

MEETING AGENDA
SOUTH DAKOTA COSMETOLOGY COMMISSION

Rapid City South Dakota Department of Labor and Regulation office, 2330 N Maple Ave
Suite 1, Rapid City, SD
OR

[Via Microsoft Teams](#)

Call: +1 605.679.7263, Conference ID: 217 913 500#

Friday, September 16, 2022, 8:30 am MDT

A=Action

D=Discussion

I=Information

Department of Labor & Regulation Office
2330 N Maple Ave Ste 1, Rapid City SD

- A. 8:30 am MDT – ConveneTami Stokes
- B. Roll Call Annette Petersen
- C. Approval of Agenda
- D. **A** - Approval of Minutes, August 2, 2022,..... Annette Petersen
- E. **I** - Treasurer’s Report Annette Petersen
- F. **D** - Executive Director Report..... Bradi Stampe
- G. **I** - Open for Public Comment
- H. **A** - Disciplinary Actions – Lapsed Cases
 - 1. LC 29-2022
 - 2. LC 33-2022
 - 3. LC 34-2022
 - 4. LC 35-2022
 - 5. LC 38-2022
 - 6. LC 39-2022
 - 7. LC 41-2022
 - 8. LC 42-2022
 - 9. LC 43-2022
- I. **A** - Application and license Request Review
 - 1. School License Renewal Application – Lake Area Technical Institute
 - 2. Felony Applicant
- J. **D** - Third Party Testing

- K. **D** - Esthetics Scope of Practice and Two-Tier Licensing
- L. **D** - Scalp Massage – 36-15-2.2
- M. **I** - Other Business
- N. **I** - Meeting & Exam Calendar for Remainder of 2021
- O. 9:30 am MDT – Recess

**Paul Mitchell The School
333 Omaha St Ste 6 & 7, Rapid City SD**

- P. 10:00 am MDT – Reconvene Tami Stokes
- Q. Roll Call Annette Petersen
- R. 1. Tour Paul Mitchell The School Classrooms & Observe Students
2. Meet with Paul Mitchell The School Representatives
- S. 11:00 am MDT – Recess

**The Salon Professional Academy
623 St Joseph St, Rapid City SD**

- T. 11:30 am MDT - Reconvene Tami Stokes
- U. Roll Call..... Annette Petersen
- V. 1. Tour The Salon Professional Academy Classrooms & Observe Students
2. Meet with The Salon Professional Academy Representatives
- W. **A** - Adjourn – 12:30 pm

Anyone interested in attending the 12:00 pm MDT meeting by phone is welcome. For more information or accommodations, please contact Bradi Stampe at 605.773.6193 or email bradi.stampe@state.sd.us.

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION

Meeting held via Microsoft Teams
Tuesday, August 2, 2022, 10:00 a.m. CDT

Chairman Tami Stokes called the meeting to order at 10:01 a.m. Annette Petersen called the roll. A quorum was present.

Members Present: Tami Stokes
Annette Petersen
Renee Graf
Debbie Pageler
Zoe Hiller

Members Absent: NA

Others Present: Bradi Stampe, Executive Director
Jerry McCabe, Staff Attorney
Angela Taylor, Stewarts School
Angela Larson, Lake Area Tech
Fallon Helm, Revive Day Spa
Bob Mercer, Keloland
Liz Lloyd
Rachael Maag

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

Stokes made a motion to approve the May 13, 2022, meeting minutes. Petersen seconded the motion. **MOTION PASSED.**

Treasurer Annette Petersen reported that as of June 30, 2022, the available funds' balance was \$40,685.34, and the cash center balance was \$216,667.58.

The Executive Director's Report was included in the meeting handouts and included the following information: (1) Upcoming National Conference; (2) Certificates of Licensures not listing full information for applicant; (3) South Dakota hosting a future conference; and (4) Renewals and approvals.

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

Lapse Case 13-2022: Lori Maples and Bobby Roberts Aveda Therapy Salon and Spa: personal license was lapsed for 11 months while actively working.

- Received signed PCA with \$275 fine.

Lapse Case 14-2022: Patricia Larsen and Booth: working with a lapsed personal license for 10 months and her booth license was lapsed for 7 months.

- Received signed PCA with \$250 fine.

Lapse Case 16-2022: Nancy Suurmeier and Booth: working with a lapsed personal license for 6 months and her booth license was lapsed for 7 months.

- Received signed PCA and taking a 10-day suspension.

Lapse Case 18-2022: Shelli Christensen and Booth: personal license was lapsed for 13 months while actively working.

- Received signed PCA with \$325 fine.

Lapse Case 19-2022: Kelsi Growth and Attitudes by Kelsi Salon: allowed an individual to perform services in the salon with an expired license.

- Received signed PCA with \$325 fine.

Lapse Case 20-2022: Carmen Fuss and The Glitz Salon: personal license was lapsed for 5 months while actively working.

- Received signed PCA with \$125 fine.

Lapse Case 21-2022: Catherine Ivey and The Ivey's for Hair Salon: salon license was lapsed for 7 months while actively working.

- Received signed PCA with \$175 fine.

Lapse Case 22-2022: Rick Gilbertson and Active Generations – Beauty on 46th Street Salon: salon license was lapsed for 13 months while actively working.

- Received signed PCA with \$325 fine.

Lapse Case 23-2022: Kendra Knudson and Booth: personal license was lapsed for 10 months while actively working.

- Received signed PCA with \$250 fine.

Lapse Case 25-2022: Brian Hargens and Infinity Spa and Wellness LLC: salon license was lapsed for 10 months while actively working.

- Received signed PCA with \$250 fine.

Lapse Case 27-2022: Son Hung Nguyen: personal license was lapsed for 5 months while actively working.

- Received signed PCA with \$125 fine.

Lapse Case 28-2022: Nancy Ngoc Nguyen and The Nail Bar Salon: allowed an individual to perform services in the salon with an expired license.

- Received signed PCA with \$125 fine.

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

There was no public comment.

The Commission reviewed the following applications for review:

- **School License Renewal Application – The Salon Professional Academy, Rapid City**

- **School License Renewal Application – Paul Mitchell The School, Rapid City**

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

Stokes made a motion to approve Applicant A – Reciprocity Application. Hiller seconded the motion. **MOTION PASSED.**

Hiller made a motion to approve Applicant B – Student License Application. Pageler seconded the motion. **MOTION PASSED.**

The Commission reviewed the following applications for review:

- **Eyelash Extension Education Provider Application – Ayla Archer, Sioux Falls**
- **Electric Nail File Education Provider Application – Canada Salter, Rapid City**

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

Helm gave a brief overview of the continuing education course that she would like approved. The course would ideally be approved for instructors to use towards their renewal. She also provided course material for the Commission to review.

Petersen made a motion to approve Helm's Instructor Management course for approved continuing education credit. Hiller seconded that motion. **MOTION PASSED.**

Executive Director Stampe presented the Commission with documentation that the office received a letter requesting that scalp massage be allowed for licensed Estheticians. This would require a license law change to SDCL 36-15-2.2. This agenda item was tabled until the next meeting in September.

The Commission discussed the topic of Third-Party/Remote Testing. This service is not currently allowed. The office would like to offer that service, however staff determined that we would need to reevaluate fees, licenses, applications, etc. Stampe suggested that we take our time and not rush this possible change. This agenda item was tabled until the next meeting in September.

Due to staffing changes over the last year, the Advanced Esthetics license/Two-Tier license had fallen to the back burner. Stampe readdressed this topic with the Commission. They still feel this is something that South Dakota needs to pursue. This topic will be added to the upcoming meeting agenda for further discussion on details and specifics.

The tentative meeting calendar and examination dates were briefly reviewed. It was asked by a Commission member that the meeting on September 16th be held before the school visits. That meeting will be an in-person meeting.

Election of officers.

Graf made a motion to re-elect Tami Stokes as President. Pageler seconded the motion. **MOTION PASSED.**

Hiller made a motion to re-elect Renee Graf as Vice President. Petersen seconded the motion.
MOTION PASSED.

Graf made a motion to elect Zoe Hiller as Secretary-Treasurer. Stokes seconded the motion.
MOTION PASSED.

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

Petersen made a motion to adjourn. Graf seconded the motion. **MOTION PASSED.**

Stokes adjourned the meeting at 11:16 a.m.

DRAFT

AVAILABLE FUNDS
AS OF: 08/31/2022
FY YEAR REMAINING: 83.3%
PAY DAYS REMAINING: 20

MONTHLY

BUDGET UNIT 1033

DATE 09/03/2022

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	403,790.00	0.00	0.00	1,432.20	50,074.47	352,283.33	229,843.42
BUDGETED TOT	403,790.00	0.00	0.00	1,432.20	50,074.47	352,283.33	
ALL COMP TOT	403,790.00	0.00	0.00	1,432.20	50,074.47	352,283.33	

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	205,272.00	0.00	0.00	13,280.41	28,084.43	177,187.57	86.3
5102 EMPLOYEE BENEFITS	69,315.00	0.00	0.00	3,365.21	7,016.31	62,298.69	89.9
5203 TRAVEL	42,268.00	0.00	0.00	3,175.36	3,981.20	38,286.80	90.6
5204 CONTRACTUAL SVCS	73,754.00	0.00	1,432.20	999.07	6,573.95	65,747.85	89.1
5205 SUPPLIES & MATRLS	13,181.00	0.00	0.00	807.78	3,701.59	9,479.41	71.9
5207 CAPITAL OUTLAY	0.00	0.00	0.00	237.99	716.99	716.99-	0.0
TOTALS	403,790.00	0.00	1,432.20	21,865.82	50,074.47	352,283.33	87.2

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

5101000 EMPLOYEE SALARIES	205,272.00	0.00	0.00	13,280.41	28,084.43	177,187.57	86.3
5102000 EMPLOYEE BENEFITS	69,315.00	0.00	0.00	3,365.21	7,016.31	62,298.69	89.9
5203000 TRAVEL	42,268.00	0.00	0.00	3,175.36	3,981.20	38,286.80	90.6
5204000 CONTRACTUAL SVCS	73,754.00	0.00	1,432.20	999.07	6,573.95	65,747.85	89.1
5205000 SUPPLIES & MATRLS	13,181.00	0.00	0.00	807.78	3,701.59	9,479.41	71.9
5207000 CAPITAL OUTLAY	0.00	0.00	0.00	237.99	716.99	716.99-	0.0
PS SUBTOTALS	274,587.00	0.00	0.00	16,645.62	35,100.74	239,486.26	87.2
OE SUBTOTALS	129,203.00	0.00	1,432.20	5,220.20	14,973.73	112,797.07	87.3
COMPANY 6503-I TOT	403,790.00	0.00	1,432.20	21,865.82	50,074.47	352,283.33	87.2

AVAILABLE FUNDS
 AS OF: 08/31/2022
 FY YEAR REMAINING: 83.3%
 PAY DAYS REMAINING: 20

MONTHLY

CENTER 103300

DATE 09/03/2022

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	1,432.20	50,074.47	51,506.67-	229,843.42
BUDGETED TOT	0.00	0.00	0.00	1,432.20	50,074.47	51,506.67-	
ALL COMP TOT	0.00	0.00	0.00	1,432.20	50,074.47	51,506.67-	

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	13,280.41	28,084.43	28,084.43-	0.0
5102 EMPLOYEE BENEFITS	0.00	0.00	0.00	3,365.21	7,016.31	7,016.31-	0.0
5203 TRAVEL	0.00	0.00	0.00	3,175.36	3,981.20	3,981.20-	0.0
5204 CONTRACTUAL SVCS	0.00	0.00	1,432.20	999.07	6,573.95	8,006.15-	0.0
5205 SUPPLIES & MATRLS	0.00	0.00	0.00	807.78	3,701.59	3,701.59-	0.0
5207 CAPITAL OUTLAY	0.00	0.00	0.00	237.99	716.99	716.99-	0.0
TOTALS	0.00	0.00	1,432.20	21,865.82	50,074.47	51,506.67-	0.0

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

5101000 EMPLOYEE SALARIES	0.00	0.00	0.00	13,280.41	28,084.43	28,084.43-	0.0
5102000 EMPLOYEE BENEFITS	0.00	0.00	0.00	3,365.21	7,016.31	7,016.31-	0.0
5203000 TRAVEL	0.00	0.00	0.00	3,175.36	3,981.20	3,981.20-	0.0
5204000 CONTRACTUAL SVCS	0.00	0.00	1,432.20	999.07	6,573.95	8,006.15-	0.0
5205000 SUPPLIES & MATRLS	0.00	0.00	0.00	807.78	3,701.59	3,701.59-	0.0
5207000 CAPITAL OUTLAY	0.00	0.00	0.00	237.99	716.99	716.99-	0.0
PS SUBTOTALS	0.00	0.00	0.00	16,645.62	35,100.74	35,100.74-	0.0
OE SUBTOTALS	0.00	0.00	1,432.20	5,220.20	14,973.73	16,405.93-	0.0
COMPANY 6503-I TOT	0.00	0.00	1,432.20	21,865.82	50,074.47	51,506.67-	0.0

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 08/31/2022

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	229,843.42	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			229,843.42	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			229,843.42	DR **	
BUDGET UNIT TOTAL 1033			229,843.42	DR ***	

Director's Report

Approved Providers: none

Apprentice Students:

Sophia Goudy – Hollywood Style – Mitchell

Maryann Galarza – Revive Day Spa – Aberdeen

Jade Wagner – Lash Spa Boutique – Brookings

Olivia Waltman – Lash Spa Boutique – Brookings

Morgan Dean – Revive Day Spa – Aberdeen

Jeanette DeWulf – Revive Day Spa – Aberdeen

Apprentice Salon:

Hollywood Style – Trish Bates – Mitchell – 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: _____
 Current On-site Director: Angela Larson
 School Address: 1201 Arrow Ave.
 City/State/Zip Watertown, S.D., 57201
 Telephone: 605-882-5284 Fax: 605-882-6299 Email: larsonan@lakeareatech.edu
 Programs Offered:

Cosmetology	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Number of clock hours <u>1500 and 2100</u>
Nail Technology	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Number of clock hours
Esthetics	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Number of clock hours

Are the courses in clock or credit hours? CLOCK CREDIT If in credit hours, attach the conversion. See attached sheet
 Days/Times Open: Attach a separate sheet with this information See attached sheet
 Days and Times of Theory Classes: Attach a separate sheet with this information See attached sheet
 Days and Times of Clinic: Attach a separate sheet with this information See attached sheet
 What months are programs started? Aug. + Jan.
 Current Enrollment in - - - - Cosmetology Program: 48 Nails Program: _____ Esthetics Program: _____
 Approximate Square Footage of school physical premises: _____

3. SCHOOL OWNER INFORMATION

Ownership (check one): Sole Proprietorship Partnership Corporation Other
 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>Watertown School District 14-4 dba</u>	<u>1201 Arrow Avenue, PO Box 730, Watertown, SD</u>	<u>(605) 882-5284</u>
<u>Lake Area Technical College</u>	<u>57201</u>	

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

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

4. INSTRUCTOR(S) AND QUALIFICATIONS – ATTACH a list of all instructors. Include their names, license numbers (both instructor license and personal license), and license expiration dates. All instructors must have a current South Dakota instructor license and a current cosmetologist, nail technician, or esthetician license, as applicable. There must be one (1) 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.

SEP 01 2022
 CW 044753 453 200

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

List of required and non-required equipment (ARSD 20:42)	<i>See attached sheet</i>
School's current catalog	<i>See attached sheet</i>
List of textbook(s) and workbook(s) used	<i>Pivot Point textbooks, Study Guide and exam prep</i>
School advertising brochures and website address	<i>lake area tech.edu</i>
School rules and regulations	<i>see attached sheets</i>
Student policies and procedures	<i>see attached sheet</i>
Explanation of procedure to track student hours	<i>Roll call, time clock and timesheet</i>
Explanation of how student records are kept and stored	<i>Salon Iris, Excel and filed paper copies</i>
Schedule of days and times open, showing theory and practical times, holidays closed	<i>see attached sheet</i>
Listing of proposed field trips on Commission form	<i>see attached sheet</i>
Listing of substitute instructors and guest demonstrators	<i>see attached sheet</i>
List any changes made since the last renewal application	<i>switched to credits</i>

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.

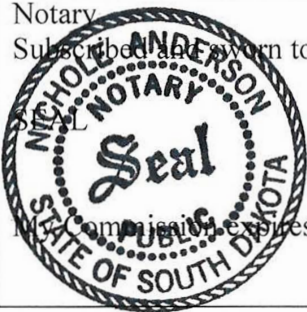
It is further understood and acknowledged that the Commission may revoke or suspend the license of such school for any violation of the law or rules relating to cosmetology, esthetics, or nail technology, or if any of the above noted requirements or if further investigation reveals misrepresentation 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: [Redacted]
Owner or School Director Signed: [Redacted]

Dated: *August 29 2022*
Supervisor Dated: *August 28 22*
metology

Notary
Subscribed and sworn to before me this *29* day of *August*, 20*22*.



[Redacted Signature]

Notary Public – South Dakota

March 10th 2020

Instructor(s) Name	IC-License Number	CO-License Number	Expiration Date
Angela Larson	IC-08478-2022	CO-07242-2022	10/4/2022
Rachael Maag	IC-11557-2022	CO-05917-2022	12/8/2022
Elizabeth Lloyd	IC-12014-2022	CO-10881-2022	11/1/2022

- Substitutes- Shawna Shelton, Jackie Lage, Courtney Palmer, Alicyn Wagner, Ikea Gruenwald, Leslie Carter these are our go to subs we call if an instructor is sick.
- Demonstrators that come in to our school are scheduled spiritedly throughout the school year. However the regulars are Ilike skincare, Matrix educator, Great Clips, Christoffels Hair Restoration, Its' a 10 nails.

Cosmetology • August Start

Semester Course Outline • 2021 – 2022

11 Months (2 Semesters, 1 Summer Session) (1500 Hours) • Revised: 5/11/21

Credits Required for Graduation: 39.5

• Optional exit point for 1500 Hours

Expanded Clinical Certification • Additional 4 Months (1 Semester) (600 Hours)

Credits Required for Certification: 10 • Credits Required for Graduation: 49.5



Fall Semester

Course Number	Course Title	Clock Hours	Credits
COS 102	Pre-Clinical Lab	180	4
COS 113	Clinical Floor I	180	3
COS 116	Theory I	150	10
Total		510	17

Spring Semester

Course Number	Course Title	Clock Hours	Credits
COS 119	Clinical Floor II	600	10
COS 122	Theory II	45	3
CSS 100	Career Search Strategies	8	.5
Total		653	13.5

Summer Session

Course Number	Course Title	Clock Hours	Credits
COS 125	Clinical Floor III	300	5
COS 128	Theory III	45	3
COS 137	Cosmetology Business Theory	15	1
Total		360	9
Grand Total		1523	39.5

• **Exit point for 1500 Hours:** The exit point is intended for those students who do not pursue the Expanded Clinical Certification for an additional 600 hours of training.

Expanded Clinical Certification

Fall Semester

Course Number	Course Title	Clock Hours	Credits
COS 131	Clinical Floor	600	10
Total		600	10
Grand Total		2123	49.5

Cosmetology • **January Start**

Semester Course Outline • 2021 – 2022

11 Months (2 Semesters, 1 Summer Session) (1500 Hours) • Revised: 5/11/21

Credits Required for Graduation: 39.5

• Optional exit point for 1500 Hours

Expanded Clinical Certification • Additional 4 Months (1 Semester) (600 Hours)

Credits Required for Certification: 10 • Credits Required for Graduation: 49.5



Spring Semester

Course Number	Course Title	Clock Hours	Credits
COS 102	Pre-Clinical Lab	180	4
COS 113	Clinical Floor I	180	3
COS 116	Theory I	150	10
Total		510	17

Summer Session

Course Number	Course Title	Clock Hours	Credits
COS 122	Theory II	45	3
COS 125	Clinical Floor III	300	5
Total		345	8

Fall Semester

Course Number	Course Title	Clock Hours	Credits
COS 119	Clinical Floor II	600	10
COS 128	Theory III	45	3
COS 137	Cosmetology Business Theory	15	1
CSS 100	Career Search Strategies	8	.5
Total		668	14.5
Grand Total		1523	39.5

• **Exit point for 1500 Hours:** The exit point is intended for those students who do not pursue the Expanded Clinical Certification for an additional 600 hours of training.

Expanded Clinical Certification

Spring Semester

Course Number	Course Title	Clock Hours	Credits
COS 131	Clinical Floor	600	10
Total		600	10
Grand Total		2123	49.5

Cosmetology

Sequence and Schedule

Course Sequence

- I. Pre-clinical
 - A. Basic Foundation
 - i. Hair
 - ii. Esthetics
 - iii. Nails
 - B. Theory
 - i. Academics
 - ii. Demonstrations
 - iii. Salon Spotlights
- II. Clinical
 - A. Theory
 - I. Academics
 - II. Demonstrations
 - III. Salon Spotlights
 - B. Practical
 - i. Hair
 - ii. Esthetics
 - iii. Nails
 - C. Laws
 - D. Career Strategies
- III. Post-clinical
 - A. Laws
 - B. Theory
 - i. Academics
 - ii. Demonstrations
 - iii. Salon Spotlight
 - C. Practical
 - i. Hair
 - ii. Esthetics
 - iii. Nails

Course Schedule

1. LATC Handbook – Academic Calendar
2. Daily Schedule
 - Monday8:00 a.m. – 4:00 p.m. or 8:00 p.m. Preclinical only: 12:00 noon – 4:00 p.m.
 - Tuesday8:00 a.m. – 4:00 p.m.
 - Wednesday8:00 a.m. – 4:00 p.m.
 - Thursday8:00 a.m. – 4:00 p.m.
 - Friday8:00 a.m. – 4:00 p.m.
3. Monday through Friday you will have a 45 minute lunch break.
4. Monday 12-hour days on the floor are from 8:00 a.m. – 8:00 p.m. with two (2) 45 minute breaks.

Clinical
Hours
Theory Hrs.
Tues + Wed
8-10 am

Cosmetology Program Rules

These program rules are in addition to the Lake Area Technical College policies.

1. We use a checkmark system. Any violations of the rules stated will result in a checkmark. After five (5) checkmarks per semester, you will be required to clock out, losing time, to correct the violation. Please refer to page 14 for further information.
2. Students are advised **not to be** absent unless absolutely necessary. Since no person can predict when a situation may arise that will prevent them from attending class, they need to reserve as much time as possible to cover these situations.
 - a. With perfect attendance for each week, you will receive reward cards to use for services. (Please refer to page 9 for further information.)
 - b. You are allotted 32 hours absent per semester.
 - i. At 15 hours you will receive a written warning. After 32 hours absent you will be dropped. You have the option to appeal to the Director of Enrollment. You must attend class until your appeal meeting has been conducted. If you are dropped, you may not re-enter the program for an entire semester.
 - c. In addition to the attendance policy above, you must maintain Satisfactory Academic Progress (SAP), which states you are required to be in attendance 90% per each billing cycle. (Please refer to pages 10 and 11 for further explanation.)
3. **Time clock**
 - a. You must clock yourself in by 8:00 a.m. and be in the theory room ready for roll call by 8:00 a.m. or you will lose time for the day.
 - b. You must clock out for lunch break or you will lose 15 minutes.
 - c. You must clock back in from lunch break or you will lose 15 minutes.
 - d. You must clock out at the end of the day or you will lose 15 minutes.
 - e. It is the student's responsibility to ensure that the time clock reads their card correctly for clocking in and out purposes to ensure that you receive full credit for hours present.
4. If you are unable to attend school for any reason, you must call the department at **(605) 882 - 6310** before 8:00 a.m.
 - a. You are required to fill out a **Green** request leave form before your absence to be submitted to the Department Supervisor for approval. Refer to the Absentee Form page for more information.
 - b. Following an absence without prior approval, you must fill out a white absentee form and give to the department supervisor.
 - c. You will receive a checkmark if you fail to call before the start of your school day or clock in by the time you notified us you will be here.
5. If you are going to be out of the department, except for using the restroom or getting a drink of water from the water fountain by the restroom, you must have instructor's permission and check out with Rosemary. If you do not follow this policy, you will only receive hours for time present in the department.

6. Attending school on Monday nights will be open to students based on attendance and availability. Monday night students may choose to attend for eight (8) or twelve (12) hours.
 - a) If for any reason the student will no longer be able to attend Monday nights, a written four-week notice must be given to department supervisor.
 - b) If you have three (3) unexcused Monday night absences, you will be required to return to the 8:00 a.m. to 4:00 p.m. schedule.
7. You are required to attend school for more than four (4) hours to receive a lunch break.
8. Students must maintain a professional appearance during school hours. If you do not follow these policies, this will fall under our warning system. (Please refer to pages 13 and 14 for further information.) Uniforms consist of:
 - a. Clean, wrinkle-free black pants no longer than ½ inch from the floor.
 - b. Clean, wrinkle-free, closed black smock with any kind of shirt under the smock, except for hooded sweatshirt.
 - c. Clean, primarily black, un-scuffed, **professional leather or faux leather shoes**, and black socks must be worn. No rubber shoes allowed.
 - d. You must wear your name tag at all times during school hours.
 - e. On Fridays, students can wear their cosmetology shirts or Lake Area Tech attire with their uniform pants and professional, primarily black shoes and black socks.
9. According to our program requirements, students must maintain good hygiene during school hours. **If you do not follow this policy, you will be sent home until you comply.**
10. Cell phones are not allowed in the department for **any** reason. **Students who are caught with a cell phone in the department will be sent home immediately and lose hours for the remainder of the day unless given prior permission from an instructor. No electronic devices during testing.**
11. The supplies that the students receive in their kits are their responsibility. The department will not be held responsible for lost or misplaced items.
12. Beverages and snacks are not allowed in the department unless given permission by an instructor.
13. Under South Dakota State Laws, all services must be checked by an instructor before, during, and after. If you do not have your service checked, you will not receive credit.
14. South Dakota State Law requires students to have one text book per student available for inspection any day of the week. You must have your tablet here every day of the week. On Theory days, you are required to have your textbook and workbook in class. If you do not meet these requirements, you must clock out and lose time to get the required items.
15. Students must have the consent of an instructor to help another student with a service. Students cannot perform services on themselves.

16. Discounts

- a. Students receive a 25% discount on products purchased in the department.
- b. Students' immediate family members: parents, siblings, spouse, and children receive a 10% discount on services and products.
- c. Reward cards and COSMO Bucks are nontransferable, not replaceable, and expire on your graduation day.

17. Academic Dishonesty, bullying, tobacco or drugs, and stealing are also not tolerated.

18. Your services will be scheduled at the discretion of the instructor and receptionist. Client services are our priority.

19. Students are required at all times to be courteous and polite, to exhibit proper conduct, and refrain from using profanity. If you do not follow this policy, you may be sent home.

20. Students are allotted two (2) name tags per person. Each additional nametag is a cost of \$5.00 at the student's responsibility.

21. In order to remain impartial, instructors do not attend current students' weddings, showers, or other private occasions.

22. There will be consequences for not following program policies and may result in a check mark or being dismissed for the day.

Any infringements of these policies will be regarded as cause for a student to be considered for disciplinary action including probation or expulsion from the institute in accordance with proper disciplinary proceedings.

Theory Class Regulations

You are required to have your tablet with you every day or you must clock out to get it and lose time. You are required to have your workbook during theory class or you must clock out to get it and lose time.

Absences

If you are absent, it is your responsibility to visit with the instructor of the theory course taught when you were absent.

1. If you miss a test, you must meet with the theory instructor to take your test the day you return to school. Failure to do so will result in a dropped letter grade for that test and at the end of the semester, the test grade will be a zero.
2. Assignments must be turned in the day you return to school for full credit. Failure to do so will result in a zero for that assignment. See your instructor.

Assignments

1. Assignments are to be turned in by the due date for full credit. You will receive half credit if an assignment is turned in at roll call the following morning. Failure to turn in an assignment results in a zero.
2. Deviations from the theory class regulations will be left up to the theory instructor.

Grades

1. Students with a final non-passing grade below 80% will be given a customized assignment.

The Educational Services Center is accessible to all students who need help and may be required for the student to maintain satisfactory progress.

Academic Dishonesty

Student's Responsibilities: Students are responsible for their own behaviors and are expected to maintain stated standards of academic honesty. Students share the responsibility with the faculty for maintaining an environment that supports academic honesty and discourages plagiarism or cheating.

Faculty and Administrator Responsibilities: Faculty are responsible for creating a classroom and testing environment that discourages cheating, confronts suspected violators, and ensures fair treatment of all students. Administrators also share the responsibility for developing an environment that discourages academic dishonesty. If a student is participating in academic dishonesty and is caught, he/she may be dismissed from the course.

ADA Statement

Students are entitled to "reasonable accommodations" under provisions of the Americans with Disabilities Act. Those in need of such accommodations should notify the instructor and make appropriate arrangements with the Counseling Office.

Lake Area Tech Calendar 2022-2023

August 2022						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 10- All staff returns
August 16- New Students - Kickoff Day
August 17- All Classes begin
August 30 – Day 10, Last Add/Drop Day
 11 school days, 16 work days

December 2022						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 16- End of fall semester
December 19-20 – Workdays
December 26 – Christmas (Observed)
 December 21 -January 3– Winter Break
 12 school days, 14 work days
 81 school days, 90 work days (fall)

April 2023						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 7– Good Friday
 April 10- Easter Monday (No School)
 18 school days, 18 work days

September 2022						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September 5–Labor Day
 21 school days, 21 work days

January 2023						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2 - New Year's (Observed)
January 4-6- Workday
January 6- New Students & Workday
January 9- All Spring Classes begin
 January 16– MLK Jr. Day (No School, Workday)
 January 23- Last day to drop/add, Day 10
 16 school days, 20 work days

May 2023						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 12- End of Spring Semester & Graduation
 10 school days, 10 work days
 81 school days, (85) work days (SP semester)
 May 15-16- Work days
 May 17- Summer session begins
 May 19 - End 180 day contracts
May 23 – Summer's Add/Drop Day (Day 5)
May 29- Memorial Day
 10 school days, 12 work days (summer session)

October 2022						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October 21– ATEA workday. (No school, Workday)
 October 10- Native American Day (No School)
 October 14 - Midpoint
 19 school days, 20 work days

February 2023						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February 20- Presidents Day
 19 school days, 19 work days

June 2023						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June 5– last day of 190 day contracts
June 20 – Midpoint
 22 school days, 22 work days

November 2022						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November 11- Veteran's Day
 November 23- No school, Workday
November 24– Thanksgiving
 November 25 – No School
 18 school days, 19 work days

March 2023						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 7 - Midterm
 March 13-17 – Spring break
 18 school days, 18 work days

July 2023						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 4 - Independence Day
July 13- End of summer session
 July 18- End 210, 220 day contracts
 July 14-18 - Workdays
 8 school days, 11 work days
 40 school days, 45 work days (summer session)

2022 CALENDAR

COSMETOLOGY COMMISSION

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