

Meeting Agenda
COSMETOLOGY COMMISSION

via [Microsoft Teams](#)

or Call: +1 605.679.7263, ID 111 902 031#

Tuesday, August 02, 2022, 10:00 a.m. CDT

A=Action

D=Discussion

I=Information

- A. 10:00 a.m. – Convene Tami Stokes
- B. Roll Call..... Annette Petersen
- C. **A** – Approval of Agenda
- D. **A** – May 13, 2022, Meeting Minutes
- E. **I** – Treasurer’s Report.....Annette Petersen
- F. **D** – Executive Director Report – Attached
- G. **A** – Disciplinary Actions
 - 1. Lapsed Case 13-2022
 - 2. Lapsed Case 14-2022
 - 3. Lapsed Case 16-2022
 - 4. Lapsed Case 18-2022
 - 5. Lapsed Case 19-2022
 - 6. Lapsed Case 20-2022
 - 7. Lapsed Case 21-2022
 - 8. Lapsed Case 22-2022
 - 9. Lapsed Case 23-2022
 - 10. Lapsed Case 25-2022
 - 11. Lapsed Case 27-2022
 - 12. Lapsed Case 28-2022
- H. **I** – Open for Public Comment
- I. **A** – Application and Licensee Request Review
 - 1. School License Renewal Application
 - The Salon Professional Academy – Rapid City
 - Paul Mitchell The School – Rapid City
 - 2. Felony Conviction
 - Applicant A – Reciprocity

Applicant B – Cosmetology Student

3. Eyelash Extension Education Provider – Ayla Archer – Sioux Falls
 4. Electric Nail File Education Provider – Canada Salter – Rapid City
- J. **A** – Continuing Education Course – Fallon Helm
- K. **D** – Scalp Massage – 36-15-2.2
- L. **D** – Remote Exams/Third Party Testing
- M. **D** – Advanced Esthetics License
- N. *I* – Meeting & Exam Calendar for Remainder of 2022 – Attached
- O. **A** – Election of Officers
- P. *I* – Other Business
- Q. Adjourn

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION

Meeting held via Microsoft Teams
Friday, May 13, 2022, 9:30 a.m. CDT

Chairman Tami Stokes called the meeting to order at 9:31. Annette Petersen called the roll. A quorum was present.

Members Present: Tami Stokes
Annette Petersen
Renee Graf
Debbie Pageler

Members Absent: Zoe Hiller

Others Present: Bradi Stampe, Executive Director
Amber Mulder, Staff Attorney

Petersen made a motion to approve the agenda. Stokes seconded the motion. **MOTION PASSED.**

Pageler made a motion to approve the February 18, 2022, meeting minutes. Petersen seconded the motion. **MOTION PASSED.**

Treasurer Annette Petersen reported that as of March 31, 2022, the available funds' balance was \$166,781.13, and the cash center balance was \$254,592.40.

Pageler left the meeting at 9:34.

The Executive Director's Report was included in the meeting handouts and included the following information: (1) Testing Center; (2) Update on the written practical exam; (3) Renewals and approvals.

The Commission reviewed the proposed consent agreement cases that have all been signed by licensees.

Lapse Case 01-2022: Jennifer Peck and Shear Creations Home Salon: working with a lapsed personal license for 15 months while actively working and owner of the home salon, home salon license was in good standing. (No action on salon)

- Received signed PCA w/\$450 fine.

Lapse Case 02-2022: Karla Ryno and Wood Glo Head to Toe Salon (CLOSED): salon license expired 8 months and allowed a booth renter to actively work while her personal license lapsed for 8 months, and her booth license was lapsed for 4 months.

- CASE CLOSED – Karla Ryno closed salon and Jessica White (booth renter) apply to be the salon owner as Karlo is only the owner of the building.

Lapse Case 03-2022: Lori Burgard and Adam & Eve Styling Salon: personal license and instructors license both were lapsed for 7 months while actively working and owner of apprenticeship salon license, apprenticeship salon license was in good standing. (No action on salon)

- Received \$175 fine, didn't return signed PCA Agreement. Mailed a letter with the \$175 fine stating she will not sign PCA agreement until she knows that her business will not be in the Cosmetology Newsletter.

Lapse Case 04-2022: Mirian Oye and Your Balanced Body Salon: personal license was lapsed for 11 months, and her salon license was lapsed for 11 months while actively working. (No action on salon)

- Received signed PCA w/\$275 fine.

Lapse Case 05-2022: Susan Kurtz and Define Hair Design Salon: personal license was lapsed for 8 months while actively working and owner of the home salon, home salon license was in good standing.

- Received signed PCA w/\$200 fine.

Lapse Case 06-2022: Lacey Michalek and Rootz Hair Salon: personal license was lapsed for 6 and salon license expired 18 months while actively working and owner of salon. (No action on salon)

- Received signed PCA w/\$150 fine.

Lapse Case 07-2022: Jennifer Iedema Booth: booth license was lapsed for 6 months and was actively working; her personal license was in good standing.

- Received signed PCA w/150 fine.

Lapse Case 08-2022: Shear Madness Salon: salon allowed booth renter to work while the booth license was lapsed for 6 months and was actively working.

- Received signed PCA w/\$150 fine.

Lapse Case 10-2022: Kendra Knudson and Booth: personal license was lapsed for 8 months, and her booth license was lapsed for 2 months.

- Received signed PCA w/\$200 fine.

Lapse Case 11-2022: Magic Mirror Salon: salon allowed booth renter to work while her personal license has lapsed for 8 month and booth license was lapsed for 2 months.

- Received signed PCA w/\$200 fine.

Lapse Case 12-2022: Sheila Amrhien and Booth: personal license was lapsed for 3 months, and her salon license was lapsed for 7 months. (No action on salon)

- Received signed PCA w/\$175 fine.

Petersen made a motion to approve the above consent agreements with the conditions contained in the agreement. Graf seconded the motion. **MOTION PASSED.**

The Commission members were notified by Mulder that Attorney Jerry McCabe would be the new staff attorney beginning the week of May 15. Stokes thanked Mulder for her time and assistance that she has provided the commission the last couple of months.

The Commission reviewed the following applications for review:

- **School License Renewal Application – Stewarts**
- **Apprentice Salon License Application – Lash Spa, Brookings**

Stokes made a motion to approve the applications. Petersen seconded the motion. **MOTION PASSED.**

Executive Director Stampe asked the Commission's permission for office staff to stop the production of the annual newsletter. All disciplinary action and failed inspections will remain on the Cosmetology Commission webpage. When changes/updates are made that will affect the licensees, office staff will send out a mass email.

Stokes made a motion to approve Stampe's request. Petersen seconded the motion. **MOTION PASSED.**

After reviewing the exam/meeting calendar, a request was made to move the September 23, Commission meeting. Stampe will update the calendar with the changes.

Stokes made a motion to adjourn the meeting at 9:58. Graf seconded the motion. **MOTION PASSED.**

DRAFT

AVAILABLE FUNDS
 AS OF: 06/30/2022
 FY YEAR REMAINING: 0.0%
 PAY DAYS REMAINING: 0

FINAL MONTHLY

BUDGET UNIT 1033

DATE 07/17/2022

BUDGET UNIT NAME COSMETOLOGY COMMISSION - INFO

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	389,154.00	0.00	0.00	0.00	348,468.66	40,685.34	216,667.58
BUDGETED TOT	389,154.00	0.00	0.00	0.00	348,468.66	40,685.34	
ALL COMP TOT	389,154.00	0.00	0.00	0.00	348,468.66	40,685.34	

TOTAL BUDGETED:

	OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES		BUDGET AVAILABLE	PCT AVL
					MONTHLY	YEAR-TO-DATE		
5101	EMPLOYEE SALARIES	203,545.00	0.00	0.00	13,317.39	148,608.32	54,936.68	27.0
5102	EMPLOYEE BENEFITS	57,185.00	0.00	0.00	2,441.71	35,294.47	21,890.53	38.3
5203	TRAVEL	42,268.00	0.00	0.00	2,689.70	28,938.85	13,329.15	31.5
5204	CONTRACTUAL SVCS	72,975.00	0.00	0.00	29,093.42	96,152.54	23,177.54-	0.0
5205	SUPPLIES & MATRLS	13,181.00	0.00	0.00	5,491.56	22,750.12	9,569.12-	0.0
5207	CAPITAL OUTLAY	0.00	0.00	0.00	1,580.04	16,724.36	16,724.36-	0.0
	TOTALS	389,154.00	0.00	0.00	54,613.82	348,468.66	40,685.34	10.5

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

5101000	EMPLOYEE SALARIES	203,545.00	0.00	0.00	13,317.39	148,608.32	54,936.68	27.0
5102000	EMPLOYEE BENEFITS	57,185.00	0.00	0.00	2,441.71	35,294.47	21,890.53	38.3
5203000	TRAVEL	42,268.00	0.00	0.00	2,689.70	28,938.85	13,329.15	31.5
5204000	CONTRACTUAL SVCS	72,975.00	0.00	0.00	29,093.42	96,152.54	23,177.54-	0.0
5205000	SUPPLIES & MATRLS	13,181.00	0.00	0.00	5,491.56	22,750.12	9,569.12-	0.0
5207000	CAPITAL OUTLAY	0.00	0.00	0.00	1,580.04	16,724.36	16,724.36-	0.0
	PS SUBTOTALS	260,730.00	0.00	0.00	15,759.10	183,902.79	76,827.21	29.5
	OE SUBTOTALS	128,424.00	0.00	0.00	38,854.72	164,565.87	36,141.87-	0.0
	COMPANY 6503-I TOT	389,154.00	0.00	0.00	54,613.82	348,468.66	40,685.34	10.5

AVAILABLE FUNDS
AS OF: 06/30/2022
FY YEAR REMAINING: 0.0%
PAY DAYS REMAINING: 0

FINAL MONTHLY

CENTER 103300

DATE 07/17/2022

CENTER 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	0.00	0.00	0.00	0.00	348,468.66	348,468.66-	216,667.58
BUDGETED TOT	0.00	0.00	0.00	0.00	348,468.66	348,468.66-	
ALL COMP TOT	0.00	0.00	0.00	0.00	348,468.66	348,468.66-	

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	0.00	0.00	0.00	13,317.39	148,608.32	148,608.32-	0.0
5102 EMPLOYEE BENEFITS	0.00	0.00	0.00	2,441.71	35,294.47	35,294.47-	0.0
5203 TRAVEL	0.00	0.00	0.00	2,689.70	28,938.85	28,938.85-	0.0
5204 CONTRACTUAL SVCS	0.00	0.00	0.00	29,093.42	96,152.54	96,152.54-	0.0
5205 SUPPLIES & MATRLS	0.00	0.00	0.00	5,491.56	22,750.12	22,750.12-	0.0
5207 CAPITAL OUTLAY	0.00	0.00	0.00	1,580.04	16,724.36	16,724.36-	0.0
TOTALS	0.00	0.00	0.00	54,613.82	348,468.66	348,468.66-	0.0

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

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5102000 EMPLOYEE BENEFITS	0.00	0.00	0.00	2,441.71	35,294.47	35,294.47-	0.0
5203000 TRAVEL	0.00	0.00	0.00	2,689.70	28,938.85	28,938.85-	0.0
5204000 CONTRACTUAL SVCS	0.00	0.00	0.00	29,093.42	96,152.54	96,152.54-	0.0
5205000 SUPPLIES & MATRLS	0.00	0.00	0.00	5,491.56	22,750.12	22,750.12-	0.0
5207000 CAPITAL OUTLAY	0.00	0.00	0.00	1,580.04	16,724.36	16,724.36-	0.0
PS SUBTOTALS	0.00	0.00	0.00	15,759.10	183,902.79	183,902.79-	0.0
OE SUBTOTALS	0.00	0.00	0.00	38,854.72	164,565.87	164,565.87-	0.0
COMPANY 6503-I TOT	0.00	0.00	0.00	54,613.82	348,468.66	348,468.66-	0.0

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 06/30/2022

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	216,667.58	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			216,667.58	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			216,667.58	DR **	
BUDGET UNIT TOTAL 1033			216,667.58	DR ***	

COSMETOLOGY COMMISSION
DIRECTOR'S REPORT
July 20, 2022

At the end of September, Tami and I will be attending NIC's Annual Conference. It is being held in San Antonio, Texas. They have many great topics this year that I'm looking forward to partaking in. The one I'm most anxious about is the potential implement of a National Database. With the amount of new out-of-state applicants that we continue to receive, this system may be very beneficial.

The office received an email from the Kansas Cosmetology office. It was brought to all state's attention that they had been receiving fraudulent applications. Certificate of Licensures from certain states do not report the applicants DOB and/or SSN. That makes it hard to prove the applicant is truly themselves. We have taken extra steps to reach out to those states that provide certs with missing information, to confirm an applicant's identity. Most states are willing to provide that extra information upon request.

I had a discussion with the Executive Director of NIC regarding South Dakota submitting a bid to host an upcoming conference here in South Dakota. I would present information regarding South Dakota at the upcoming meeting in San Antonio, where it is then voted on by a committee. Is this something that the Commission would be in favor of? It would be all hands-on deck.

Below I have listed the renewals and approvals that our office has processed since our last meeting:

Approved Providers:

Sandy Marin-Romero – Glamour Lash – South Sioux City, NE – Renewal
April Buysse - Amazing Lash Studio – Sioux Falls – Renewal

Apprentice Students:

Lauren Odegaard – Lash Spa – Savannah Thorne – Brookings
Aimee Shriver – Lash Spa – Savannah Thorne – Brookings
Abdiel Ramirez – Estetica Unisex Mia – Ivan Romero – Sioux Falls
Emily Bell – Revive Day Spa – Fallon Helm – Aberdeen
Skylan Wittrock – Revive Day Spa – Fallon Helm – Aberdeen

Apprentice Salon:

Estetica Unisex Mia, LLC – Ivan Romero – Sioux Falls – Renewal

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

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

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

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

1. TYPE OF LICENSE RENEWING

Cosmetology School Nail School Esthetics School Branch School

2. SCHOOL INFORMATION

School Name: The Salon Professional Academy
 Current On-site Director: Wendy Beaumont
 School Address: 937 East North St.
 City/State/Zip: Rapid City So. Dak 57701
 Telephone: 605-342-0697 Fax: NA Email: _____
 Programs Offered:

Cosmetology	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Number of clock hours	<u>1500</u>
Nail Technology	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Number of clock hours	<u>400</u>
Esthetics	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Number of clock hours	<u>600</u>

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 see attached
 Days and Times of Theory Classes: Attach a separate sheet with this information see attached schedules
 Days and Times of Clinic: Attach a separate sheet with this information see attached schedules
 What months are programs started? see attached
 Current Enrollment in - - - - Cosmetology Program: 22 Nails Program: 2 Esthetics Program: 6
 Approximate Square Footage of school physical premises: 12,500 sq ft

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
<u>Wendy Beaumont R: W Education Group</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
	<u>Rapid City SD 57701</u>	

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. The Salon Professional Academy
937 East North St. 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) instructor for every 15 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) *see attached*

School's current catalog *attached*

List of textbook(s) and workbook(s) used *see attached*

School advertising brochures and website address *www.topaRapidCity.com*

School rules and regulations *Located in Student Handbook*

Student policies and procedures *Located in Student Catalog ; Student Handbook*

Explanation of procedure to track student hours *see attached*

Explanation of how student records are kept and stored *see attached*

Schedule of days and times open, showing theory and practical times, holidays closed *attached schedule*

Listing of proposed field trips on Commission form *NA*

Listing of substitute instructors and guest demonstrators *we currently do not have any substitutes ; see attached list*

List any changes made since the last renewal application *NA*

6. AGREEMENT AND SIGNATURE

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

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

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

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

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

Owner or School Director Signed: _____

Dated: *4/23/2022*

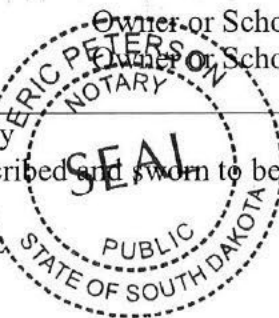
Owner or School Director Signed: _____

Dated: *6-23-2022*

Notary

Subscribed and sworn to before me this *23rd* day of *June*, 20*22*.

SEAL



Notary Public – South Dakota

My Commission expires: _____
My Commission Expires
March 22, 2024

2022 CLASS START DATES

COSMETOLOGY

January 10, 2022

February 7, 2022

March 7, 2022

April 4, 2022

May 2, 2022

June 27, 2022

July 25, 2022

August 22, 2022

September 19, 2022

October 17, 2022

November 14, 2022

December 12, 2022

ESTHETICS

January 10, 2022

May 2, 2022

August 22, 2022

December 12, 2022

NAIL TECHNOLOGY

January 4, 2022

April 19, 2022

August 2, 2022

November 15, 2022

MASSAGE THERAPY

January 17, 2022

April 18, 2022

July 18, 2022

October 17, 2022

The Academy will be closed on the following holidays in 2022. These dates are subject to change.

- New Year's Day
- Memorial Day
- Independence Day
- Sturgis Rally
- Labor Day
- Thanksgiving Day
- Christmas Weekend
- New Year's Day

January 1, 2022

May 30, 2022

July 4, 2021

August 6, 2022 & August 13, 2022

September 5, 2022

November 24, 2022

December 24 - 26, 2021

January 1, 2023

The Salon Professional Academy

937 East North St.

Rapid City SD, 57701

Instructor Licenses:

Tina Garfield: EO-12765-2023, (Expiration 04/12/2023) IE-14851-2023, (Expiration 04/12/2023) IN-15735-2023
(expiration 04/12/2023)

Hannah Dillon: CO-14092-2022, (Expiration 08/12/2022) IC-14809-2022 Expiration 08/12/2022)

Wendy Beaumont: CO-03751-2023, (Expiration 04/01/2023) IC-04848-2023 (Expiration 04/01/2023)

Holly Kesler: CO_01521-2022, (Expiration 12/01/2022) IC-06066-2022

Jennifer Severin: CO- 14815-2022, (Expiration 08/06/2022) IC-15257-2022 (Expiration 08/06/2022)

Tara Wolberg: CO-08760-2023 (Expiration 03/28/2023), IC-15714-2023 (Expiration 03/28/2023)

Desirae LaTour: CO-07643-2023 (Expiration 03/24/2023) Instructor in Training

Krista Kock: CO-06352-2023 (expiration 07/02/2023) Instructor in Training

Teresa Jahner: CO-00818-2023 (Expiration 03/29/2023, IC-14835-2023 (Expiration 03/29/2023)

The Salon Professional Academy

937 East North Street

Rapid City SD, 57701

Hour of Operation:

Sunday: Closed

Monday: 8:00- 4:30

Tuesday: 8:00- 8:30

Wednesday: 8:00- 4:30

Thursday: 8:00- 8:30

Friday: 8:00-4:30

Saturday: 8:00- 4:30

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: 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: 33 Nails Program: 5 Esthetics Program 6
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	██████████ Rapid City, SD 57701	██████████

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 faction thereof. IF THIS LIST CHANGES, THE SCHOOL NEEDS TO SUBMIT

Received 6-6-22

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 61-87**

Student policies and procedures **Student Catalog Pages 61-87**

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.

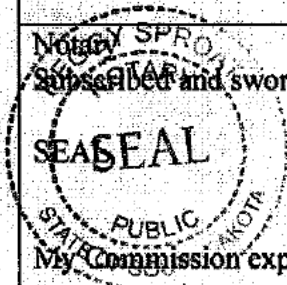
It is further understood that the Commission will be notified in writing of any changes from this application such as new instructors, change of days/times, etc.

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: _____

Signed: _____



Subscribed and sworn to before me this 6 day of June, 2022.

Notary Public - South Dakota

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	

PAUL MITCHELL
the school
RAPID CITY

5C

Explanation of procedure to track student hours

They punch in a four digit code, and do a wrist scan with a lever on the time clock. We have two time clocks, one on the clinic floor and one in the administration hallway. We also take attendance at the beginning of everyday. We also can use the appointment book, the call in log, or the cameras to check if they were here or not if did not punch in or out.

At the end of the month we print a list of all the 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 School 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 our Financial aid office in a locked file cabinet.

5C & 5D

SCHOOL FIELD TRIP PLANS for school license year September, 2022 through August 2023.

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 8	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	June 2023	6	Motivational, teamwork, and front desk skills All students and staff are present
3. Salon Visits- Cosmetology, Nails and Esthetics	October 2022/September 2023	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 2022 to September 2023	8	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: _____

.....
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 2023	2	Scavenger hunt downtown Rapid City along with a slide show on the constitution. (A requirement of creditation)
6. Supply House visits – Cosmetology, Nails and Esthetics	September 2022 to September 2023	4	To visit our local supply houses and introduce our students to professional products.

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:

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_ Scavenger hunt downtown, with a presentation about the signing of the Constitution called Founding Fathers. This is located on downtown Rapid City.

TOOLS AND EQUIPMENT: Paper and pen

RESOURCE MATERIAL Scavenger hunt and watch a presentation about the signing of the Constitution .

MOTIVATION FOR LEARNING THE APPLICATION Searching for items related to 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.

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.

LESSON PLAN

SUBJECT UNIT _____ Community Service

SESSION NUMBER 1 OF 1 LESSIONS

LENGTH OF SESSION 8 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:

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.

Guest Instructors for 2020/2021	5h	
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	

												Expires	Microderm	Eye Lash	Nail Drill
Crouch, Zackiary	CO-	10389	2022	IC-	12972	2022						11/02/2022	yes	yes	YES
Dargatz, Desaree	CO-	00515	2022	IC-	08493	2022						09/23/2022	YES	No	YES
Finch, Nichole	CO-	07763	2023	IC-	09535	2023						05/13/2023	YES	No	No
James, Rachel	CO-	*01809	2022	IC-	*08489	2022						11/13/2022	No	No	yes
Johnson, Aubree	CO-	13699	2022	IC-	15265	2022						08/02/2022	YES	YES	YES
Regan, Melissa	CO-	06746	2023	IC-	10676	2023						01/15/2023	No	No	YES
Tester, Sarah	EO-	14846	2023	IP	15724	2022						03/30/2023	YES	YES	No
Sproat, Peggy	CO-	06370	2022	IC-	05824	2022						12/14/2022	YES	No	YES
Olson, Carmela	CO-	*06858	2023	IC-	15518	2023						03/06/2023	NO	NO	NO

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

Question/Exhibit 4

Schedule of Days & Times Open

5f

Monday	9:00 AM	4:30 PM	No Theory
Tuesday	11:30 AM	8:00 PM	No Theory
Wednesday	8:30 AM	2:30 PM	Theory
Thursday	9:00 AM	4:30 PM	No Theory
Friday	9:00 AM	4:30 PM	No Theory

Closed Holidays

New Years Day		01/02/2023
Easter Monday		04/10/2023
Memorial Day		05/29/2023
Independence Day	07/01/2022	07/03/2023
Independence Day	07/04/2022	07/04/2023
Labor Day	09/05/2022	09/04/2023
Thanksgiving & Day after	11/24/2022	11/23/2023
Thanksgiving & Day after	11/25/2022	11/24/2023
Christmas Eve	12/23/2022	12/22/2023
Christmas	12/26/2022	12/25/2023
Day after Christmas	12/27/2022	12/26/2023

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

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

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

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

GENERAL PROVIDER INFORMATION

Provider's Name: Ayla Archer

Provider's Address: [REDACTED]

STREET SiouxFalls SD 57106
CITY STATE ZIP 680

Contact Name: Ayla Archer Tel: (605) ~~680~~ - 2451

Fax () _____ Email: aylaarcher@icloud.com

Check one: Individual Provider Company Provider

COURSE INFORMATION

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

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

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

Location of Course: Geminaye Studio 400N Main #204
BUSINESS NAME STREET
SiouxFalls SD 57104
CITY STATE ZIP

Initial Course Offering Date: Aug 14/15 Time: 8am

ADDITIONAL OFFERINGS

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

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

Instructor Name: Ayla Archer

QUALIFICATIONS AND LICENSURE

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

Received 6.8.22

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

I have been lashing since 2013 + Educating since 2014. I have been able to fine tune my courses he taught over the years to be exactly what students need to have a safe + successful career in lashes.

ATTENDANCE VERIFICATION

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

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

AGREEMENT

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

Person completing this application (Please print): Ayla Archer

Signature: [Redacted] Date: 6/4/2022

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: ____/____/____



Certificate of Completion




THIS CERTIFICATE IS AWARDED TO

Morgan Kjellsen

FOR SUCCESSFULLY COMPLETING SOCO LASHES
CLASSIC EYELASH EXTENSIONS COURSE

Ayla Miller

SOCO LASHES EDUCATOR



Classic Training Course

Ayla Cheree Studio

Day 1

- ◆ Check in. Introductions. Expectations. Go through kits.
- 8:00 - 8:30
- ◆ Theory
(Safety, contraindications, side effects, sanitation, product knowledge, consultation, application, lash care, removal, fills, adhesive care, first aid, mapping)
- 8:30 - 10:30
- ◆ Educator demo
- 10:30 - 12:00
- ◆ Lunch break
- 12:00 - 1:00
- ◆ Hands on practice
Learn to hold tweezers, dip extensions, and placement on sponge (videos)
- 1:00 - 2:30
- ◆ Full set on mannequin
- 2:30 - 4:30
- ◆ Lash removal on mannequin
- 4:30 - 5:30
- ◆ Assign homework + Q&A
- 5:30 - 6:00

Classic Training Course

Ayla Cheree Studio

Day 2

- ◆ Check in and questions from day 1
- 8:00 - 8:30
- ◆ Mapping
- 8:30 - 10:00
- ◆ Mannequin practice
Placement, glue usage, isolation
- 10:00 - 11:00
- ◆ Review, lash Set up and model prep
- 11:00 - 11:30
- ◆ Lunch
- 11:30 - 12:30
- ◆ Models for certification
Full set on model under my supervision
- 12:30 - 3:30
- ◆ Certification
- 3:30 - 3:45
- ◆ Q&A
- 3:45 - 4:00

AYLA ARCHER

Sioux Falls, SD.

605-680-2451

aylaarcher@icloud.com

PROFILE

I have been a cosmetologist since 2006 with an emphasis on Eyelash Extensions since 2013, I have been educating in the lash extension field since 2014.

EXPERIENCE

COSMETOLOGIST, AYL A CHEREE STUDIO, SIOUX FALLS, SD
2022-PRESENT

Performs full hair and lash services in a booth rental suite, specializing in eyelash extension application.

COSMETOLOGIST, HOLLYWOOD STYLE, SIOUX FALLS, SD
2013 - 2022

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

EYELASH EXTENSION EDUCATOR, BELLA LASH, SIOUX FALLS
2013 - PRESENT

Teaches the theory and practice of eyelash extensions through a nationwide, established 16 hour curriculum. Specializes in teaching classic and volume lashes, and lash lift and brow lamination.

EYELASH EXTENSION EDUCATOR, SHAVASANA LASH EXTENSIONS, SIOUX FALLS
2014-2017

Educated students on the theory and practice of eyelash extensions through an 8 hour curriculum. Taught classes either at Hollywood Style, or traveled to students all over the country. Taught quarterly classes at Capital School of Hairstyling and Esthetics in Omaha, NE. Specialized in teaching classic and volume lashes.

COSMETOLOGIST, JC PENNEY, SIOUX FALLS, SD - 2008 - 2013

BARBER, GINO MORENA ENTERPRISES, EGLIN AFB, FL - 2006 - 2008

COSMETOLOGIST, HAIR BY STEWARTS, ABERDEEN, SD - 2006

EDUCATION AND TRAINING

LAKE AREA TECHNICAL INSTITUTE - COSMETOLOGY 2005-2006

Honor Roll

CLASSIC LASH EXTENSION CERTIFICATION 2013

Shavasana Lash Extensions - Costa Mesa, CA

VOLUME LASH EXTENSION CERTIFICATION 2014

Shavasana Lash Extensions - Costa Mesa, CA

CLASSIC LASH EXTENSION CERTIFICATION 2017

Bella Lash - Vineyard, UT

VOLUME LASH EXTENSION CERTIFICATION 2017

Bella Lash - Vineyard, UT

CLASSIC AND VOLUME LASH EDUCATORS CERTIFICATION 2017

Bella Lash - Vineyard, UT

CLASSIC AND VOLUME EDUCATOR REFRESHER COURSE 2018

Bella Lash - Vineyard, UT

LASH LIFT CERTIFICATION 2018

Elleebana - Sioux Falls, SD

LASH LIFT + BROW LAMINATION EDUCATORS CERTIFICATION 2021

Bella Lash - Vineyard, UT

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: Canada Salter

Provider's Address: [REDACTED]

STREET Rapid City STATE SD ZIP 57702
CITY

Contact Name: Canada Salter Tel: (702) 334-1675

Fax () - Email: Canada@aplonaillac.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 File Certification Clock Hours: 8
All continuing education in South Dakota must emphasize safety and sanitation *Do not include breaks and meals*

Location of Course: A Perfect 10 1109 W Omaha St Ste B
BUSINESS NAME STREET
Rapid City SD 57702
CITY STATE ZIP

Initial Course Offering Date: Aug 9, 2022 Time: 9 am

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: Canada Salter CO-10990-2023

QUALIFICATIONS AND LICENSURE

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

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

I let my license expire for this in 2019 during Covid.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. Check ID upon sign in.

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): Canada Satter

Signature:  Date: 6/22/22

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: ___/___/___

Canada Salter

Summary

I started in the beauty industry in 1994 working for a large chain and growing into a district manager position within 5 years. I have been an entrepreneur and business woman since 1999 owning my own insurance agency and now 5 soon to be 6 nail bars throughout South Dakota earning over 2 million a year in revenue.

Experience

8/2011- Present A Perfect 10 Nail & Beauty Bar Rapid City, SD

Owner/Operator

- Oversee daily operations and finances
- Strategic planning of separating us from the "known"
- Organically grew with no company debt
- Personally developed all of our training programs and operation manuals
- Utilize my cosmetology license to experiment, introduce and train with new products
- Work directly with 5 managers, marketing, HR and our graphic designer
- Average employee count 60-70

11/1999 – 4/2009 GLG Insurance Professionals Las Vegas, NV

Insurance Agent/Owner

- Writing insurance policies in personal and commercial lines
- Scratch agency building to over 5000 policies in the first 5 years
- 90% customer retention
- Managed daily staff and business finances
- Marketing and Advertising to obtain new prospects

8/1994 – 8/1999 Regis Corporation TX- NV- CO

District Manager

- Began as a stylist servicing clients
- Worked as a shift leader, manager, area manager then district manager
- Oversaw 15 locations throughout the Colorado market at the age of 21
- Responsible for profit, growth, retention, recruitment and employee moral

Education

1989-1993 Rifle High School Rifle, CO
1993-1994 Pueblo School of Cosmetology Pueblo, CO

8 HOUR ELECTRIC FILING AGENDA FOR TRAINING AND CERTIFICATION

PROVIDED BY CANADA SALTER/OWNER & OPERATOR OF A PERFECT 10 NAIL BAR

- Demonstrations will be made with each topic

I. REMOVING LIFTED ACRYLIC

- Lifted product is one of the most common complaints associated with artificial nails.
- Here's how to get rid of the pesky problem.

Type of bit to use: Tapered

1. Thin down the regrowth of acrylic that's closest to the cuticle.
2. Keeping the bit flat, use complete horizontal side-to-side motions. After the product has been refined, use a one-stroke method along the acrylic where the sealed and loose acrylic join and remove any remaining product.
3. If a small white shadow appears around the sealed product, it won't show underneath the newly applied acrylic. Continue with the fill as usual.

II. REPAIRING A CRACK

- Cracks appear too often on acrylic nails, but with the help of an electric file they can easily be removed and repaired.

Type of bit to use: Mini French-filled diamond

1. Begin work on the crack before prepping the nail. While the nail is still shiny and smooth and you can still see the definition of the crack.
2. Drill out the crack using a low speed ranging from 3,500-6,000 RPM, depending on the machine. If you go too slowly, it can cause the machine to vibrate and send air pockets into the nail.
3. Hold the bit parallel to the nail. Apply even pressure starting from the outer perimeter of the nail, going in toward the crack. Only remove enough material to make your repair and move on.

III. PREPPING FOR A FULL SET

- Getting the nails ready for a full set is one of the most important steps in artificial or gel nail application. Doing a proper prep ensures the nails will adhere longer and prevents the possibility of any product lifting.

Type of bit to use: Either a fine sanding band, medium to fine diamond, or a coarse silicone

1. Push back the cuticles so the bit doesn't grab onto the skin.
2. Using a speed of 2,000 RPM, hold the bit flat against the nail. Using minimal pressure, go over the entire surface from left to right and back again, making sure you have not left any part of the nail untouched. Always lift the bit off the nail after a few strokes so that heat doesn't build up.
3. Do not angle the bit on the nail. Come up on the cuticle to remove any dead excess skin.
4. Adjust the client's hand to fit your needs. Do not attempt to maneuver the electric file around the client's nails.

IV. SHORTENING THE NAIL

- An electric file is the perfect tool to use on a nail when you're trying to shorten a good amount.

Type of bit to use: Either medium barrel, diamond, or carbide; extra-fine diamond or safety bit

1. Support the nail by holding it tightly. This helps eliminate extra vibrations and is more comfortable for the client. Apply pressure across the free edge of the nail to the desired length. Use horizontal motions when shaping the nail, going from sidewall to sidewall. The bit should float across the nail. Stick to a speed between 5,000-12,000 RPM.

V. WORKING ON THE NATURAL NAIL

- As long as it's done properly and with the right tools, an electric file on the natural nail can be just as safe as a regular nail file.

Type of bit to use: Extra-fine diamond, extra-fine sanding band, or safety bit

1. Gently push back the cuticle, exposing any dead excess skin. Then, using the bit along with a drill-friendly oil, remove any ridges and smooth the nail's texture. Oil helps make contact across the skin so the bit goes nice and smooth around the nail.
2. Use a speed ranging from 2,500-6,000 RPM. Keep the bit flat to the nail. Holding it horizontally, move it from one lateral fold to the other. Remove the dead excess skin by circling over it with the bit. You also can use a cuticle bit for the cuticle area that easily removes dead skin as well.

3. Next, use an extra-fine sanding band along with the drill oil. Hold the bit horizontally going from one lateral fold to the other. Come up on the cuticle, keeping the bit flat.

VI. BACKFILLS

- Doing a backfill with an electric file can help you achieve faster and more accurate results. Backfills should only be done along a client's natural free edge.

Type of bit to use: French-filled diamond, carbide straight barrel, or specialized backfill

1. Use the inside portion of a nail form and a pencil to draw a smile line. This is especially good for beginners. Use the drawn line as a guide for where to drill on the nail.
2. Using a speed between 5,000-9,000 RPM, position the hand at a 10° angle and cut a new smile line. White acrylic dulls in color as it ages. The new white tip powder is whiter in color and will make a strip of lighter white if you do not remove the entire white tip when doing your backfill. Remove a minimum of 80%-90% pink and 60%-70% white.
3. Instead of a diamond barrel bit, you can also use a carbide straight barrel bit. If you do use this type of bit, start at the right side of the nail and go toward the left side for right handed and opposite for left handed stylist, holding the bit parallel to the nail. Hold the electric file securely without too much pressure on the nail. Do not cut too deep. You can always go back over the area if your cut isn't deep enough.

VII. HOW TO CLEAN AND DISINFECT YOUR E-FILE

Cleaning and disinfecting bits is probably the most ignored yet the most important procedure when using an electric file. The care you take to keep your bits disinfected should be at the same level as your other professional implements.

Would you ever use a dirty nail file on a client? The same logic applies to electric file bits, which can be easily cleaned and disinfected between clients.

Drill bits (carbide or diamond) should first be scrubbed with a brush and soapy water to loosen dust and particles. You can also soak the bits in acetone to dissolve acrylic dust and build-up.

Disinfect the bits in a disinfecting solution specifically formulated for use with metal instruments. Be sure to follow the manufacturer's instructions on soaking time.

After soaking the bits, allow them to air dry thoroughly. Keep bits in a dry, covered container when they're not in use.

These items CANNOT be disinfected:

Sandpaper bits, or sanding bands, for example, are one-use items that must be discarded. Rubberized abrasive attachments, abrasive stones, and porous accessories and attachments

cannot be disinfected. Chamois and fabric buffing attachments are also considered one-use items.

Keep in mind that bits may rust in the disinfection process. Some carbide bits have a tendency to rust, but a high-quality diamond should not. The disinfectant you use may also be the culprit. If you are using a high-quality bit and are disinfecting it for the proper amount of time, then you shouldn't have any problems.

VIII. HOW TO PURCHASE AN E-FILE

Most importantly, go with an electric file that feels comfortable in your hand and do your research. Make sure the bit turns true so it doesn't wobble or hammer on the nail. If the bit vibrates, it can damage the client's nail matrix. It is important the e-file you choose has a good warranty and repair service. If you spend hundreds of dollars on a machine only to have it break down and there's no repair service, you're stuck. Most machines come with one-year warranties and some have the option to purchase additional coverage.

Variable speed is also important. It's nice to be able to turn the machine slower when doing delicate, intricate work or faster when doing bulk reduction.

Also think about purchasing an electric file with standard size shanks. If you buy a machine that doesn't take standard size bits you're limited to purchasing what that manufacturer has to offer.

Here are other things to consider:

- Look for hand-pieces that do not vibrate excessively.
- Make sure the electric file has enough power. When a machine lacks power it forces the nail tech to work at a higher speed or apply unnecessary pressure which causes client discomfort and can cause damage to the nail.
- Ask about the manufacturer's technical support. A good support system means you'll have quick answers to any problems.

IX. E-FILE TECHNIQUE TIPS

Here are some tips to help simplify your electric-filing techniques:

- Do not push the bit too hard when cleaning the underside of the nails. Doing so can damage the hyponychium.
- In general, use a lower speed for the cuticle area, a medium speed for backfills and refining the concave/convex shape at the tips, and a faster speed on top for shaping. Speeds in excess of 15,000 RPM can be potentially dangerous.
- Always angle the client's hand instead of maneuvering the electric file around the nail.
- To determine how much heat is building up, put your thumb on the hand that is holding the client's nail and as you work periodically feel the top of the nail. The nail is hotter on top than underneath, so you'll be able to lift the bit before your client becomes uncomfortable.
- Have a firm grip on your client's fingers. This will eliminate any unnecessary vibrations from the electric file that can cause some discomfort. Proper balancing requires that you use your pinky or ring finger braced against your other hand for balance as you work. This is often referred to as a "fulcrum finger."
- Remember to apply the proper amount of pressure. If you use too much pressure, the nail can be affected. Also remember to periodically lift the bit from the nail to prevent heat build-up.

X. E-FILE MAINTENANCE DOS AND DON'TS

If you have an electric file, but aren't sure about the proper way to maintain it, here are some tips to help your new machine achieve a long, healthy life.

- Do cleanse the electric file regularly with a soft cloth or brush to remove any dust and debris that can settle in cracks and crevices. Make sure to unplug the machine before cleaning it.
- Don't apply lubricant anywhere on the machine. Most electric files feature bearings inside the hand-piece that are self-lubricating. Adding more oil can actually damage the bearings, not to mention heat them up, causing friction and heating the entire machine.
- Do hold your electric file's cord properly. Try to avoid constantly bending it, as the cord can become loose from the power supply or the hand-piece. Hold the cord at a natural angle.
- Don't place the hand-piece in disinfectant. You don't want to cause interior damage to it.
- Do remove the bit from the hand-piece when you're done using it.

- Don't switch your electric file to the reverse option while it's in forward motion and in use.
- Do make sure the bits are centered properly. If not, the electric file stem will wobble and loosen, damaging the hand-piece.

XI. CLASS CLOSING

- Recap all sections we covered
- Address any questions
- Demonstrate any additional items individuals may want to see or practice
- Hand out certificates

CLASS NOTES:

8 HOUR ELECTRIC FILING SIGN IN SHEET

NAME	TIME IN	OUT	IN	OUT	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

VERIFIED BY:

DATE:

CANADA SALTER

Certificate of Completion

_____ has successfully completed 8 hours of electric file training

Date _____ Instructor _____



**Introduction to Instructor Management: Cosmetology, Esthetician & Nail Technician
Facilitation
12 Hours Total**

(Two Hour Module \$200)

Training Objectives:

Preparing instructors for successful classroom practices. A code of honor is the starting point when beginning a program; explaining what ethics are, the importance and how ethics contribute to long term success is essential. Listening to the student allows the instructor to lead much more effectively and demonstrate a powerful leadership, leaving a lasting positive impression. Systematic instruction with lesson planning, motivating, and communicating are all nicely complimented through structured policy and procedure from the onset of a program. Positive reinforcement (discipline) is the rendered result of assertive leadership, communication, and demonstration of presentation preparations. **FAIL is simply FIRST ATTEMPT AT LEARNING.**

Topics Covered

- Introduction to Ethics: The Most Important Part of the Program
- Module 1: Instructor/Student Communication Skills & Resources
- Module 2: Lead with The Need- Leadership Through Listening
- Module 3: Fail to Plan – Plan to Fail (Time Management & Lesson Planning)
- Module 4: Manage the System Motivate the Student
- Module 5: Secrets to Success with Positive Reinforcement Through Policy & Procedure

South Dakota Cosmetology Commission
217 W Missouri Ave
Pierre, SD 57501
July 25, 2022

To whom it may concern,

We are writing to look for your consideration in amending SDCL 36-15-2.2 to allow Estheticians to perform scalp massage as part of their scope of practice. No treatment of the scalp, just the ability to massage the scalp for relaxation purposes only.

As new small business owners of FACE FONDRIÉ in Sioux Falls we are looking to complete our menu of services from the Corporate level. The scalp massage enhancement is a highly requested item by guests and we are one of the only franchise locations that are not allowed to perform this service; with this limitation, our full service menu limits us to represent brand consistency with our guests as they travel from location to location. Limiting this particular service has a great impact on us financially as a small business owner since we have a very simple menu that is curated to meet our clients needs in their skin care journey.

Our flagship store is located in Edina, MN and the Minnesota Board of Cosmetology as well as many other boards fully support and allow scalp massage the Esthetics scope of practice.

I encourage you to review the documentation from our corporate training regimen and protocols we have in place to ensure a safe and relaxing experience for our guests. There are no products utilized during this service + we are gloved throughout its entirety ensuring sanitation. We are solely looking to massage the scalp without any treatment or change to the skin/scalp. Although FACE FONDRIÉ Estheticians are highly trained individuals that treat noninvasive skin concerns every day, we are not treating the scalp but providing a relaxation component to our services.

We appreciate your time and consideration to amend the law and would be happy to be on a call to help support our request.

Respectfully yours,



Todd & Sherri Kanzenbach, Owners
FACE FONDRIÉ
4011 W. 41st St
Sioux Falls, SD 57106
siouxfalls@facefoundrie.com
(507) 995-8966

FOUNDRIÉ GLOW

protocol

HAND MASSAGE

Step 1: Use 2 pumps of Hydra Repair Day Cream and cover the hand.

Step 2: Start palm facing down, shimmy down each finger gently pulling towards you. Use pressure at tip of each finger for 2 seconds.

Step 3: Turn hand palm up, using your thumbs do circular motions in the center of the palm 5x.

Step 4: Slide your thumb and pointer finger in between the thumb, putting pressure for 5 seconds. Repeat 3x. Do not do this if client is pregnant.

Step 5: Flip hand to bend wrist and have palm face you. Using both thumbs do circular motions on the palm 8x.

Step 6: Transition to palm facing down, slide your thumb and pointer finger in between the thumb, put pressure for 5 seconds. Repeat 3x. Do not do this if client is pregnant.

Step 7: Gently pull wrist towards you and place hand back on bed.

Step 8: Repeat on other hand.

SCALP MASSAGE

CONSULT TIP: You will want to confirm with the guest that you will be utilizing your hands on the hair and scalp! You can offer to massage the neck, shoulders, and perimeter of the hairline if they would prefer to not have you touch their hair!

Step 1: Walk on the shoulders 3x.

Step 2: Massage up the neck to the nape of the neck 3x doing a pressure point massage each time you get to the nape.

Step 3: Scissor the ears 3x.

Step 4: Massage ear lobe in pinching motion from top to bottom 3x.

Step 5: Follow hairline pressing thumbs together. Go across hairline 3x.

Step 6: Going down the center of the scalp, press thumbs together and go from hairline to back of head 3x.

Step 7: Turn guests head to one side, complete the same motions of pressing thumbs together and moving from the hairline to back of head 3x in rows of 3.

Step 8: Repeat on other side.

Step 9: Turn guests head back center and massage the center of the scalp with full hand 3x.

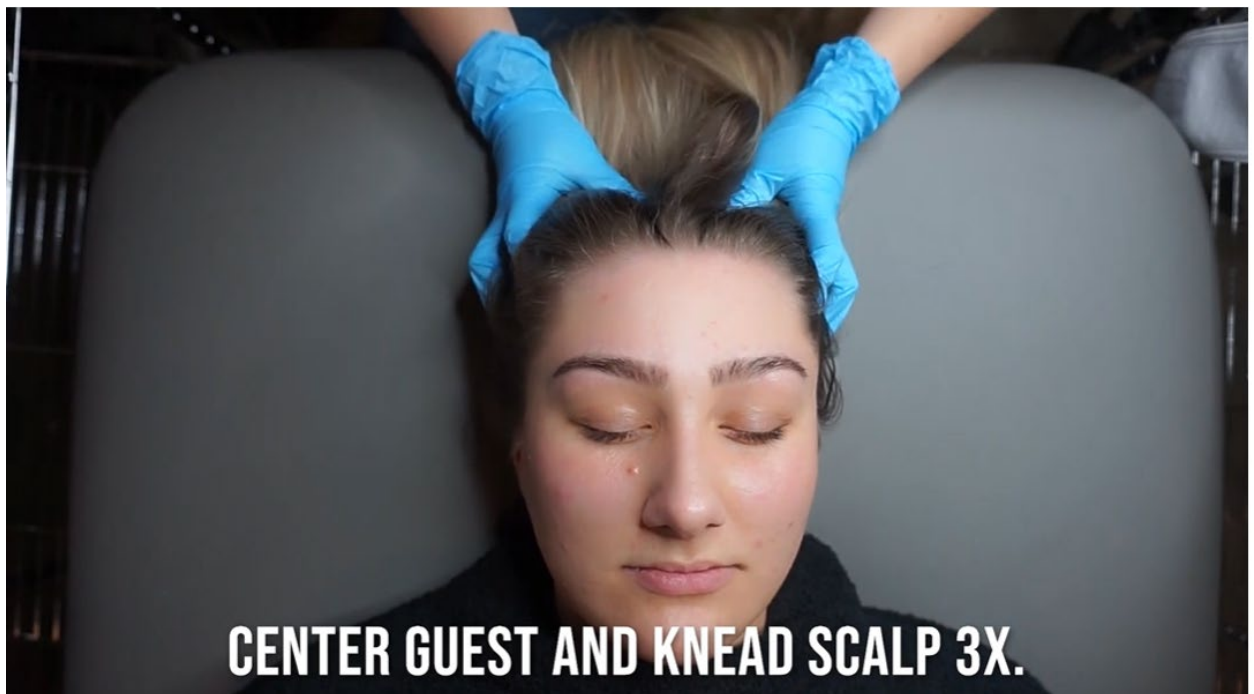
Step 10: Shimmy fingers into hair and gently pull towards you 3x.

Step 11: Walk on the shoulders 3x.

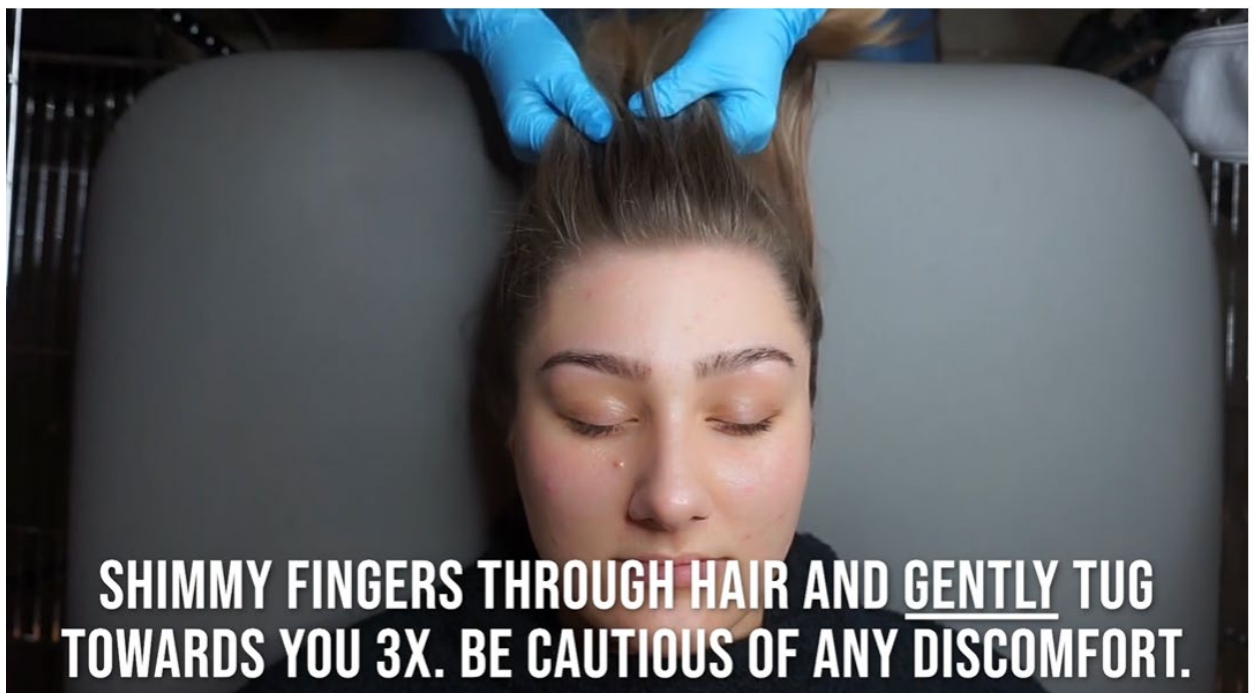
Step 12: Finish with sweeping motions on chest and end at the widows peak.



**TURN HEAD TO SIDE AND MAKE "X" SHAPE IN THREE
DOWNS**



CENTER GUEST AND KNEAD SCALP 3X.



**SHIMMY FINGERS THROUGH HAIR AND GENTLY TUG
TOWARDS YOU 3X. BE CAUTIOUS OF ANY DISCOMFORT.**

States Offering Advanced Esthetics

District of Columbia:

- Esthetician (600) plus an additional 600 hours = 1200 hours
- Advanced (Master) Esthetician Theory exam

Minnesota:

- Cosmetology (1550) or Esthetician (600) plus an additional 500 hours = 2050 or 1100 hours
- Laws/Rules, Advanced (Master) Esthetician Theory exam, Advanced (Master) Esthetician Practical

Nevada:

- 900 hours
- Laws/Rules, Advanced (Master) Esthetician Theory exam, Advanced (Master) Esthetician Practical

Ohio:

- 600 hours
- Did not list required exams

Oklahoma:

- 1000 hours
- Laws/Rules, Advanced (Master) Esthetician Theory exam, Advanced (Master) Esthetician Practical

Utah:

- 1200 school hours or 1500 apprenticeship hours
- Advanced (Master) Esthetician Theory exam, Advanced (Master) Esthetician Practical

Virginia:

- 600 hours
- Laws/Rules, Advanced (Master) Esthetician Theory exam, Advanced (Master) Esthetician Practical

Washington:

- 1200 hours; OR Esthetician (750) plus an additional 450 hours = 1200 hours
- Advanced (Master) Esthetician Theory exam, Advanced (Master) Esthetician Practical

2022 CALENDAR

COSMETOLOGY COMMISSION

July	28	Thursday	State Board Exams	Pierre
August	02	Tuesday	Commission Meeting (video-conference)	10:00 am CT
September	16	Friday	Commission Meeting & School Visits	Rapid City
September	29	Thursday	State Board Exams	Pierre
<i>September 30 – October 3rd</i>		<i>NIC Annual Conference</i>		<i>San Antonio, TX</i>
November	17	Thursday	State Board Exams	Pierre
December	16	Friday	Commission Meeting (video-conference)	10:00 am CT

Note: Calendar is subject to change throughout the year