103300061806	52043600				JANITORIAL & MAINT SERV	4.47	52.12
103300061806	52044900				ADVERTISING-NEWSPAPER	.00	73.44
103300061806	52045100				RENTS-PRIVATE OWNED PROP.	1,041.75	11,459.25
103300061806	52045300				RENTS-OTHER	.00	799.41
103300061806	52045400				TELECOMMUNICATIONS SRVCS	369.53	2,650.85
103300061806	52045500				ELECTRICITY	71.35	1,020.24
103300061806	52045900				GARBAGE & SEWER	9.62	105.85
103300061806	52049600				INS PREMIUMS & SURETY BDS	1,778.25	1,778.25
103300061806	52049600				OTHER CONTRACTUAL SERVICE	581.44	16,670.64
ACCT:	5204						*
103300061806	52050280				CONTRACTUAL SERVICES	7,095.60	55,474.80
103300061806	52050400				OFFICE SUPPLIES	376.66	2,639.12
103300061806	52050400				EDUC & INSTRUC SUPPLIES	.00	435.00

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 05/31/2020

AGENCY BUDGET UNIT CENTER-5	10 1033 10330	LABOR & REGULATION COSMETOLOGY COMMISSION COSMETOLOGY COMMISSION	COMP 6503 6503 6503	ACCOUNT 52053100 52053500 52055180	DESCRIPTION PRINTING--STATE POSTAGE HEATING & COOKING FUELS	CURRENT MONTH 137.14 646.65 9.87	YEAR-TO-DATE 5,176.96 6,972.67 138.09	*
ACCT:	5205	SUPPLIES & MATERIALS	6503	52074910	TELEPHONE EQUIPMENT	1,170.32	15,361.84	*
103300061806	6503					.00	246.00	
ACCT:	5207	CAPITAL OUTLAY	6503	5228000	OPER TRANS OUT -NON BUDGT	1,044.91	9,194.06	*
103300061806	6503					.00	246.00	
ACCT:	5228	NONOP EXP/NONBUDG OF TR				1,044.91	9,194.06	*
ACCT:	52	OPERATING EXPENSES				9,439.63	111,058.77	**
COMP:	6503	PROFESSIONAL & LICENSING BOARDS				27,629.49	314,987.14	***
CENTER:	103300061806					27,629.49	314,987.14	****
B UNIT:	1033					27,629.49	314,987.14	*****

April 2020

BA20JB60

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MONTHLY

AVAILABLE FUNDS

AS OF: 04/30/2020

FY YEAR REMAINING: 16.9%

PAY DAYS REMAINING: 4

DATE 05/02/2020

BUDGET UNIT 1033

BUDGET UNIT NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	368,642.00	6,624.00	0.00	11,427.52	279,208.50	84,629.98	133,196.87
BUDGETED TOT	368,642.00	6,624.00	0.00	11,427.52	279,208.50	84,629.98	
ALL COMP TOT	368,642.00	6,624.00	0.00	11,427.52	279,208.50	84,629.98	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	183,174.00	0.00	0.00	144,373.13	38,800.87	21.2
5102 EMPLOYEE BENEFITS	64,630.00	0.00	0.00	41,365.38	23,264.62	36.0
5203 TRAVEL	42,268.00	0.00	0.00	30,653.27	11,614.73	27.5
5204 CONTRACTUAL SVCS	74,713.00	0.00	11,427.52	48,379.20	14,906.28	20.0
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	14,191.52	3,710.52	0.0
5207 CAPITAL OUTLAY	0.00	0.00	0.00	246.00	246.00	0.0
TOTALS	375,266.00	0.00	11,427.52	279,208.50	84,629.98	22.6

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	183,174.00	0.00	0.00	144,373.13	38,800.87	21.2
5102000 EMPLOYEE BENEFITS	64,630.00	0.00	0.00	41,365.38	23,264.62	36.0
5203000 TRAVEL	42,268.00	0.00	0.00	30,653.27	11,614.73	27.5
5204000 CONTRACTUAL SVCS	74,713.00	0.00	11,427.52	48,379.20	14,906.28	20.0
5205000 SUPPLIES & MATRLS	10,481.00	0.00	0.00	14,191.52	3,710.52	0.0
5207000 CAPITAL OUTLAY	0.00	0.00	0.00	246.00	246.00	0.0
PS SUBTOTALS	247,804.00	0.00	0.00	185,738.51	62,065.49	25.0
OE SUBTOTALS	127,462.00	0.00	11,427.52	93,469.99	22,564.49	17.7
COMPANY 6503-I TOT	375,266.00	0.00	11,427.52	279,208.50	84,629.98	22.6

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	133,196.87	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			133,196.87	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			133,196.87	DR **	
BUDGET UNIT TOTAL 1033			133,196.87	DR ***	

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1033 COSMETOLOGY COMMISSION

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO 6503						
COMPANY NAME PROFESSIONAL & LICENSING BOARDS						
103300061806	6503	4293901	COS-OPERATOR/MANAGER	14,695.00	112,800.00	
103300061806	6503	4293969	COS-SALONS LICENSE	6,510.00	58,225.00	
103300061806	6503	4293970	COS-INSTRUCTORS LIC	70.00	805.00	
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	168.00	1,492.00	
103300061806	6503	4293972	COS-PERMITS	2,934.00	21,304.00	
103300061806	6503	4293973	COS-SCHOOL LICENSE	300.00	1,500.00	
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIF	1,446.00	11,906.00	
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	26,123.00	208,032.00	*
ACCT: 42			LICENSES, PERMITS & FEES	26,123.00	208,032.00	**
103300061806	6503	4393903	COS-PENALTY'S	5,949.00	43,852.51	
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	5,949.00	43,852.51	*
ACCT: 43			FINES, FORFEITS & PENALTIES	5,949.00	43,852.51	**
103300061806	6503	4896004	COS-EDUCATION COURSE COST	300.00	1,466.00	
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	100.00	12,880.00	
103300061806	6503	4896020	MISCELLANEOUS INCOME	2.00	700.00	
ACCT: 4896				402.00	15,046.00	*
ACCT: 48			OTHER REVENUE	402.00	15,046.00	**
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				32,474.00	270,346.46	***
COMP: 6503				32,474.00	270,346.46	****
B UNIT: 1033				32,474.00	270,346.46	*****

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 04/30/2020

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 1033	71020100	BOA0011356	04/30/2020		04/01/2020	6,316.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							6,316.00	CR *
6503 1033	72040100	BOA0011356	04/30/2020		04/01/2020	13.00	CR	
6503 1033	72040100	BOA0011356	04/30/2020		04/01/2020	167.00	CR	
6503 1033	72040100	BOA0011356	04/30/2020		04/01/2020	128.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							308.00	CR *
TOTAL COMPANY--NET CHANGE							6,624.00	CR **

COMPANY NO 6503
COMPANY NAME PROFESSIONAL & LICENSING BOARDS

6503 103300061806	4293901	C100C0061	04/08/2020	243884	04/08/2020	1,875.00	DR
6503 103300061806	4293901	C100C0061	04/08/2020	243884	04/08/2020	1,875.00	CR
6503 103300061806	4293901	C100C0061	04/08/2020	243884	04/08/2020	1,875.00	CR
6503 103300061806	4293969	C100C0061	04/08/2020	243884	04/08/2020	840.00	CR
6503 103300061806	4293972	C100C0061	04/08/2020	243884	04/08/2020	780.00	CR
6503 103300061806	4293984	C100C0061	04/08/2020	243884	04/08/2020	40.00	CR
6503 103300061806	4293901	C100C0063	04/08/2020	243930	04/08/2020	3,505.00	DR
6503 103300061806	4293901	C100C0063	04/08/2020	243930	04/08/2020	3,505.00	CR
6503 103300061806	4293901	C100C0063	04/08/2020	243930	04/08/2020	3,505.00	CR
6503 103300061806	4293969	C100C0063	04/08/2020	243930	04/08/2020	1,400.00	CR
6503 103300061806	4293972	C100C0063	04/08/2020	243930	04/08/2020	1,020.00	CR
6503 103300061806	4293984	C100C0063	04/08/2020	243930	04/08/2020	60.00	CR
6503 103300061806	4293901	C100C0066	04/15/2020	244061	04/03/2020	1,680.00	DR
6503 103300061806	4293901	C100C0066	04/15/2020	244061	04/03/2020	1,680.00	CR
6503 103300061806	4293901	C100C0066	04/15/2020	244061	04/03/2020	1,680.00	CR
6503 103300061806	4293969	C100C0066	04/15/2020	244061	04/03/2020	920.00	DR
6503 103300061806	4293969	C100C0066	04/15/2020	244061	04/03/2020	920.00	CR
6503 103300061806	4293969	C100C0066	04/15/2020	244061	04/03/2020	920.00	CR
6503 103300061806	4293972	C100C0066	04/15/2020	244061	04/03/2020	240.00	DR
6503 103300061806	4293972	C100C0066	04/15/2020	244061	04/03/2020	240.00	CR
6503 103300061806	4293972	C100C0066	04/15/2020	244061	04/03/2020	240.00	CR
6503 103300061806	4293972	C100C0066	04/08/2020	243675	04/03/2020	240.00	CR
6503 103300061806	4293901	C100C0068	04/08/2020	243675	04/03/2020	1,195.00	DR
6503 103300061806	4293901	C100C0068	04/08/2020	243675	04/03/2020	1,195.00	DR
6503 103300061806	4293901	C100C0068	04/08/2020	243675	04/03/2020	1,195.00	CR
6503 103300061806	4293901	C100C0068	04/08/2020	243675	04/03/2020	1,195.00	CR
6503 103300061806	4293969	C100C0068	04/08/2020	243675	04/03/2020	675.00	DR
6503 103300061806	4293969	C100C0068	04/08/2020	243675	04/03/2020	675.00	CR
6503 103300061806	4293969	C100C0068	04/08/2020	243675	04/03/2020	108.00	DR
6503 103300061806	4293971	C100C0068	04/08/2020	243675	04/03/2020	108.00	DR
6503 103300061806	4293971	C100C0068	04/08/2020	243675	04/03/2020	108.00	CR

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 04/30/2020

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	4293971	C100C0068	04/08/2020	243675	04/03/2020	108.00	CR
6503	103300061806	4293972	C100C0068	04/08/2020	243675	04/03/2020	6.00	DR
6503	103300061806	4293972	C100C0068	04/08/2020	243675	04/03/2020	6.00	CR
6503	103300061806	4293972	C100C0068	04/08/2020	243675	04/03/2020	6.00	CR
6503	103300061806	4293984	C100C0068	04/08/2020	243675	04/03/2020	220.00	DR
6503	103300061806	4293984	C100C0068	04/08/2020	243675	04/03/2020	220.00	CR
6503	103300061806	4293984	C100C0068	04/08/2020	243675	04/03/2020	220.00	CR
6503	103300061806	4293901	C100C0069	04/17/2020	244119	04/09/2020	885.00	DR
6503	103300061806	4293901	C100C0069	04/17/2020	244119	04/09/2020	885.00	CR
6503	103300061806	4293969	C100C0069	04/17/2020	244119	04/09/2020	885.00	CR
6503	103300061806	4293972	C100C0069	04/17/2020	244119	04/09/2020	595.00	CR
6503	103300061806	4293984	C100C0069	04/17/2020	244119	04/09/2020	72.00	CR
6503	103300061806	4293901	C100C0070	04/17/2020	244380	04/15/2020	926.00	CR
6503	103300061806	4293901	C100C0070	04/17/2020	244380	04/15/2020	1,170.00	DR
6503	103300061806	4293901	C100C0070	04/17/2020	244380	04/15/2020	1,170.00	CR
6503	103300061806	4293969	C100C0070	04/17/2020	244380	04/15/2020	1,170.00	CR
6503	103300061806	4293972	C100C0072	04/28/2020	244908	04/21/2020	300.00	CR
6503	103300061806	4293901	C100C0072	04/28/2020	244908	04/21/2020	1,435.00	DR
6503	103300061806	4293901	C100C0072	04/28/2020	244908	04/21/2020	1,435.00	CR
6503	103300061806	4293901	C100C0072	04/28/2020	244908	04/21/2020	1,435.00	CR
6503	103300061806	4293969	C100C0072	04/28/2020	244908	04/21/2020	320.00	CR
6503	103300061806	4293972	C100C0072	04/28/2020	244908	04/21/2020	60.00	CR
6503	103300061806	4293984	C100C0073	04/28/2020	245254	04/21/2020	200.00	CR
6503	103300061806	4293901	C100C0073	04/28/2020	245254	04/21/2020	1,625.00	DR
6503	103300061806	4293901	C100C0073	04/28/2020	245254	04/21/2020	1,625.00	CR
6503	103300061806	4293901	C100C0073	04/28/2020	245254	04/21/2020	1,625.00	CR
6503	103300061806	4293969	C100C0073	04/28/2020	245254	04/21/2020	600.00	CR
6503	103300061806	4293972	C100C0073	04/28/2020	245254	04/21/2020	35.00	CR
6503	103300061806	4293901	C100C0074	04/28/2020	245306	04/21/2020	240.00	CR
6503	103300061806	4293901	C100C0074	04/28/2020	245306	04/28/2020	1,325.00	DR
6503	103300061806	4293901	C100C0074	04/28/2020	245306	04/28/2020	1,325.00	CR
6503	103300061806	4293969	C100C0074	04/28/2020	245306	04/28/2020	640.00	CR
6503	103300061806	4293970	C100C0074	04/28/2020	245306	04/28/2020	35.00	CR
6503	103300061806	4293972	C100C0074	04/28/2020	245306	04/28/2020	276.00	CR
6503	103300061806	4293973	C100C0074	04/28/2020	245306	04/28/2020	300.00	CR
6503	103300061806	4293969	M100-103	04/03/2020	244380	04/03/2020	40.00	DR
TOTAL ACCOUNT GROUP NET CHANGE							26,123.00	CR *
6503	103300061806	4393903	C100C0061	04/08/2020	243884	04/08/2020	460.00	CR
6503	103300061806	4393903	C100C0063	04/08/2020	243930	04/08/2020	760.00	CR
6503	103300061806	4393903	C100C0066	04/15/2020	244061	04/03/2020	360.00	CR
6503	103300061806	4393903	C100C0068	04/08/2020	243675	04/03/2020	300.00	DR
6503	103300061806	4393903	C100C0068	04/08/2020	243675	04/03/2020	300.00	CR
6503	103300061806	4393903	C100C0068	04/08/2020	243675	04/03/2020	300.00	CR
6503	103300061806	4393903	C100C0069	04/08/2020	244119	04/03/2020	300.00	CR
6503	103300061806	4393903	C100C0070	04/17/2020	244380	04/09/2020	160.00	CR
6503	103300061806	4393903	C100C0070	04/17/2020	244380	04/15/2020	100.00	CR

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 04/30/2020

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	4393903	C100C0072	04/28/2020	244908	04/21/2020	3,109.00	CR
6503	103300061806	4393903	C100C0073	04/28/2020	245254	04/21/2020	400.00	CR
6503	103300061806	4393903	C100C0074	04/28/2020	245306	04/28/2020	300.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	4896020	C100C0069	04/17/2020	244119	04/09/2020	2.00	CR
6503	103300061806	4896004	C100C0074	04/28/2020	245306	04/28/2020	300.00	CR
6503	103300061806	4896007	C100C0074	04/28/2020	245306	04/28/2020	100.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	52053100	CD003039	04/24/2020		04/02/2020	166.22	DR
6503	103300061806	52032600	DC003010	05/01/2020		04/03/2020	1,680.80	DR
6503	103300061806	52041800	DP003095	04/28/2020		04/09/2020	483.00	DR
6503	103300061806	52041810	DP003095	04/28/2020		04/09/2020	72.20	DR
6503	103300061806	52053500	MS003043	05/01/2020		04/22/2020	510.58	DR
6503	103300061806	52042000	FL003058	05/01/2020		04/09/2020	128.44	DR
6503	103300061806	52042000	RM003049	04/24/2020		04/03/2020	35.20	DR
6503	103300061806	52045300	TL002052	05/01/2020		04/30/2020	135.35	DR
6503	103300061806	52045300	TL003052	05/01/2020		04/01/2020	138.41	DR
6503	103300061806	5228000	T100-146	04/17/2020		04/16/2020	412.31	DR
TOTAL ACCOUNT GROUP NET CHANGE								
6503	103300061806	82044900	REALES/COSMRNT20	04/24/2020	120812	04/23/2020	1,041.75	CR
6503	103300061806	82040500	20-1000-004 352	04/08/2020	20SC100004	04/06/2020	411.00	CR
TOTAL ACCOUNT GROUP NET CHANGE								
TOTAL COMPANY--NET CHANGE								
							1,452.75	CR *
							30,164.24	CR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 04/30/2020

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	CGEX200326	04/01/2020					5,273.31	DR
6503	103300061806	51010100	CGEX200414	04/17/2020					5,765.13	DR
OBJSUB: 5101010										
F-T EMP SAL & WAGES										
6503	103300061806	51010200	CGEX200326	04/01/2020					11,038.44	DR *
6503	103300061806	51010200	CGEX200414	04/17/2020					1,656.30	DR
OBJSUB: 5101020										
P-T/TEMP EMP SAL & WAGES										
EMPLOYEE SALARIES										
6503	103300061806	51020100	CGEX200326	04/01/2020					3,682.06	DR *
6503	103300061806	51020100	CGEX200406	04/08/2020	306916				14,720.50	DR **
6503	103300061806	51020100	CGEX200414	04/17/2020					515.32	DR
6503	103300061806	51020100	CGEX200420	04/22/2020	314147				4.28	DR
6503	103300061806	51020100	CGEX200420	04/22/2020	314148				581.20	DR
6503	103300061806	51020100	CGEX200429	04/30/2020	319012				4.28	DR
6503	103300061806	51020100	CGEX200429	04/30/2020	319914				2.14	DR
6503	103300061806	51020100	CGEX200429	04/30/2020	319914				2.14	DR
6503	103300061806	51020100	CGEX200429	04/30/2020	319914				1.08	DR
OBJSUB: 5102010										
OASI-EMPLOYER'S SHARE										
6503	103300061806	51020200	CGEX200326	04/01/2020					1,114.72	DR *
6503	103300061806	51020200	CGEX200414	04/17/2020					316.38	DR
6503	103300061806	51020200	CGEX200414	04/17/2020					345.91	DR
OBJSUB: 5102020										
RETIREMENT-ER SHARE										
6503	103300061806	51020600	CGEX200326	04/01/2020					662.29	DR *
6503	103300061806	51020600	CGEX200414	04/17/2020					2,229.74	DR
6503	103300061806	51020800	CGEX200414	04/17/2020					2,356.44	DR
OBJSUB: 5102060										
HEALTH/LIFE INS.-ER SHARE										
6503	103300061806	51020800	CGEX200326	04/01/2020					4,586.18	DR *
6503	103300061806	51020800	CGEX200414	04/17/2020					9.00	DR
6503	103300061806	51020800	CGEX200414	04/17/2020					10.12	DR
OBJSUB: 5102080										
WORKER'S COMPENSATION										
6503	103300061806	51020900	CGEX200326	04/01/2020					19.12	DR *
6503	103300061806	51020900	CGEX200414	04/17/2020					3.01	DR
6503	103300061806	51020900	CGEX200414	04/17/2020					3.43	DR
OBJSUB: 5102090										
UNEMPLOYMENT COMPENSATION										
EMPLOYEE BENEFITS										
PERSONAL SERVICES										
6503	103300061806	52030300	CGEX200406	04/08/2020	306916				6.44	DR *
6503	103300061806	52030300	CGEX200420	04/22/2020	314147				6,388.75	DR **
6503	103300061806	52030300	CGEX200420	04/22/2020	314149				21,109.25	DR ***
6503	103300061806	52030300	CGEX200420	04/22/2020	314148				254.52	DR
6503	103300061806	52030300	CGEX200429	04/30/2020	319914				231.84	DR
6503	103300061806	52030300	CGEX200429	04/30/2020	319914				107.94	DR
6503	103300061806	52030300	CGEX200429	04/30/2020	319914				67.20	DR
6503	103300061806	52030300	CGEX200429	04/30/2020	319914				300.72	DR
6503	103300061806	52030300	CGEX200429	04/30/2020	319914				155.40	DR
OBJSUB: 5203030										
AUTO-PRIV (IN-ST.) H/RFE										
6503	103300061806	52031000	CGEX200429	04/30/2020	319914				1,117.62	DR *
6503	103300061806	52031000	CGEX200429	04/30/2020	319914				244.13	DR

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 04/30/2020

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APFVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
6503	103300061806	5205028 OFFICE SUPPLIES 9948		04/15/2020	00645327	SMT	12239534		181.98	DR *
									45.00	DR
6503	103300061806	5205040 EDUC & INSTRUC SUPPLIES CD003039		04/24/2020					45.00	DR *
									166.22	DR
6503	103300061806	5205350 PRINTING-STATE CGEX200406		04/08/2020	306916				7.00	DR
6503	103300061806	5205350 CGEX200420		04/22/2020	314147				4.60	DR
6503	103300061806	5205350 CGEX200420		04/22/2020	314149				3.60	DR
6503	103300061806	5205350 CGEX200429		04/30/2020	319012				5.20	DR
6503	103300061806	5205350 MS003043		05/01/2020					510.58	DR
6503	103300061806	5205350 POSTAGE 68870010003 0320		04/24/2020	00647524	MONTANADAK	12020954	12	530.98	DR *
									12.85	DR
6503	103300061806	5228000 HEATING & COOKING FUELS SUPPLIES & MATERIALS T100-146		04/17/2020					12.85	DR *
									937.03	DR **
									412.31	DR
6503	103300061806	5228000 OPER TRANS OUT -NON BUDGT NONOP EXP/NONBGTD OP TR OPERATING EXPENSES							412.31	DR *
									412.31	DR **
									7,304.67	DR ****
									28,413.92	DR *****
									28,413.92	DR *****
									28,413.92	DR *****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 04/30/2020

AGENCY	BUDGET UNIT	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	LABOR & REGULATION						
1033	COSMETOLOGY COMMISSION						
10330	COSMETOLOGY COMMISSION						
COMPANY NO	6503						
COMPANY NAME	PROFESSIONAL & LICENSING BOARDS						
103300061806	6503	51010100		F-T EMP SAL & WAGES	11,038.44	95,849.77	
103300061806	6503	51010200		P-T/TEMP EMP SAL & WAGES	3,682.06	45,283.36	
103300061806	6503	51010300		BOARD & COMM MBR'S FEES	.00	3,240.00	
ACCT: 5101				EMPLOYEE SALARIES	14,720.50	144,373.13	
103300061806	6503	51020100		OASI-EMPLOYER'S SHARE	1,114.72	11,052.69	
103300061806	6503	51020200		RETIREMENT-ER SHARE	662.29	5,658.91	
103300061806	6503	51020600		HEALTH/LIFE INS.-ER SHARE	4,586.18	24,408.89	
103300061806	6503	51020800		WORKER'S COMPENSATION	19.12	182.92	
103300061806	6503	51020900		UNEMPLOYMENT COMPENSATION	6.44	61.97	
ACCT: 5102				EMPLOYEE BENEFITS	6,388.75	41,365.38	
ACCT: 51				PERSONAL SERVICES	21,109.25	185,738.51	
103300061806	6503	52030100		AUTO-STATE OWNED-IN STATE	.00	775.44	
103300061806	6503	52030200		AUTO PRIV (IN-ST.) L/RTE	.00	79.58	
103300061806	6503	52030300		AUTO-PRIV (IN-ST.) H/RTE	1,117.62	17,878.98	
103300061806	6503	52031000		LODGING/IN-STATE	244.13	3,485.01	
103300061806	6503	52031400		TAXABLE MEALS/IN-STATE	238.00	2,582.00	
103300061806	6503	52031500		NON-TAXABLE MEALS/IN-ST	134.00	2,332.00	
103300061806	6503	52032300		AUTO-PRIV. (OUT-STATE) H/R	.00	47.04	
103300061806	6503	52032600		AIR-COMM-OUT-OF-STATE	1,680.80	2,369.80	
103300061806	6503	52032800		OTHER-PUBLIC-OUT-OF-STATE	.00	113.84	
103300061806	6503	52033000		LODGING/OUT-OF-STATE	.00	778.08	
103300061806	6503	52033200		INCIDENTALS-OUT-OF-STATE	.00	60.00	
103300061806	6503	52033500		NON-TAXABLE MEALS/OUT-ST	.00	151.50	
ACCT: 5203				TRAVEL	3,414.55	30,653.27	
103300061806	6503	52040200		DUES & MEMBERSHIP FEES	.00	310.00	
103300061806	6503	52040500		COMPUTER CONSULTANT	411.00	3,118.98	
103300061806	6503	52041600		WORKSHOP REGISTRATION FEE	.00	781.44	
103300061806	6503	52041800		COMPUTER SERVICES-STATE	483.00	5,080.50	
103300061806	6503	52041810		BIT DEVELOPMENT COSTS	72.20	209.45	
103300061806	6503	52042000		CENTRAL SERVICES	163.64	8,125.19	
103300061806	6503	52042300		JANITORIAL & MAINT SERV	4.47	47.65	
103300061806	6503	52043600		ADVERTISING-NEWSPAPER	.00	73.44	
103300061806	6503	52044900		RENTS-PRIVATE OWNED PROP.	1,041.75	10,417.50	
103300061806	6503	52045100		RENTS-OTHER	.00	799.41	
103300061806	6503	52045300		TELECOMMUNICATIONS SRVCS	273.76	2,281.32	
103300061806	6503	52045400		ELECTRICITY	81.34	948.89	
103300061806	6503	52045500		GARBAGE & SEWER	9.62	96.23	
103300061806	6503	52049600		OTHER CONTRACTUAL SERVICE	.00	16,089.20	
ACCT: 5204				CONTRACTUAL SERVICES	2,540.78	48,379.20	
103300061806	6503	52050280		OFFICE SUPPLIES	181.98	2,262.46	
103300061806	6503	52050400		EDUC & INSTRUC SUPPLIES	45.00	435.00	
103300061806	6503	52053100		PRINTING-STATE	166.22	5,039.82	

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

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
103300061806	6503	52053500	POSTAGE	530.98	6,326.02	
103300061806	6503	52055180	HEATING & COOKING FUELS	12.85	128.22	
ACCT: 5205		SUPPLIES & MATERIALS		937.03	14,191.52	*
103300061806	6503	52074910	TELEPHONE EQUIPMENT	.00	246.00	
ACCT: 5207		CAPITAL OUTLAY		.00	246.00	*
103300061806	6503	5228000	OPER TRANS OUT -NON BUDGT	412.31	8,149.15	
ACCT: 5228		NONOP EXP/NONBGTD OP TR		412.31	8,149.15	*
ACCT: 52		OPERATING EXPENSES		7,304.67	101,619.14	**
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		28,413.92	287,357.65	***
CENTER: 103300061806				28,413.92	287,357.65	****
B UNIT: 1033				28,413.92	287,357.65	*****

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

June 19, 2020

1. **Commission Resignation** – Crystal Carlson resigned from the Commission last week due to personal reasons. Crystal served the Commission for 5.5 years. We thank her for her service and wish her well in the future.

2. **Mobile Salons** – We received a request from a licensee who is interested in being able to have a mobile salon licensed in South Dakota. This is not allowed under current law. I told her that I would bring this subject up to the Commission to see if there is any interest in pursuing a change in law.

3. **Distance Learning** – Some of the schools in South Dakota offered education through distance learning due to the pandemic. The accrediting agencies allowed distance learning if the state allowed it. South Dakota's Governor signed an executive order that suspended law and rule so that the schools could do distance learning.

At least two of the schools are interested in pursuing distance learning for theory education in the future after the executive order expires. This would take legislation to change our law to allow this to occur. Commission members can give this some thought and decide if you want to pursue legislation to allow a portion of theory education to be taught remotely. If the Commission does decide to pursue distance learning for theory education, you would want to limit it to a percentage of hours, such as 30% of theory. A decision does not have to be made at the June 19 meeting.

4. **State Board Exams** – We conducted State Board exams at our office in Pierre on Friday evening, June 5 and all day Saturday and Sunday, June 6 and 7. The exams went well and we were able to issue licenses for those who passed their exams and had completed their education. Since we are no longer administering a hands-on practical examination, we do not have to separate the exams by cosmetology, esthetics, or nail technology since the exams are computer-based. Under normal circumstances we should not have to administer exams for 2.5 days, but we were trying to catch up since exams were cancelled in March and May due to the coronavirus pandemic.

We have scheduled an exam date for Saturday, July 18, 2020. We will need to schedule two or three more exam dates during the remainder of 2020.

5. **2020 NIC Conference Cancelled** – The Executive Board of the National Interstate Council of State Boards of Cosmetology (NIC) recently voted to cancel the annual 2020 conference scheduled for Kentucky in early October due to the coronavirus pandemic.

6. **East River School Visits** – The April 2019 schools visits for Lake Area Technical Institute in Watertown and Stewart School in Sioux Falls were cancelled due to a Spring storm and the April 2020 visits were cancelled due to the coronavirus pandemic. The Commission may want to consider scheduling visits in Watertown and Sioux Falls before the end of 2020.

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

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

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

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

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

2. SCHOOL INFORMATION

School Name: PMTS Rapid City *Paul Mitchell The School Rapid City*
 Current On-site Director: Peggy Sproat/Desaree Dargatz
 School address: 333 Omaha Street Suite 6&7
 City/State/Zip Rapid City, SD 57701
 Telephone: 605-3484247 Fax: 605-348-5462 Email:
 Programs offered:
 Cosmetology YES NO Number of clock hours 1500
 Nail Technology YES NO Number of clock hours 400
 Esthetics YES NO Number of clock hours 600
 Are the courses in clock or credit hours? CLOCK CREDIT If in credit hours, attach the conversion.
 Days/Times Open: Attach a separate sheet with this information
 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? Cosmo: April, June, Sept, Nov, & Jan Nails: Or as enrollment justifies: Sept, June & Dec
 Esth: April, July, & Oct
 Current Enrollment in - - - - Cosmetology Program: 34 Nails Program: 2 Esthetics Program: 8
 Approximate Square Footage of school physical premises: 13,637

3. SCHOOL OWNER INFORMATION

Ownership (check one): Sole proprietorship Partnership Corporation
 List the name and address of each individual owner, partner, or corporate officer. If more space is needed, attach a separate sheet.

Owner Name	Owner Residence Address/city/state/zip	Telephone number
Peggy Sproat	412 Fieldview Dr, Rapid City, SD 57701	605-431-2553

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. 333 Omaha St. STE 6&7 Rapid City SD 57701

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

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

THE NEW INSTRUCTOR NAME TO THE COMMISSION OFFICE TO ADD TO THIS FORM.

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

List of required and non-required equipment (ARSD 20:42) **We have all required equipment, we have not add any addition equipment since our last inspection**

School's current catalog **Included 5b**

List of textbook(s) and workbook(s) used: Attached 5c

School Advertising brochures website address: **www.paulmitchell.edu/rapidcity**

School rules and regulations **Student Catalog Pages 51-58**

Student policies and procedures **Student Catalog Pages 51-58**

Explanation of procedure to track student hours **Attached 5d**

Explanation of how student records are kept and stored **Attached 5e**

Schedule of days and times open, showing theory and practical times, holidays closed **Attached 5f**

Listing of proposed field trips on Commission form **Attached 5g**

Listing of substitute instructors and guest instructors **Attached 5h**

List any changes made since the last renewal application **Attached 5i**

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.

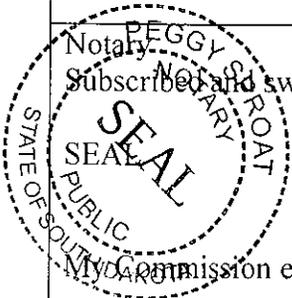
It is further understood that the school license is renewed annually on the start date of the license. A renewal application must be submitted at least one month prior to the expiration date with all required attachments and the required fee. If a license is expired, the school shall pay the added penalty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

Signed: [Signature]
Signed: [Signature]



Subscribed and sworn to before me this 2 day of June, 2020.

[Signature]
Notary Public – South Dakota

Commission expires: 8-2-2023

					Expires	Microderm	Eye Lash	Nail Drill		
Crouch, Zachary	CO-	10389	2020	IC-	12972	2020	11/2/20	No	No	YES
Dargatz, Desaree	CO-	00515	2020	IC-	08493	2020	9/23/20	YES	No	YES
Finch, Nichole	CO-	07763	2021	IC-	09535	2021	5/13/21	YES	No	No
Stephanie Cole	CO-	10474	2021	IC-	14635	2021	2/10/21	No	No	yes
Regan, Melissa	CO-	06746	2021	IC-	10676	2021	1/15/21	No	No	YES
Sandven, Nicolette	CO-	12510	2020	IC-	13882	2020	9/9/20	YES	YES	YES
Sproat, Peggy	CO-	06370	2020	IC-	05824	2020	12/14/20	YES	No	YES
Vettorazzi, Caroline	EO-	12767	2021	IE-	13702	2021	5/26/21	YES	YES	YES
Williams, Stephanie	CO-	08841	2020	IC-	09724	2020	11/16/20	No	No	YES

PMTS Rapid City
333 Omaha Street
Rapid City, SD 57701
605-718-8723

Question / exhibit 4

List of Textbooks Used

			Edition
Milady Standard	Cosmetology	Text Book	2016
Milady Standard	Cosmetology	Workbook	2016
Milady Standard	Cosmetology	Exam Book	2016
Milady Standard	Esthetics	Text Book	2013
Milady Standard	Esthetics	Workbook	11th
Milady Standard	Esthetics	Exam Book	11th
Milady	Esthetics	Cosm Dictionary	
Milady	Esthetics	Aromatherapy	
		Peels & Chemical	
Milady	Esthetics	esthetics	
Milady	Esthetics	Microdermabrasion	
Milady Standard	Nails	Text Book	
Milady Standard	Nails	Workbook	
Milady Standard	Nails	Exam Book	



5C

Explanation of procedure to track student hours:

They scan in with their finger print on our time clock out on our clinic floor, we also take attendance in theory at the beginning of each day and then the students go to their classes or clinic. We also can use the appointment book, the call in log, or the cameras to check if they were here or not if they did not punch in or out.

5d

At the end of the month we print a list of all they days they were in school and the number of hours they had each day. The student matches this to the SDCC Student Monthly Hours sheet. When that sheet is turned into the office, the hours are then put into a spreadsheet to keep track of what categories their hours should go into based on what they did for the day.

Explanation of how student records are kept and stored

In our Academy there is a file room where we keep all students' files that are no longer enrolled - Both Dropped & Graduated. The current student permanent files and hour sheets are kept in attendance office, along with test files. Financial aid files are kept in Peggy Sproat's office.

5e

Schedule of Days & Times Open

			Theory
Monday	8:00 AM	4:30 PM	8:00 am - 10:00 am
Tuesday	11:30 AM	8:00 PM	No Theory
Wednesday	8:00 AM	1:00 PM	Possible Theory
Thursday - Open until 8pm if we have 8 or more students sign up	8:00 AM	4:30 PM	8:00 am - 9:00 am
Friday	8:00 AM	4:30 PM	8:00 am - 9:00 am
Saturday - Only if we have 8 or more students sign up	9:00 AM	2:00 PM	No Theory

sf

Closed Holidays

New Years Day
Easter Monday
Memorial Day
Independence Day
Labor Day
Thanksgiving & Day after
Christmas Eve
Christmas
Day after Christmas

sf

SCHOOL FIELD TRIP PLANS for school license year September, 2019 through August 2020.

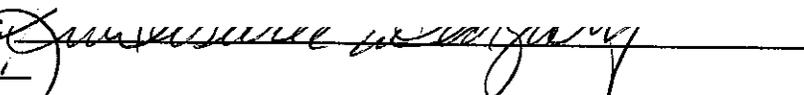
1. School Name: PMTS Rapid City ~ Cosmetology, Nails, and Esthetics

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

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational objectives and approximate number of students.
1. Yearly Shows, Supply House Classes - Cosmetology	Whenever scheduled	Up to 12	All Cosmo student that purchase tickets or have an opportunity to go to additional classes and learn about new products, styles and trends Instructor goes with them
2. Class in the Park- Cosmetology, Nails, and Esthetics	July 2021	5	Motivational, teamwork, and front desk skills All students and staff are present
3. Salon Visits- Cosmetology, Nails and Esthetics	October 2020/May 2021	4	To visit area salons and ask about pay scale hourly/commission and to see how salons differ from full service to limited services 15 students per instructor-all staff participates
4. Additional field trip for community work will be submitted by email at least 3 weeks ahead of date proposed to give commission which event will be attended with students. - Cosmetology	September 2020 to September 2021	4	To help our community by volunteering at public events with instructors attending with the students, these are usually held on weekends.

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: 6/2/20

.....
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. submit appropriate lesson plans;
 3. submits this plan with the renewal of the school license;
 4. 32 hours allowed for cosmetology students and 16 hours for esthetics and nail technician students;
 5. instructor(s) directly supervise the students at all times on the field trip;
 6. students and instructors wear identification nametags while on 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. Constitution of the United States will be submitted at least 3 weeks ahead of date proposed. – Cosmetology, Nails and Esthetics	September 2021	2	Wax figure exhibit, with a presentation about the signing of the Constitution called Founding Fathers. This is located on Hwy 16 next to Reptile Gardens. (A requirement of creditation)
6. Supply House visits – Cosmetology, Nails and Esthetics	September 2020 to September 2021	4	To visit our local supply houses and introduce our students to professional products.

50x

LESSON PLAN

SUBJECT UNIT Salon Visits

SESSION NUMBER 1 OF 2 LESSIONS

LENGTH OF SESSION 4 hours

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

THEORY 2

DEMO _____

PARTICIPATION 2

EXPERIENCES 2

CLASSROOM Area Salons

TOOLS AND EQUIPMENT: Paper and pen

RESOURCE MATERIAL: The students are put into groups with an instructor and they decide as a group which salons they would like to visit.

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5 minute classroom attention getter: What are you going to do to get there interest to want to learn what you have to share?) To find out what the salons pay, their benefits an if they are full service, limited or booth rental and the student can evaluate the best situation for them.

PRESENTATION OUTLINE:

SUMMARY:

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT:(should be a completion of outcome and criteria) Write a paper on the summery of the salons and what they thought of the differences in the salons and which one they chose to pursue a job at and why or why not.

METHOD OF MEASURING: The students paper being handed in the next day in attendance.

509

LESSON PLAN

SUBJECT UNIT Constitution of the United States

SESSION NUMBER 1 OF 1 LESSIONS

LENGTH OF SESSION 2 hours

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

THEORY 2

DEMO _____

PARTICIPATION 1

EXPERIENCES _____

CLASSROOM_ Wax figure exhibit, with a presentation about the signing of the Constitution called Founding Fathers. This is located on Hwy 16 next to Reptile Gardens.

TOOLS AND EQUIPMENT: Paper and pen

RESOURCE MATERIAL Tour wax figures and watch a presentation about the signing of the Constitution .

MOTIVATION FOR LEARNING THE APPLICATION Seeing the wax figures and watching the presentation by people to have great knowledge on the Constitution. A great way to learn our Constitution.

PRESENTATION OUTLINE:

SUMMARY:

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

ASSIGNMENT:(should be a completion of outcome and criteria) Write a paper on the Constitution.

METHOD OF MEASURING: The students paper being handed in the next day in attendance.

508

LESSON PLAN

SUBJECT UNIT Class in the Park

SESSION NUMBER 1 OF 1 LESSIONS

LENGTH OF SESSION 5 hours

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

THEORY 1

DEMO 1

PARTICIPATION 2

EXPERIENCES 1

CLASSROOM Canyon Lake Park

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

RESOURCE MATERIAL: Demonstrators from various salons

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

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

PRESENTATION OUTLINE: N/A

SUMMARY: N/A

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

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

METHOD OF MEASURING:

59

LESSON PLAN

SUBJECT UNIT _____ Community Service

SESSION NUMBER 1 OF 1 LESSIONS

LENGTH OF SESSION 5 hours

BEHAVIORAL OBJECTIVE: To help out our community by volunteering for the free haircuts given at this event, it is held each year in July, the stylists educate the community members on personal hygiene and salons in the area.

THEORY _____

DEMO _____

PARTICIPATION _____

EXPERIENCES 1

CLASSROOM Where the event takes place

TOOLS AND EQUIPMENT: Shears, Combs, water bottle, and cape

RESOURCE MATERIAL: N/A

MOTIVATION FOR LEARNING THE APPLICATION (1st 2-5 minute classroom attention getter: What are you going to do to get there interest to want to learn what you have to share?)
To help our community by volunteering in school and networking with other salon owners and stylists in the Black Hills area, this will promote personal growth in school and as a stylist once they transition to a salon.

PRESENTATION OUTLINE:

SUMMARY:

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

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

METHOD OF MEASURING:

59

LESSON PLAN

SUBJECT UNIT: Cosmo Prof Hair show, Salon Centric, Life of Riley Supply House classes.

SESSION NUMBER 1 OF 1 SESSIONS

LENGTH OF SESSION up to 12 hours

BEHAVIORAL OBJECTIVE: They will participate in the hair show with instructors present. They will attend cutting, coloring, styling and product classes of their choice at the show. They will present a report on what they learned at the show. They will do this with a minimum of 75% participation.

THEORY _____

DEMO _____

PARTICIPATION _____

EXPERIENCES 1

CLASSROOM Hair show/Supply house classroom and supplies

TOOLS AND EQUIPMENT: pen and paper

RESOURCE MATERIAL: Area supply house

MOTIVATION: Different types of products and new color cut and styles services that have been presented by Matrix, Redken, Joico, Paul Mitchell, Young Nails, OPI, CND, Nioxin and many other companies.

PRESENTATION OUTLINE:

None

SUMMARY:

By participating in this project, students will gain insight into the salon world as an industry. Also learn new techniques and trends.

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

What did you learn? Positives? Negatives?

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

Group oral report at Wednesday announcements to the student body from the attending students on what they learned and participated in.

METHOD OF MEASURING:

Taking roll call when they arrive.

5g

LESSON PLAN

SUBJECT UNIT Supply House Visits

SESSION NUMBER 1 OF 2 LESSIONS

LENGTH OF SESSION 4 hours

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

THEORY 2

DEMO _____

PARTICIPATION 2

EXPERIENCES 2

CLASSROOM Area Supply House

TOOLS AND EQUIPMENT: Paper and pen

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

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

PRESENTATION OUTLINE:

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

ORAL QUESTIONS TO BEGIN NEXT SEGMENT WITH:

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

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

59

Guest Instructors for 2020/2021		
Cosmoprof	Relaxers	
Salon Centric	Product Knowledge/Client Retention	
JC Pennies	Hair Styling	
Bio Elements	Spa Services	
Man Salon	Mens Haircutting	
Cost Cutters	Hair Cutting	
Regis	Updos	
Great Clips	Haircutting	
John Niehaus	Fire Safety	
Chad Strobel	Crime Prevention	
Guy Blazing	Don't be a victim	
Linda Pratt	Drug and Alcohol	
Ryan Swenson	Ergonomics	
Tiffany Durfee	Eyelash Extensions/Airbrush Tanning	
Paul Mitchell	Product knowledge/All phases of Cosmetology	
Ajs Wicked	Paul Mitchell	

sh

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: PMIS Rapid City
Provider's Address: 333 Omaha St. Ste 687
Rapid City SD 57701
CITY STATE ZIP
Contact Name: Peggy Sprout Tel: (605) 718-8723
Fax: (605) 348-5462 Email: peggy.s@rapidcity.paulmitchell.edu
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: Electric Nail File Safety Class Clock Hours: 8 hrs
All continuing education in South Dakota must emphasize safety and sanitation *Do not include breaks and meals*

Location of Course: PMIS Rapid City 333 Omaha St.
Rapid City SD 57701
BUSINESS NAME STREET CITY STATE ZIP

Initial Course Offering Date: Continuous / Renewal

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: K. Desaree Dargatz or any qualified Staff at PMIS Rapid City

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.

We have been approved for many years. We have only improved and added to this class. Desarce has also been a provider for many years with extensive experience

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. *attached is a attendance sheet used which is kept to SDCC after the class.*

- 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): *K. Desarce Dargatz*

Signature: *[Handwritten Signature]* Date: *6/2/2020*

SUBMISSION

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

Attachments:

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

NOTES

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

COMMISSION USE ONLY

Approved Hours: _____ Course Approval Number: _____

Denied Reason: _____

Reviewed by: _____ Date: ____/____/____

PAUL MITCHELL
the school
R A P I D C I T Y

Electric File 8 hours of continuing Education
Date 8 hours _____

- 1. _____ (30 min) lunch _____ Date _____
- 2. _____ lunch _____ Date _____
- 3. _____ lunch _____ Date _____
- 4. _____ lunch _____ Date _____
- 5. _____ lunch _____ Date _____
- 6. _____ lunch _____ Date _____
- 7. _____ lunch _____ Date _____

PMTS Rapid City

Rapid City, South Dakota

This Certificate Presented to:

In recognition for successful completion of an **8 hour Electric Nail File Safety Course** at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 10th May 2019



Provider # NCE-0004-2019

Instructor

President

PMTS Rapid City

Rapid City, South Dakota

This Certificate Presented to:

In recognition for successful completion of an **8 hour Electric Nail File Safety Course** at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 17th May 2019



Provider # NCE-0004-2019

Instructor

President

PMTS Rapid City

Rapid City, South Dakota

This Certificate Presented to:

In recognition for successful completion of an **8 hour Electric Nail File Safety Course** at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 20th May 2019



Provider # NCE-0004-2018

Instructor

President

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: PMTS Rapid City
Provider's Address: 333 Omaha St Ste 6 E 7
STREET
Rapid City SD 57785
CITY STATE ZIP
Contact Name: Peggy Sproat Tel: (605) 718-8723
Fax: (605) 348-5162 Email: peggy.s@rapidcity.paulmitchell.edu
Check one: Individual Provider Company Provider

COURSE INFORMATION

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

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

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

Location of Course: PMTS Rapid City 333 Omaha St.
BUSINESS NAME STREET
Rapid City SD 57701
CITY STATE ZIP

Initial Course Offering Date: Continuous / Renewal

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: Caroline Vitorazzi or any qualified staff at PMTS Rapid City

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.

We have been approved for many years. We have only improved and added to this class.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance.

attached is a attendance sheet used which is given to SOCC after the class

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): *K. Desaree Dargatz*

Signature: *[Handwritten Signature]* Date: *6/2/2020*

SUBMISSION

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

Attachments:

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

NOTES

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

COMMISSION USE ONLY

Approved Hours : _____ Course Approval Number: _____

Denied Reason: _____

Reviewed by: _____

Date: ____/____/____

Caroline Vettorazzi

I obtained my esthetics license from Headlines Academy in 2015. While enrolled, I completed advanced classes such as Xtreme eyelash extensions, micro-dermabrasion, and other specialty facials and skincare services. I performed more than the required amount of services to graduate.

While attending Headlines Academy, I received my micro-dermabrasion certification by completing a 16-hour class, an extensive book report, and exam. Since then I have built a generous following by performing this service on clients.

I began my career at Ulta Beauty as a Skin Therapist and makeup artist. I received a Dermalogica certification and conducted facials, micro-dermabrasion, and chemical peels. I also did services like facial waxing and eyelash extensions. There, I helped put the store on the map by becoming the store's only esthetician to completed all promotions and listed on the company's top 100. This led to exceptions to have me Lash Be Long certified and an acceptance to Dermalogica's advance training. Working there I had a plethora of skincare and makeup brands at my fingertips. I continued my education by attending many additional skin care product knowledge and seasonal trend classes.

Aside from Esthetics I am a certified substitute teacher and have a degree in Biology. With my background in Biology I know how important the science of the skin is to keep it healthy and beautiful. I feel like this is what set me apart from other Estheticians. I ended up falling in love with what I was doing and wanted to help others find their passion and share my knowledge.

In September 2017, I became an instructor at Headlines Academy, taking over the Esthetics program in January 2018. I worked with the former Esthetics instructor, Maryann Sharp, to learn how to teach the SD 16 hour micro dermabrasion certification class & to insure all safety and sanitation requirements are instilled in the students.

I was recently sent by Headlines Academy to Utah for Bella Lash eyelash extension certification. This was a 24 contact hour course where I was able to learn advanced techniques, troubleshooting, product knowledge, and teaching techniques that I am excited to bring to the Academy. This course certified me as a Bella Lash Instructor.

I watch new professionals grow theoretically, practically, and personally. Nothing could give me more satisfaction. I believe this industry offers an on going learning experience and keeping up with available knowledge is key to being the best possible instructor. My passion makes my job an enjoyable experience each day.

Sincerely

Caroline Vettorazzi

PMTS Rapid City
Rapid City, South Dakota

This Certificate Presented to:

In recognition for successful completion of a 16 hour Microdermabrasion Class at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 6th day of March, 2017

Instructor

Provider # MCE-003-2017

Director of Education

PMTS Rapid City
Rapid City, South Dakota

This Certificate Presented to:

In recognition for successful completion of a 16 hour Microdermabrasion Class at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

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PMTS Rapid City
Rapid City, South Dakota

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In testimony whereof we hereunto affix our signatures this 6th day of March, 2017

Instructor

Provider # MCE-003-2017

Director of Education

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: PMTS Rapid City
Provider's Address: 333 Omaha St Ste 607
Rapid City SD 57785
CITY STATE ZIP
Contact Name: Peggy Sproat Tel: (605) 718-8723
Fax: (605) 348-5462 Email: _____
Check one: Individual Provider Company Provider

COURSE INFORMATION

ATTACH a detailed outline or agenda of the course must be attached to application
Subject (Check ONLY ONE): Microdermabrasion Electric Nail File Eyelash Extensions
Name of Course: Eyelash Extensions Clock Hours: 16 ^{min} _{hrs}
All continuing education in South Dakota must emphasize safety and sanitation *Do not include breaks and meals*
Location of Course: PMTS Rapid City 333 Omaha St
Rapid City SD 57701
BUSINESS NAME STREET CITY STATE ZIP
Initial Course Offering Date: On going Time: _____

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: Caroline Vettorazzi or any qualified staff at Rapid City

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.

Bella lash education requires more than 16 hrs of class room. We will not give certification of completion until quality models are complete according to Belle lash standards

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance.

Sign in & out of class is required. More important quality model pictures are required after the 16 hrs. Belle certification will also be faxed

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): Desaree Dargatz

Signature: *Desaree Dargatz* Date: 8/6/2020

SUBMISSION

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

Attachments:

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

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- 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: ____/____/____

Eyelash Extension Certification Class

Dates: _____

Instructor: _____

Student Name:						
License Number	Date	In	Out	In	Out	Instructor Initials
Student Signature:						
Instructor Signature:						

Student Name:						
License Number	Date	In	Out	In	Out	Instructor Initials
Student Signature:						
Instructor Signature:						

Student Name:						
License Number	Date	In	Out	In	Out	Instructor Initials
Student Signature:						
Instructor Signature:						

Student Name:						
License Number	Date	In	Out	In	Out	Instructor Initials
Student Signature:						
Instructor Signature:						

Caroline Vettorazzi
South Dakota License # EO-12767-2020
South Dakota Instructor License # IE-13702-2020

I obtained my esthetics license from Headlines Academy in 2015. While enrolled, I completed advanced classes such as Xtreme eyelash extensions, micro-dermabrasion, and other specialty facials and skincare services. I performed more than the required amount of services to graduate.

While attending Headlines Academy, I received my micro-dermabrasion certification by completing a 16-hour class, an extensive book report, and exam. Since then I have built a generous following by performing this service on clients.

I began my career at Ulta Beauty as a Skin Therapist and makeup artist. I received a Dermalogica certification and conducted facials, micro-dermabrasion, and chemical peels. I also did services like facial waxing and eyelash extensions. There, I helped put the store on the map by becoming the store's only esthetician to completed all promotions and listed on the company's top 100. This led to exceptions to have me Lash Be Long certified and an acceptance to Dermalogica's advance training. Working there I had a plethora of skincare and makeup brands at my fingertips. I continued my education by attending many additional skin care product knowledge and seasonal trend classes.

Aside from Esthetics I am a certified substitute teacher and have a degree in Biology. With my background in Biology I know how important the science of the skin is to keep it healthy and beautiful. I feel like this is what set me apart from other Estheticians. I ended up falling in love with what I was doing and wanted to help others find their passion and share my knowledge.

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I was recently sent by Headlines Academy to Utah for Bella Lash eyelash extension certification. This was a 24 contact hour course where I was able to learn advanced techniques, troubleshooting, product knowledge, and teaching techniques that I am excited to bring to the Academy. This course certified me as a Bella Lash Instructor.

I watch new professionals grow theoretically, practically, and personally. Nothing could give me more satisfaction. I believe this industry offers an on going learning experience and keeping up with available knowledge is key to being the best possible instructor. My passion makes my job an enjoyable experience each day.

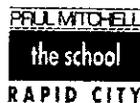
Sincerely

Caroline Vettorazzi

This Certificate Presented to:

In recognition for successful completion of a **16 hour Eye Lash Extensions Course** at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 2nd day of November, 2017
Provider #ECE-003-2017



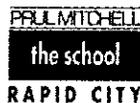
Instructor

President

This Certificate Presented to:

In recognition for successful completion of a **16 hour Eye Lash Extensions Course** at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 2nd day of November, 2017
Provider #ECE-003-2017



Instructor

President

This Certificate Presented to:

In recognition for successful completion of a **16 hour Eye Lash Extensions Course** at Headlines Academy, Inc. meeting all course requirements and demonstrating fundamental knowledge and required competency and is hereby awarded this certificate.

In testimony whereof we hereunto affix our signatures this 2nd day of November, 2017
Provider #ECE-003-2017



Instructor

President

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: World of Beauty Academy
Provider's Address: 3409 SE 14th ST
Des Moines IA 50320
CITY STATE ZIP
Contact Name: Traci West-Gray Tel: (515) 280-9999
Fax () - Email: whatswicked23@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: Electric Nail file Education Clock Hours: 16
All continuing education in South Dakota must emphasize safety and sanitation Process *Do not include breaks and meals*
Location of Course: World of Beauty 3409 SE 14th ST
Des Moines IA 50320
BUSINESS NAME CITY STATE ZIP

Initial Course Offering Date: April 2016 Time: _____
Through Present

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: Traci West-Gray

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. Time clock - cards are noted w/ date + time + in/out. Sign in sheets

- 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): A Trace West-Gray

Signature: _____

Date: 4/8/20

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: ____/____/____

Learning Objectives

Discuss the different types of electric files that are used most often by nail professionals

Define RPM

Define Torque

Define Tolerance

Define Variable Speed

Discuss why bits should be concentric for safe use

Determine industry standard shanks

Identify types of bits that have grits

List the names and uses of one-use-only bits

Perform the practice technique for the cuticle area

Identify the causes of excessive heat when nails are being filed

Describe the procedure for cleaning and disinfecting metal bits

Crystal
 515.241.1130
 kristin@crystal.com

214 St. Chad St.
 Cedar Rapids, IA 52402



Crystal
 515.241.1130
 kristin@crystal.com

Licensed Cosmetologist (Iowa)
 Licensed Esthetician (Iowa)
 Cosmetology & Makeup Artist
 State Certified Hair Formulation
 Technologist

Crystal
 515.241.1130
 kristin@crystal.com

Crystal
 Cedar Rapids, IA
 2005 - Present

Human Resources Coordinator
 Cedar Rapids, IA
 2005 - Present

WHAT I DO

SKIN CARE

- microdermabrasion
- customized facials & peels
- electrical skin treatment application
- body & facial waxing
- acrylic nails, pedicures and manicures
- eyelash extensions
- film & photography wardrobe design

HAIR & MAKEUP

- airbrush makeup application
- film & special effects makeup
- editorial & glamour photography makeup
- corrective makeup
- bridal & special event makeup

HAIR STYLING

- creative hair design and styling
- advanced hair colorist
- wig & extension application & styling
- bridal & special event hair styling

WORK HISTORY

Hair Stylist & Makeup Artist

- Freelance
- 1985 - Present
- Established hair and makeup clientele
- Film makeup artistry
- Event makeup artistry

Human Resources Coordinator

- AEGON, Cedar Rapids, IA
- 2005 - 2009
- Facilitated hiring and onboarding process
- Monitored & maintained employee records
- Supported 2,220 employees

This certifies that _____ License # _____

Has complete 4 hours of continuing education in _____

As well as 2 hours of Iowa Law

Presented at World of Beauty Academy

3409 SE 14th St

Des Moines IA 50320

515-280-9999

by:

Traci West-Gray

Director of Education

License# 49236

OUTLINE ELECTRIC FILING/DRILLS

Why Study Electric Filing	
Types of Electric Files	45 min
Battery Operated Micromotor Machines	45 min
Choosing an Electric File	1 hour
All About Bits	1 hour
Electric Filing Techniques	1 hour
Electric Files for Pedicures	45 min
Troubleshooting	45 min
Safety Tips for Electric Filing	30 min
Continuing Education	30 min
Procedures	1 hour

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: World of Beauty Academy
Provider's Address: 3409 SE 14th St
Des Moines IA 50320
CITY STATE ZIP
Contact Name: Traci West-Gray Tel: (515) 280-9999
Fax () - Email: whatswicked23@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: Microderm Process + Procedures Clock Hours: 25
All continuing education in South Dakota must emphasize safety and sanitation *Do not include breaks and meals*
Location of Course: World of Beauty Academy 3409 SE 14th St
Des Moines IA 50320
CITY STATE ZIP

Initial Course Offering Date: April 2016 Time: 10:AM
through Present

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: Traci West-Gray

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. Time Clock - cards are noted w/ date + time + in/out. Sign in sheets

- 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): Traci West-Gray

Signature: [Handwritten Signature] Date: 4/8/20

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
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4. Sample of sign-in sheet
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COMMISSION USE ONLY

Approved Hours: _____ Course Approval Number: _____

Denied Reason: _____

Reviewed by: _____ Date: ____/____/____

Microdermabrasion

Overview 2 hours

Primary Functions 2 hours

Benefits 2 hours

The Vacuum Procedure for face and body 3.5 hours

The Microdermabrasion Machine use and maintenance 3 hours

Client Consultation form 30 min

Contraindications 2 hours

Skin Types review 1 hour

Michelle M. Smith
 Freelance Makeup Artist
 515-233-1140
 michelle@mmstudio.com

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 Freelance Makeup Artist
 515-233-1140
 michelle@mmstudio.com



Michelle M. Smith
 Freelance Makeup Artist
 515-233-1140
 michelle@mmstudio.com

Licensed Esthetician (Iowa)
 Licensed Cosmetologist (Iowa)
 Licensed Cosmetology Instructor (Iowa)
 Licensed Cosmetology Instructor (Iowa)
 Licensed Cosmetology Instructor (Iowa)

Michelle M. Smith
 Freelance Makeup Artist
 515-233-1140
 michelle@mmstudio.com

Licensed Esthetician (Iowa)
 Licensed Cosmetologist (Iowa)
 Licensed Cosmetology Instructor (Iowa)
 Licensed Cosmetology Instructor (Iowa)
 Licensed Cosmetology Instructor (Iowa)

WHAT I DO



- microdermabrasion
- customized facials & peels
- electrical skin treatment application
- body & facial waxing
- acrylic nails, pedicures and manicures
- eyelash extensions
- film & photography wardrobe design



- airbrush makeup application
- film & special effects makeup
- editorial & glamour photography makeup
- corrective makeup
- bridal & special event makeup



- creative hair design and styling
- advanced hair colorist
- wig & extension application & styling
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As well as 2 hours of Iowa Law

Presented at World of Beauty Academy

3409 SE 14th St

Des Moines IA 50320

515-280-9999

by:

Traci West-Gray

Director of Education

License# 49236

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: World of Beauty Academy
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CITY STATE ZIP
Contact Name: Traci West-Gray Tel: (515) 280-9999
Fax () - - Email: whatswicked23@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: Eye Lash Extensions Process & Procedure Clock Hours: 16
All continuing education in South Dakota must emphasize safety and sanitation Do not include breaks and meals

Location of Course: World of Beauty Academy 3409 SE 14th ST
Des Moines IA 50320
BUSINESS NAME CITY STATE ZIP

Initial Course Offering Date: April 2016 Time: Through Present

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: Traci West-Gray

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.

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AGREEMENT

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

Person completing this application (Please print): Traci West-Gray

Signature: [Handwritten Signature] Date: 4/8/20

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
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NOTES

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- 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: ___/___/___

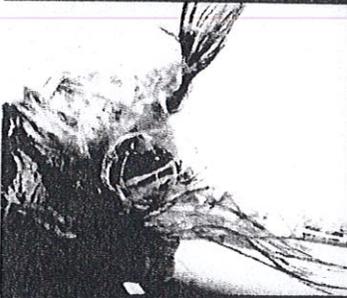
Presentation Overview Lash Extensions

Introduction	2 hours
Frequently Asked Questions	2 hours
Application Tips	2.5 hours
Applying Lashes Using a frame	2.5 hours
Client Consultation	30 minutes
Safety and Hygiene	1 hour
Procedure Instructions	2 hours
After Care Instructions	1.5 hours
Clean up and Storage	30 min
10-Point Check List	1 hour
Consent forms	30 min

traci carkhuff

515.422.3440
tlcarkhuff@gmail.com

4218 SE 22nd St.
Des Moines, IA 50320



licenses & certifications

Licensed Cosmetologist (Iowa)
Licensed Esthetician (Iowa)
Professionally Certified Makeup Artist
State Certified Microdermabrasion
Technologist

education

Capri Cosmetology College
Cedar Rapids, IA
Esthetics
Makeup Artistry
2010

Capri Cosmetology College
Cedar Rapids, IA
Cosmetology
1985

WHAT I DO

specialized skills

microdermabrasion
customized facials & peels
electrical skin treatment application
body & facial waxing
acrylic nails, pedicures and manicures
eyelash extensions
film & photography wardrobe design

makeup

airbrush makeup application
film & special effects makeup
editorial & glamour photography makeup
corrective makeup
bridal & special event makeup

hair

creative hair design and styling
advanced hair colorist
wig & extension application & styling
bridal & special event hair styling

WORK HISTORY

Hair Stylist & Makeup Artist

Freelance
1985 - Present
Established hair and makeup clientele
Film makeup artistry
Event makeup artistry

Human Resources Coordinator

AEGON, Cedar Rapids, IA
2005 - 2009
Facilitated hiring and onboarding process
Monitored & maintained employee records
Supported 2,220 employees

World of Beauty ACADEMY

worldofbeautyacademydsm.com

Nail Technology · Cosmetology · Esthetics

Continuing Education Workshop

Professional Makeup for Photography

Instructor: Traci West-Gray

Feb. 15th, 2020

9:00am - 1:00pm

3409 SE 14th St

Des Moines, IA 50320

515-280-9999

info@worldofbeautyacademydsm.com

Name	License #	Signature	
Laura Lee Shaws	068176		all paperwork complete ✓
April A Hitchcock	58956		Needs to complete + return IA L and test ✓
Christine Dee Kuenner	60160		Needs to complete + return IA L and test ✓
Megann Virginia Drilling	071966		Needs to complete + return IA L and test ✓
Madison Jules Green-Sherman	070236		Needs to complete + return IA L and test ✓
Randy Roy LaFollette	41966		Needs to complete + return IA L and test ✓
Maria E Avila	067324		Needs to complete + return IA L and test ✓

9-1
9-1
9-1
9-1
9-1
9-1
9-1
9-1
9-1
N/OUT

This certifies that _____ License # _____

Has complete 4 hours of continuing education in _____

As well as 2 hours of Iowa Law

Presented at World of Beauty Academy

3409 SE 14th St

Des Moines IA 50320

515-280-9999

by:

Traci West-Gray

Director of Education

License# 49236

APPLICANT FOR STUDENT LICENSE WITH FELONY CONVICTION

We have received an application for a student license from an individual with a felony conviction who is still under court supervision (supervised release).

Shown below is the statement from the applicant.

In May of 2019, I was found guilty of Superseding Information. This charge stems from an indictment in February of 2018. I was originally charged with Conspiracy to Wire Fraud, found not guilty but guilty of knowing a crime and not reporting it to the authorities, per conviction above.

Back facts. I have an adopted (not legally) brother () my family took in to our life into our ranch in 1998. He was raised on and off within our home. He returned back in 2010 after separating from a marriage. Our life long friend and neighbor hired him to work on his cattle ranch. In 2014, they became partners on livestock. It was not uncommon that we helped each other on ranches often. In 2016 and 2017, () had asked me to cash checks for him, as his account was drained and closed by SD State for back child support owed. I did not think twice and just helped. Over the next year, he and his boss/partner had come to me with more checks signed by his partner and asked me to cash them and I had because I had a bank account. Again, I did so. I was told because he could not have a valid account due to the previous child support issue and having no valid license, his portion of their cattle calf sales was being help in his partners bank account and the checks being cashed were in fact, () money.

In hindsight, knowing what I know now. I realized this was in fact wrong doing by () and his partner was being taken advantage of significantly.

After being indicted with () in 2018, I was given a discovery as to what exactly had been happening over the years between their partnership on their ranch. Through lawyers and multiple court proceedings, the US Attorney agreed I had no knowledge of what had been happening however with all the evidence, I should have known and should have reported it to authorities. After being not guilty of the original charge of Conspiracy to Wire Fraud, the US Attorney stated I would be charged with Superseding Information. I pled guilty and was sentenced to 3 years of probation and restitution to the victim, which my legal team and I presented in good faith because it was the right thing to do. () was sentenced to 4 years in prison.

I am 11 months into my probation under the US Government. In May of 2020, upon restitution paid off, my Probation Officer is putting my case under review for early release due to having no infractions. I have never been to jail prior to this experience and abided by all laws. I am now a felon, however I am thankful for this eye opening experience because it taught me more life lessons than any book could have. You can't always trust others are doing right and in a moment of thinking you are being a helpful human, I now always think twice because you could be breaking a law without knowing laws are being broken. However, I did take full responsibility for my actions and have paid my dues. My 5 children and I moved on in a healthy way and I work hard everyday to ensure their lives are never altered again.

I have attached Court Documents with my charges and also contact information for Probation:

Thank you for allowing me to express my statement and taking the time to view it.

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

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

APPRENTICESHIP APPLICATION

Please print or type

Name: Payton Kucker Date of Birth: 11-15-99

Address: 309 5th Ave SE Aberdeen SD 57401
STREET CITY STATE ZIP

Date of Birth: 11-15-99 Social Security Number: _____

Education: Homeschooled Date: 06-2018
NAME OF HIGH SCHOOL or GED GRADUATION OR COMPLETION DATE

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

Suggested Start Date of apprenticeship (tentative): June

Name of Instructor(s): _____

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

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

I realize that any cosmetology school training will not be credited toward an apprenticeship. If I am granted an apprentice license, I agree to take continuous training over a period of at least 13 months or 6 months as applicable. I also agree to abide by all of the provisions of the Cosmetology Law, 11



Payton Kucker
SIGNATURE OF APPLICANT

Subscribed and sworn to before me this 8th day of June, 2020

MY COMMISSION EXPIRES APRIL 13, 2024

Lynn Heupel
NOTARY PUBLIC SIGNATURE

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

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

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

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

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

AFFIDAVIT FOR INSTRUCTOR OF APPRENTICE

I, Tara Mortland, a licensed Cosmetologist or Nail Technician
PRINT INSTRUCTOR NAME

and licensed Instructor in the State of South Dakota, agree to instruct Payton Kucker
PRINT APPRENTICE NAME

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

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

Tara Mortland
SIGNATURE OF INSTRUCTOR

[Signature]
SIGNATURE OF INSTRUCTOR

Subscribed and sworn to before me this 10 day of June 2020

(SEAL)  SUZAN EICHLER
NOTARY PUBLIC
SOUTH DAKOTA

NOTARY PUBLIC SIGNATURE

[Signature]
NOTARY PUBLIC SIGNATURE

My commission expires: 10/26/2022

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

** each instructor must sign this statement.

PETITION FOR DECLARATORY RULING – MAKEUP BRUSH CLEANER AND DISINFECTANT

Pursuant to the provisions of SDCL 1-26-15, I, Kate Boyd, Executive Director of South Dakota Cosmetology Commission located at 221 W Capitol Ave Suite 101, Pierre, SD, do hereby petition the Cosmetology Commission for its declaratory ruling in regard to the following:

(1) The statute or rule or order in question is: Rule 20:42:05:01. General infection control requirements for licensees.

(2) The facts and circumstances that give rise to the issue to be answered by the board's declaratory ruling: Do makeup brush cleaners/disinfectants comprised of Isoparaffin Hydrocarbon, Hydrotreated Heavy Naptha, Isopropylparaben, Isobutylparaben, N-butylparaben, Vanilla Planifolia (Vanilla Bean) Fruit Extract and D&C Green #7 meet the cleaning and disinfection requirements of administrative rule 20:42:05:01.

One distributor of this product is Cinemasecrets, whose website is shown below and copies of the product information are attached.

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

(3) The precise issue to be answered by the board's declaratory ruling: Whether or not makeup brush cleaner/disinfectant described above in (2) meet the cleaning and disinfection requirements of Cosmetology Commission rule 20:42:05:01.

Dated at Pierre, South Dakota, this 11th day of June, 2020.

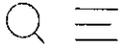


(Signature of Petitioner)

FREE SHIPPING FOR ORDERS OVER \$50

SPRING BUNDLES

MAKEUP



BRUSH CLEANER

CINEMA SECRETS' CINEMA SECRETS' SING COLLECTION



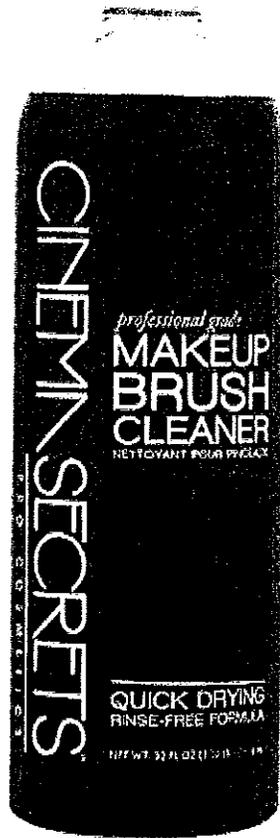
SKINCARE

SHOP ALL

MORE

****HAZMAT ITEM - MUST SHIP via UPS GROUND**
DOES NOT QUALIFY FOR FREE SHIPPING**

32 OZ



MAKEUP BRUSH CLEANER, 32 FL OZ

\$42.00

Aesthetician's Choice Award Winner - Best Brush Cleaner

- Helps prevent bacteria and germs
- Quick dry & instantly cleans brushes

FREE SHIPPING FOR ORDERS OVER \$35

- Cinema secrets is not responsible for damage to brushes, furniture, surfaces or clothing, use caution.
- Not for use on skin.

Flammable - keep away from open flame. Do not swallow. If swallowed, do not induce vomiting. Seek medical attention immediately. Avoid contact with skin or eyes. Keep out of reach of children.

****HAZMAT ITEM - MUST SHIP via UPS GROUND****

Ingredients:

Isoparaffin Hydrocarbon, Hydrotreated Heavy Naptha, Isopropylparaben, Isobutylparaben, N-Butylparaben, Vanilla Planifolia (Vanilla Bean) Fruit Extract and D&C Green #6.

 Share  Tweet  Pin it

You may also like

CINEMA SECRETS

Qty:

ADD TO CART

FREE SHIPPING ON ORDERS OVER \$55 

DETAILS

Features and Benefits Start cleaning your tools like a PRO with Cinema Secrets Makeup Brush Cleaner and Cleansing Tin. Stubborn waterproof and long wear makeup melts away and brushes dry almost instantly, no water or rinsing required leaving a pleasant vanilla scent. The aluminum tin is perfect for the "Dipping Method" for deep cleaning and the twist-top lid fits tight to avoid spills on the job. As soon as brushes are dry to the touch they are ready to use.

Dipping Method Directions Pour It, Dip It, Wipe It. Three easy steps is all it takes to bring brushes back to life instantly. Pour CS Makeup Brush Cleaner into our Cleansing Tin and fill the tin up enough to dip 1/4 of the way up the brush bristles. Dip the tip of the brush into the liquid and remove immediately to avoid over saturation. The bristles will draw liquid up into the brush and dissolve away makeup. For large, fluffy, or dense brushes, only dip 10% of the brush tip and hold vertically for 5 seconds so liquid moves down into the base. Wipe the brush clean on an absorbent paper towel or cloth, and repeat as necessary. Reshape the brush and allow to air dry completely before use.

Cinema Secrets Makeup Brush Cleaner "Dip Method"



Watch the "Spray Method" here!

Caution