

ARTICLE 4. COSMETOLOGY SCHOOLS

Rule 1. General Requirements

820 IAC 4-1-1 Courses offered

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 1. Cosmetology schools may do the following:

(1) Offer courses in one (1) or more of the following:

(A) Cosmetologist training for individuals attempting to obtain the education required by IC 25-8-9-3(3).

(B) Manicurist training for individuals attempting to obtain the education required by IC 25-8-11-4(3).

(C) Electrologist training for individuals attempting to obtain the education required by IC 25-8-10-3(2).

(D) Instructor training for individuals attempting to obtain the education required by IC 25-8-6-3(4).

(E) Esthetician training for individuals attempting to obtain the education required by IC 25-8-12.5-4(3).

(2) Enroll students for more than the number of hours required by IC 25-8 and this article.

(3) Offer courses to licensees in order to provide advanced training.

(State Board of Cosmetology and Barber Examiners; 820 IAC 4-1-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1404, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; filed May 4, 2001, 11:16 a.m.: 24 IR 2684; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-1-2 Enrolling students

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 2. (a) Cosmetology schools are prohibited from enrolling students who do not meet the educational requirements for licensure unless they advise the student that he or she must obtain the education before he or she can obtain a license.

(b) The educational requirements referred to in subsection (a) are those required by statute for particular licenses as follows:

(1) For instructor licenses in IC 25-8-6-3(2).

(2) For cosmetologist licenses in IC 25-8-9-3(2) (subject to the waiver provisions of IC 25-8-9-4).

(3) For manicurist licenses in IC 25-8-11-4(2).

(4) For esthetician licenses in IC 25-8-12.5-4(2).

(State Board of Cosmetology and Barber Examiners; 820 IAC 4-1-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1404, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-1-3 Electrologist training; necessity of cosmetologist or esthetician license

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 3. Individuals may not enroll in electrologist training unless they have obtained a cosmetologist or esthetician license.

(State Board of Cosmetology and Barber Examiners; 820 IAC 4-1-3; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1488; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-1-4 Age of students (Repealed)

Sec. 4. *(Repealed by State Board of Cosmetology and Barber Examiners; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)*

820 IAC 4-1-5 Hours in session

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 5. (a) Students in cosmetology schools must be enrolled for:

- (1) not fewer than twenty (20) hours; and
- (2) not more than fifty (50) hours;

a week.

(b) Students shall obtain all required hours on the premises of the cosmetology school; however, up to ten percent (10%) of the course hours may be used for:

- (1) educational programs;
- (2) seminars;
- (3) workshops; or
- (4) other industry-related activities;

located off the school premises under the direction of the cosmetology school.

(c) A complete record of hours of attendance for each student must be:

- (1) kept by time clock or computer; and
- (2) recorded in the school's records.

(d) Students enrolled in cosmetology schools shall complete the required education within three (3) years from the date of enrollment.

(e) The board may waive the requirements of subsection (d) if the:

- (1) applicant petitions the board for a waiver; and
- (2) board determines that the applicant has demonstrated, with good cause, a hardship, such as:
 - (A) an emergency;
 - (B) a documented illness; or
 - (C) military service.

(State Board of Cosmetology and Barber Examiners; 820 IAC 4-1-5; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; filed May 4, 2001, 11:16 a.m.: 24 IR 2685; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Dec 19, 2007, 3:34 p.m.: 20080116-IR-820060454FRA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-1-6 Theory, demonstration practice and actual practice hours; restrictions

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 6. (a) Course hours obtained by students in cosmetology schools for:

- (1) theory and demonstration practice; and
- (2) actual practice;

may not be obtained simultaneously.

(b) Students shall not be called away from scheduled theory and demonstration practice in order to do actual practice. *(State Board of Cosmetology and Barber Examiners; 820 IAC 4-1-6; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)*

820 IAC 4-1-7 Records

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 7. Cosmetology schools shall retain records for each student, which must include the following:

- (1) Hours of school attendance.
- (2) Grades awarded.
- (3) Time records.
- (4) The progress report.

(State Board of Cosmetology and Barber Examiners; 820 IAC 4-1-7; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-1-8 Transcripts to students

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 8. (a) If all financial obligations have been met according to the cosmetology school's contract, certified transcripts of all hours and grades must be available to any current or former student, upon request, within thirty (30) days.

(b) Cosmetology school may charge a fee not to exceed ten dollars (\$10) for providing a certified transcript. *(State Board of Cosmetology and Barber Examiners; 820 IAC 4-1-8; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)*

820 IAC 4-1-9 Record retention

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 9. Cosmetology schools shall retain student records for not fewer than five (5) years, which shall include the following:

- (1) Hours of school attendance.
- (2) Grades awarded.
- (3) The progress report.

(State Board of Cosmetology and Barber Examiners; 820 IAC 4-1-9; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-1-10 Monthly verified report

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 10. (a) No later than the fifteenth day of each month, cosmetology schools shall submit a verified report to the board including the information required in subsection (b).

(b) The report required by subsection (a) must include the following information concerning student activity in the previous month:

- (1) The names of all new students.
- (2) For all students who have paid the cosmetology school all money (tuition) to which it is legally entitled, the names of all students who have dropped out of school and the number of hours they have accrued.

(c) Cosmetology schools are not required to send enrollment cards to the board. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-1-10; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

820 IAC 4-1-11 Graduation defined

Authority: IC 25-8-3-23

Affected: IC 25-8-5-4; IC 25-8-9-3

Sec. 11. A student shall be deemed to have graduated from a cosmetology school (having completed the educational requirements established by IC 25-8-9-3(3)) when all of the following have occurred:

(1) The student has completed at least the:

(A) one thousand five hundred (1,500) hours of education required by 820 IAC 4-4-4;

(B) four hundred fifty (450) hours of education required by 820 IAC 4-4-5;

(C) three hundred (300) hours of education required by 820 IAC 4-4-7;

(D) seven hundred (700) hours of education required by 820 IAC 4-4-7.1; or

(E) one thousand (1,000) hours of education required by 820 IAC 4-4-7.2.

(2) The student has passed all required examinations.

(3) All money owed by the student to the school has been paid.

(*State Board of Cosmetology and Barber Examiners; 820 IAC 4-1-11; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; filed May 4, 2001, 11:16 a.m.: 24 IR 2685; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed Sep 30, 2003, 11:30 a.m.: 27 IR 515; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

820 IAC 4-1-11.1 Completion of esthetics course defined (Repealed)

Sec. 11.1. (*Repealed by State Board of Cosmetology and Barber Examiners; filed May 4, 2001, 11:16 a.m.: 24 IR 2694*)

820 IAC 4-1-12 Completion of application by cosmetology school; cosmetology student required to attend cosmetology school after graduation prohibited

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 12. A cosmetology school shall fill out its portion of its students' applications for a license no later than ten (10) days after the student graduates under section 11 of this rule. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-1-12; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed May 4, 2001, 11:16 a.m.: 24 IR 2685; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

820 IAC 4-1-13 School closure; notification to board

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 13. Cosmetology schools that are going out of business shall notify the board not less than thirty (30) days before closing. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-1-13; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-*

820160316RFA)

820 IAC 4-1-14 Copy of laws and rules to student

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 14. Cosmetology schools shall provide a copy of the state board of cosmetology examiners' licensing laws and rules to each student upon enrollment. This requirement may be satisfied by supplying each student with the Internet address through which the statutes and rules can be accessed online. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-1-14; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

Rule 2. Equipment and Facilities

820 IAC 4-2-1 Size and separation

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 1. (a) The only businesses permitted in a cosmetology school are the teaching of cosmetology and barbering. Any other business operation must be:

- (1) separated by a solid wall from ceiling to floor, with no openings; and
- (2) accessed only by a separate outside entrance.

(b) Cosmetology schools shall contain at least three thousand (3,000) square feet of usable space.

(c) Subsection (b) shall not apply to any cosmetology school licensed before July 1, 2001. However, cosmetology schools that were licensed before July 1, 2001, and have less than three thousand (3,000) square feet may not reduce their square footage. Cosmetology schools that were licensed before July 1, 2001, and have more than three thousand (3,000) square feet may not reduce their sizes to less than three thousand (3,000) square feet. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-2-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1004; filed May 4, 2001, 11:16 a.m.: 24 IR 2686; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

820 IAC 4-2-2 Facilities

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 2. (a) Cosmetology schools shall have the following:

- (1) A student lounge.
- (2) A locker room for students with a locker for each student enrolled.
- (3) At least two (2) restrooms.
- (4) A waiting area with seating capacity for at least eight (8) individuals.
- (5) Cloak space for the general public to accommodate twenty (20) people. This space shall be in addition to that provided to students.
- (6) At least one (1) classroom with a seating capacity for not fewer than twenty (20) students.
- (7) A classroom of sufficient size to accommodate worktables, mannequins, and any other equipment required for the courses taught for at least twenty (20) students. This classroom must be separate from any other area or any other activities of the school that take place.
- (8) A laboratory area of sufficient size to accommodate the equipment, in kind and number, specified for each cosmetology

discipline taught. If the school also teaches barbering, the laboratory must be of sufficient size to also accommodate the equipment required by the laws regulating that profession.

(9) Ventilation to provide for proper heating and cooling and exhaust of fumes.

(10) A sign visible at the main entrance of the school designating:

(A) the name of the school; and

(B) that the establishment is a cosmetology school licensed by the state board of cosmetology examiners under IC 25-8.

If a school also teaches barbering, it must comply with the sign requirements in 816 IAC 1-2-3.

(11) A visible sign posted inside the school notifying customers of the school that cosmetology and, if applicable, barbering services are done by students.

(12) A school seal designating the name of the school. If a person holds more than one (1) cosmetology school license, each cosmetology school shall be required to have a seal.

(13) A time clock or computer that will accurately record the date or day and hours that each student spends in attendance at the school.

(14) A visible sign posted at the entrance of the cosmetology school that indicates "no pets allowed".

(b) The student lounge and locker room required in subsection (a) may be separate or combined.

(c) The restrooms required in subsection (a) shall be located within the three thousand (3,000) square foot area required by section 1(b) of this rule. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-2-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1004; filed May 4, 2001, 11:16 a.m.: 24 IR 2686; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

820 IAC 4-2-3 Equipment

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 3. Cosmetology schools shall have at least the following equipment, which shall be maintained in good working condition:

(1) One (1) fire-resistant and two (2) metal locked filing cabinets for records of enrolled students. If a school uses computerized records, it must maintain a backup for those records. The backup of the records must be removed from the school or stored in a fireproof safe.

(2) One (1) wet disinfectant container containing an EPA registered bactericide, viricide, and fungicide disinfectant for each workstation in use.

(3) One (1) dry sanitizer for each twenty (20) students present.

(4) Four (4) shampoo chairs and four (4) shampoo bowls with hot and cold running water.

(5) Two (2) reclining facial chairs that are capable of supporting both the head and feet to be placed in an enclosed or screened area.

(6) One (1) facial supply cabinet containing the following:

(A) Astringents.

(B) Lotions.

(C) Creams.

(D) Makeup.

(E) Other necessary supplies for facials.

(7) Fifteen (15) hair dryers of which at least five (5) must be stationary, hooded dryers.

(8) Twenty (20) workstations with mirrors.

(9) Closed cabinets equipped for storing clean towels to be used on customers. The cabinets shall have storage space for ten (10) dozen towels for every twenty (20) students present in class.

(10) One (1) covered soiled towel container per ten (10) students.

(11) Ten (10) disposal cans with covers, placed at convenient locations throughout the school.

(12) Sanitary drinking water facilities.

(13) Two (2) manicuring tables and two (2) stools.

(State Board of Cosmetology and Barber Examiners; 820 IAC 4-2-3; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1407, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 572; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1005; filed May 4, 2001, 11:16 a.m.: 24 IR 2687; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-2-4 Electrology equipment (Repealed)

Sec. 4. *(Repealed by State Board of Cosmetology and Barber Examiners; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)*

820 IAC 4-2-5 Cosmetology tool case; textbooks and workbooks

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 5. (a) Not later than the completion of the first two hundred fifty (250) hours of education, cosmetology schools shall furnish the following to each student enrolled in cosmetologist training:

(1) A tool case.

(2) Textbooks.

(3) Workbooks.

(b) The tool case required by subsection (a) shall include at least the following:

(1) Six (6) dozen rollers.

(2) One (1) razor.

(3) Eight (8) combs.

(4) Three (3) brushes.

(5) Two (2) shampoo capes.

(6) One (1) pair of scissors.

(7) One (1) pair of nippers.

(8) One (1) nonporous nail file.

(9) One (1) box of emery boards.

(10) One (1) nail pusher.

(11) One (1) manicure bowl.

(12) One (1) nail brush.

(13) One (1) box of hair clips.

(c) The items required to be furnished to students under this section shall become the personal property of the students to be used in their training. *(State Board of Cosmetology and Barber Examiners; 820 IAC 4-2-5; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1407, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 573; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)*

820 IAC 4-2-6 Esthetics equipment

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 6. Cosmetology schools that offer a course in esthetics shall have at least the following equipment in good working condition located in a separate room for the use of esthetics students:

(1) One (1) utility table for each facility treatment chair or hydraulic treatment chair. Alternatively, one (1) continuous countertop may be used for every two (2) students.

- (2) One (1) esthetician's stool for every two (2) students.
- (3) One (1) facial vaporizer for every two (2) students.
- (4) One (1) galvanic disencrustation/ionization current apparatus or faradic and sinusoidal apparatus for every eight (8) students.
- (5) One (1) high frequency apparatus for every four (4) students.
- (6) One (1) heating mitts.
- (7) One (1) Wood's lamp.
- (8) One (1) hands-free magnification lamp for every two (2) students.
- (9) One (1) electric wax heater.
- (10) One (1) utility table for each facial treatment chair, table, or hydraulic treatment chair. Alternatively, one (1) continuous countertop may be used.
- (11) One (1) facial bowl or sink per facial treatment chair, table, or hydraulic treatment chair.
- (12) One (1) EPA registered tuberculocidal bactericide, viricide, and fungicide disinfectant.
- (13) One (1) steam autoclave sterilizer or one (1) dry heat sterilizer.
- (14) One (1) closed cabinet for clean linens.
- (15) One (1) covered hamper for soiled linens per work unit.
- (16) One (1) covered waste receptacle per work unit.
- (17) One (1) esthetic services supply cabinet containing the following:
 - (A) Astringents.
 - (B) Lotions.
 - (C) Creams.
 - (D) Other necessary supplies for facials.
- (18) One (1) lancet safety device (waste container).
- (19) One (1) box of disposable lancets.

(State Board of Cosmetology and Barber Examiners; 820 IAC 4-2-6; filed Dec 3, 1991, 11:00 a.m.: 15 IR 573; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; errata filed Apr 22, 2010, 12:08 p.m.: 20100505-IR-820080935ACA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-2-7 Esthetics tool case; textbooks and workbooks

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 7. (a) Not later than the completion of the first eighty (80) hours, cosmetology schools shall furnish the following to each student enrolled in esthetician training:

- (1) An esthetician tool case.
- (2) A cosmetic case.
- (3) Textbooks.
- (4) Workbooks.
- (b) The esthetician tool case required by subsection (a) shall include at least the following:
 - (1) Two (2) headbands or plastic caps.
 - (2) One (1) jar of cold wax.
 - (3) Twelve (12) wax gauze strips.
 - (4) Twelve (12) tongue depressors.
 - (5) Twelve (12) spatulas.
 - (6) Twelve (12) cotton tipped applicators.
 - (7) One (1) box of protective gloves.
 - (8) Two (2) comedone extractors.
 - (9) Twelve (12) lancets.

- (10) One (1) toner (spray bottle).
- (11) Two (2) small mixing bowls.
- (12) One (1) bottle of waterless hand sanitizer.
- (13) One (1) container with an EPA registered tuberculocidal bactericide, viricide, and fungicide disinfectant solution for implements.
- (14) One (1) bottle of cleanser.
- (15) One (1) bottle of massage cream.
- (16) One (1) bottle of moisturizer.
- (17) One (1) cotton roll.
- (18) Twelve (12) sponges.
- (19) One (1) pair of tweezers.
- (20) One (1) mirror.
- (21) One (1) brow brush.
- (22) One (1) jar of exfoliant.
- (23) One (1) jar of mask.
- (24) One (1) lancet safety device (waste container).

(c) The cosmetic case required by subsection (a) shall include at least the following:

- (1) Two (2) makeup sponges.
- (2) Six (6) disposable lip brushes.
- (3) Two (2) eyeliner brushes.
- (4) Four (4) shadow brushes.
- (5) Two (2) blush brushes/powder brushes and two (2) powder brushes.
- (6) One (1) concealer.
- (7) Two (2) foundations of different color.
- (8) One (1) powder.
- (9) One (1) brow powder/brow pencil.
- (10) Six (6) disposable mascara wands.
- (11) Two (2) each of light, medium, and dark eye shadow.
- (12) Six (6) lip pencils of different color.
- (13) Six (6) lipsticks.
- (14) Two (2) contour blushes of different color.
- (15) Two (2) highlight blushes of different color.

(d) The items required to be furnished to students under this section shall become the personal property of the students to be used in their training. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-2-7; filed Dec 3, 1991, 11:00 a.m.: 15 IR 574; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; errata filed Apr 22, 2010, 12:08 p.m.: 20100505-IR-820080935ACA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

820 IAC 4-2-8 Manicurist tool case; textbooks and workbooks

Authority: IC 25-8-3-23

Affected: IC 25-8-5

Sec. 8. (a) Not later than completion of the first forty (40) hours, cosmetology schools shall furnish the following to each student enrolled in manicurist training:

- (1) A manicurist tool case.
- (2) Textbooks.
- (3) Workbooks.
- (b) The manicurist tool case required by subsection (a) shall include at least the following:
 - (1) One (1) pair of cuticle nippers.

- (2) One (1) nail pusher.
- (3) One (1) box of porous nail files.
- (4) One (1) nonporous nail file.
- (5) One (1) nail brush.
- (6) One (1) manicure bowl.

(c) The items required to be furnished to students under this section shall become the personal property of the students to be used in their training. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-2-8; filed Dec 3, 1991, 11:00 a.m.: 15 IR 574; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

820 IAC 4-2-9 Electrology tool case; textbooks and workbooks

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 9. (a) Not later than the completion of the first forty (40) hours, the cosmetology schools shall furnish the following to each student enrolled in electrology training:

- (1) An electrology tool case.
- (2) Textbooks.
- (3) Workbooks.

(b) In the teaching of theory and practice in electrology, schools shall use one (1) or more textbooks that sufficiently address issues in the practice of electrology as it currently exists.

(c) A textbook that meets this requirement is the Compendium of Study, American Electrology Association, revised November 1991.

(d) The electrology tool case shall include at least the following:

- (1) Twelve (12) two-part needles.
- (2) Twelve (12) insulated needles.
- (3) Twelve (12) tapered needles.
- (4) Twelve (12) bulbous needles.
- (5) Three (3) pair of "H" forceps.
- (6) Three (3) pair of "OC" forceps.
- (7) Three (3) pair of "M3C" forceps.
- (8) One (1) facemask.
- (9) One (1) pair of eye goggles.
- (10) Twenty-five (25) client history cards.
- (11) One (1) pair of magnifying glasses.
- (12) One (1) pair of scissors.
- (13) One (1) puncture-proof sharps container.
- (14) One (1) roll of autoclave tubing or one (1) roll of dry heat tubing.
- (15) One (1) roll of autoclave or dry heat indicator tape.
- (16) Two (2) spore tests.

(e) The items required to be furnished to students under this section shall become the personal property of the students to be used in their training. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-2-9; filed Dec 3, 1991, 11:00 a.m.: 15 IR 575; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2417; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

Rule 3. Instructors

820 IAC 4-3-1 Beauty culture instructor license

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 1. (a) All beauty culture instructors in cosmetology schools must hold a beauty culture instructor license issued by the board.

(b) In addition to complying with subsection (a), any individual teaching electrology in a cosmetology school must:

(1) hold an electrologist license issued by the board; and

(2) have practiced electrology in a cosmetology or electrology salon for at least six (6) months.

(c) In addition to complying with subsection (a), any individual teaching esthetics in a cosmetology school must:

(1) hold an esthetician license issued by the board; and

(2) have practiced esthetics in a cosmetology salon or an esthetician salon for at least six (6) months.

(d) In addition to complying with subsection (a), any individual teaching manicuring in a cosmetology school must:

(1) hold a cosmetologist license or manicurist license issued by the board; and

(2) have practiced manicuring in a salon for at least six (6) months.

(e) In addition to complying with subsection (a), any individual teaching cosmetology in a cosmetology school must:

(1) hold a cosmetologist license issued by the board; and

(2) have practiced cosmetology in a salon for at least six (6) months.

(f) Notwithstanding subsections (a) through (e), beauty culture instructor students may instruct other students provided a licensed beauty culture instructor is present. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-3-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 575; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; filed May 4, 2001, 11:16 a.m.: 24 IR 2687; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed Mar 18, 2005, 10:00 a.m.: 28 IR 2382; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Dec 5, 2008, 10:21 a.m.: 20081231-IR-820080201FRA; readopted filed Nov 13, 2015, 11:06 a.m.: 20151209-IR-820150114RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

820 IAC 4-3-2 Number of instructors

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 2. (a) Cosmetology schools shall provide at least one (1) instructor present for each twenty (20) students or fraction thereof in attendance. An instructor who is engaged in personal or administrative matters shall not be considered present for the purpose of this subsection.

(b) Instructors in the quantity required by subsection (a) shall be in the school during all classroom hours and shall supervise all student demonstration practice hours and actual practice hours.

(c) No electrology services shall be provided to the customers of a cosmetology school by a student without direct and full-time personal supervision of an instructor.

(d) No esthetician services shall be provided to the customers of a cosmetology school by a student without direct supervision of an instructor.

(e) No cosmetology services shall be provided to the customers of a cosmetology school by a student without direct supervision of an instructor. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-3-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 575; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

820 IAC 4-3-3 Cosmetology practice prohibited

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 3. During school hours, instructors shall not engage in the private or public practice of cosmetology or esthetics. This shall not prohibit instructors from engaging in cosmetology or esthetics for the purpose of practical demonstrations for students. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-3-3; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

Rule 4. Curriculum

820 IAC 4-4-1 Scope of rule; compliance with hours required

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8-5; IC 25-8-14

Sec. 1. (a) This rule establishes the requirements for the education for students in cosmetology schools being trained as the following:

- (1) Cosmetologists.
- (2) Manicurists.
- (3) Electrologists.
- (4) Estheticians.
- (5) Instructors.

(b) Cosmetology schools and their students must comply with the hour requirements as presented in detail in sections 4 through 7 of this rule. Credit hours may not be given for any hours not spent as provided for in sections 4 through 7 of this rule. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-4-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

820 IAC 4-4-2 Cosmetology courses

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 2. (a) Section 4 of this rule establishes the curriculum for cosmetologist training.

(b) Section 5 of this rule establishes the curriculum for manicurist training.

(c) Section 7 of this rule establishes the curriculum for electrologist training.

(d) Section 7.1 of this rule establishes the curriculum for esthetician training.

(e) Section 7.2 of this rule establishes the curriculum for instructor training.

(f) In sections 4 through 7.2 of this rule:

- (1) the first column in each section states the subject matter of training;
- (2) the second column lists the number of hours required in classroom theory training and demonstration practice;
- (3) the third column lists the number of hours of actual practice required for each student; and
- (4) the fourth column lists the total number of hours of training required in each subject.

(g) The hours required in classroom theory training identified in subsection (f) are defined as a systematically organized knowledge of a system of facts, accepted principles, laws, and rules of procedure devised to:

- (1) analyze;
- (2) predict;
- (3) explain; or
- (4) demonstrate;

the nature of a particular subject matter of training. Such a system is distinguished from actual practice. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-4-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991,*

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11:00 a.m.: 15 IR 576; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-4-3 Transfer of hours between courses prohibited (Voided)

Sec. 3. (Voided by P.L.113-1999, SECTION 18, effective May 3, 1999.)

820 IAC 4-4-4 Specific curriculum for cosmetologists

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8-5; IC 25-8-14

Sec. 4. (a) The following are the requirements for cosmetologist training:

Subject	Theory and Demonstration	Sanitation and Actual Practice	Total Hours
Hair cutting	100	175	275
Sanitation	40		40
Statutes and rules	10		10
Salesmanship	5	5	10
Management	10		10
Manicuring	5	25	30
Pedicuring	5	15	20
Hair removal (waxing)	5	10	15
Eyebrow			
Upper lip			
Chin area			
Anatomy and physiology	5		5
Skin	5		5
Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp performances	10	10	20
Facials and makeup	20	45	65
Hair coloring	40	150	190
Texture services	70	250	320
Hair styling	70	210	280
Includes wet and thermal sets, hair waving, hair pressing, hair braiding, and finger waves			
Discretionary hours	150		150
Totals	575	925	1,500

(b) Students shall be required to complete not fewer than the number of actual practice performances provided for in the progress report required by section 10 of this rule.

(c) All:

- (1) manicures;
- (2) pedicures;
- (3) facials;
- (4) scalp performances; and
- (5) shampoos;

must be done on live models. At least twenty-five percent (25%) of the other services must be done on live models.

(d) The actual practice not described in subsection (c) may be on actual customers of the cosmetology school. However, students shall not work on customers of the cosmetology school until they have completed a total of two hundred (200) hours. Customers shall be rotated according to students' needs for practice on live models. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-4-4; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1409, eff Apr 1, 1990; filed Oct 27, 1993, 9:00 a.m.: 17 IR 393; filed May 4, 2001, 11:16 a.m.: 24 IR 2687; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; errata filed Apr 22, 2010, 12:08 p.m.: 20100505-IR-820080935ACA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

820 IAC 4-4-5 Specific curriculum for manicurists

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8

Sec. 5. (a) The following are the requirements for manicurist training:

Subject	Theory and Demonstration	Sanitation and Actual Practice	Total Hours
Sanitation	40		40
Anatomy and disorders	25		25
Statutes and rules	10		10
Nail techniques with sanitation	30	160	190
(1) Basic preparation			
Tips			
Sculptures			
Overlays			
(2) Product application			
Fiberglass			
Gel nails			
Nail wrapping			
Acrylic nails			
Manicuring	10	50	60
Pedicuring	10	25	35
Chemistry	10		10
Salesmanship	5	10	15
Electric drill/file	10	10	20
Discretionary hours	45		45
Totals	195	255	450

(b) Students shall be required to complete not fewer than the number of actual practice performances provided for in the progress report required by section 14 of this rule.

(c) The nails on two (2) hands or two (2) feet constitute one (1) performance of a manicure or pedicure. All:

(1) manicures;

(2) pedicures; and

(3) nail techniques;

must be done on live models.

(d) Students shall not work on customers of the cosmetology school until they have completed a total of forty (40) hours. Customers shall be rotated according to students' needs for practice on live models. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-4-5; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1409, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576, eff Jan 1, 1992 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #91-87 was filed Dec 3, 1991.]; filed Oct 27, 1993, 9:00 a.m.: 17 IR 393; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed May 17, 2002, 1:15 p.m.: 25 IR 3178; errata filed Nov*

15, 2002, 3:37 p.m.: 26 IR 1109; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-4-6 Specific curriculum for shampoo operators (Repealed)

Sec. 6. (Repealed by State Board of Cosmetology and Barber Examiners; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 4-4-7 Specific curriculum for electrologists

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 7. (a) The following are the requirements for electrology training:

Subject	Theory and Demonstration	Sanitation and Actual Practice	Total Hours
Introduction to electrology	3		3
(1) Overview of school program			
(2) State laws and rules			
(3) Hair removal: past and present permanent, temporary, electronic tweezers, and laser			
Infection control	35		35
(1) Microbiology			
(2) Personal hygiene			
(3) Hand washing			
(4) Sanitation			
(5) Antisepsis			
(6) Disinfection			
(7) Sterilization (a minimum of two (2) hours must be actual manual use of sterilization equipment (steam autoclave or dry heat, or both) sterilized by each student)			
(8) Aseptic techniques			
(9) Immunology			
(10) Human immunodeficiency virus (HIV), hepatitis, and herpes			
Basic electricity	5		5
Basic chemistry	2		2
Causes of hair growth	8		8
(1) Terminology			
(2) Hair growth stimulation			
(3) Causes of excess hair			
(4) The endocrine system			
(5) The role of puberty, pregnancy, and menopause			
Anatomy and physiology	20		20
(1) Cells, metabolism, and body systems			
(2) Human anatomy			
Understanding electrology treatments	22		22
(1) Electrology equipment and accessories operation, care, and maintenance			
(2) Techniques and procedures			

(3) Variables: needles, intensity, timing, and insertions			
(4) Effects of maltreatment			
(5) Contraindications			
Modalities of electrolylogy			
(1) Single needle electrolysis	8	24	32
(2) Multiple needle electrolysis	9	30	39
(3) Manual thermolysis	8	20	28
(4) Automatic thermolysis	9	25	34
(5) The blend	20	40	60
Professional considerations	5		5
(1) Professional image projection			
(2) Your personality and human relations			
(3) Ethical issues and legal issues			
(4) Business principles and practices			
Clinical learning experiences	7		7
(1) Interpersonal skills: stress management and relaxation techniques			
(2) Health history assessment			
(3) Consultation			
(4) Contraindications			
(5) Pretreatment and posttreatment care			
(6) Practice on all body parts			
(7) Side effects, tissue injury, and complications			
(8) Treatment records			
Totals	161	139	300

(b) Students shall be required to complete not fewer than the number of actual practice performances provided for in the progress report required by section 12 of this rule.

(c) All electrolylogy services must be done on live models.

(d) Students shall not work on customers of the cosmetology school until they have completed a total of forty (40) hours. Customers shall be rotated according to students' needs for practice on live models. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-4-7; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1410, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 577, eff Jan 1, 1992 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #91-87 was filed Dec 3, 1991.]; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2418; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1490; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

820 IAC 4-4-7.1 Specific curriculum for estheticians

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8

Sec. 7.1. (a) An esthetician curriculum shall be a minimum course of seven hundred (700) hours of instruction in the theory and practice of esthetics consisting of the following:

Subject	Theory and Demonstration	Sanitation and Actual Practice	Total Hours
Chemistry of skin care	15	25	40
Physiology and histology	30	30	60
(1) Anatomy			
(2) Skin and gland structure and function			

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(3) Conditions and disorders of skin			
(4) Histology of skin; cells and tissue			
Bacteriology, disinfection, sterilization, and sanitation	15	20	35
(1) Personal hygiene			
(2) Public health			
(3) Sanitation, disinfection, and sterilization			
(4) Methods and procedures			
Introduction and operation to skin care machinery	20	30	50
(1) Types of current			
(2) Purpose and effects			
Introduction to skin care	15	30	45
(1) Facial structure			
(2) Skin analysis			
(3) Patron appointments and consultation			
Skin care	35	120	155
(1) Massage and cleansing procedures			
(2) Movements in facial massage manipulations			
(3) Mask and packs			
(4) Massage and cleansing hands and feet (credit will not be allowed for manicures and pedicures)			
(5) Extraction technique			
Makeup	15	40	55
(1) Contouring			
(2) Application			
(3) Color accent			
(4) Purpose and effects			
(5) Supplies and implements			
(6) Preparation and procedures			
(7) Eyelash application			
Hair removal (superfluous hair)	15	55	70
Tweezing, waxing, and depilatories			
(1) Eyebrow arching			
(2) Lip, chin, and face			
(3) Leg			
(4) Body areas			
Introduction to advanced spa techniques	10	15	25
(1) Exfoliation techniques			
(2) Advanced techniques			
Safety precautions	5	15	20
(1) In skin care			
(2) Machinery (electrical)			
(3) Facial treatments			
(4) Makeup			
Professional and personality development	20		20
(1) Professional ethics and practices			
(2) Personality development			
(3) Personal attitude and image			
Salesmanship, marketing, salon management, and retailing	25	20	45
(1) Salon development			

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(2) Insurance			
(3) Client records			
State statutes and rules	10		10
Discretionary hours			70
Total	230	400	700

(b) Students shall be required to complete not fewer than the number of actual practice performances provided for in the progress report required by section 11 of this rule.

(c) All:

- (1) acne treatments;
- (2) makeup applications;
- (3) advanced techniques; and
- (4) waxing;

must be done on live models. At least fifty percent (50%) of other services must be done on live models.

(d) The actual practice not described in subsection (c) may be on actual customers of the cosmetology school. However, students shall not work on customers of the cosmetology school until they have completed a total of ninety (90) hours. Customers shall be rotated according to students' needs for practice on live models. (*State Board of Cosmetology and Barber Examiners; 820 IAC 4-4-7.1; filed Dec 3, 1991, 11:00 a.m.: 15 IR 577; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2419; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1491; filed May 4, 2001, 11:16 a.m.: 24 IR 2688; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA*)

820 IAC 4-4-7.2 Specific 1,000 hour curriculum for instructor training

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8

Sec. 7.2. The following are the requirements for the one thousand (1,000) hour curriculum for instructor training:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Orientation and review of the pertinent curriculum	50	100	150
Introduction to teaching	60		60
Course outline and development	160	170	330
(1) Lesson planning			
(2) Teaching techniques			
(3) Teaching aids			
(4) Developing, administering, and grading examinations			
School administration	30	20	50
(1) Record keeping			
(2) Law and rules			
Teaching			

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(1) Assisting in the clinic and theory classrooms	150	150	
(2) Practice teaching in the clinic and theory classrooms	260	260	
Totals	300	700	1,000

(State Board of Cosmetology and Barber Examiners; 820 IAC 4-4-7.2; filed Dec 3, 1991, 11:00 a.m.: 15 IR 578, eff Jan 1, 1992 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #91-87 was filed Dec 3, 1991.]; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1491; filed May 4, 2001, 11:16 a.m.: 24 IR 2689; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-4-8 School examinations

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 8. (a) Cosmetology schools shall give their students examinations in each of the subjects required in a particular course as listed in sections 4 through 7.2 of this rule. Discretionary hours shall not be considered a subject.

(b) Cosmetology schools may cover more than one (1) subject per examination.

(c) The passing score for each of these examinations shall be at least seventy-five percent (75%). *(State Board of Cosmetology and Barber Examiners; 820 IAC 4-4-8; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1410, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 579; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1492; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)*

820 IAC 4-4-9 Removal of credits prohibited

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 9. (a) Cosmetology schools may not remove credits earned by students for any reason.

(b) As used in this section, "credits earned" includes the following:

(1) Hours attended.

(2) Actual practice performances completed.

(3) Examinations passed.

(State Board of Cosmetology and Barber Examiners; 820 IAC 4-4-9; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1410, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-820130286RFA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-4-10 Student progress report for cosmetology

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 10. (a) Students in cosmetologist training shall perform not fewer than the number of performances of actual practice hours required by the student progress report.

(b) It is the purpose of the progress report that the student, cosmetology school, and board may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

COSMETOLOGY SCHOOLS

- (c) It is the responsibility of the cosmetology school to keep the progress report up to date.
(d) The progress report reads as follows:

OFFICIAL STUDENT
PROGRESS REPORT
TRAINING IN
COSMETOLOGY



STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____
Date Issued _____
Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS REPORT

- (1) All students enrolling in cosmetology training shall be permitted to review this progress report, which is to be completed on or before graduation.
- (2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and sanitation. Credit is given only if done to the school's standards. All projects must be identified whether "S" for student, "P" for patron (or customer), or "M" for mannequin. A pencil cap rubber stamp, pen written initials (first and last initials) of the instructor, or electronic records are acceptable methods of marking.
- (4) The number of performances on mannequin, patron, or student may be determined by each school subject to the requirements of section 4 of this rule.
- (5) Overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (8) The progress report must never be taken home by the student and must remain in the school at all times.
- (9) The requirements of this progress report are minimum requirements. A school may require more actual performances than those prescribed in this report.

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Hair Styling (400 performances)

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	32	33	34	35	36	37	38	39

COSMETOLOGY SCHOOLS

40	41	42	43	44	45	46	48	49	50	51	52	53
54	55	56	57	58	59	60	61	62	63	64	65	66
67	68	69	70	71	72	73	74	75	76	77	78	79
80	81	82	83	84	85	86	87	88	89	90	91	92
93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118
119	120	121	122	123	124	125	126	127	128	129	130	131
132	133	134	135	136	137	138	139	140	141	142	143	144
145	146	147	148	149	150	151	152	153	154	155	156	157
158	159	160	161	162	163	164	165	166	167	168	169	170
171	172	173	174	175	176	177	178	179	180	181	182	183
184	185	186	187	188	189	190	191	192	193	194	195	196
197	198	199	200	201	202	203	204	205	206	207	208	209
210	211	212	213	214	215	216	217	218	219	220	221	222
223	224	225	226	227	228	229	230	231	232	233	234	235
236	237	238	239	240	241	242	243	244	245	246	247	248
249	250	251	252	253	254	255	256	257	258	259	260	261
262	263	264	265	266	267	268	269	270	271	272	273	274
275	276	277	278	279	280	281	282	283	284	285	286	287
288	289	290	291	292	293	294	295	296	297	298	299	300
301	302	303	304	305	306	307	308	309	310	311	312	313
314	315	316	317	318	319	320	321	322	323	324	325	326
327	328	329	330	331	332	333	334	335	336	337	338	339
340	341	342	343	344	345	346	347	348	349	350	351	352
353	354	355	356	357	358	359	360	361	362	363	364	365
366	367	368	369	370	371	372	373	374	375	376	377	378
379	380	381	382	383	384	385	386	387	388	389	390	391
392	393	394	395	396	397	398	399	400				

Hair Styling, Finger Waves (20 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20						

Texture Services (100 performances)

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	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100				

Scalp Treatments (25 performances)

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	

Facial Treatments (30 performances)

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									

Makeup Application (15 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
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COSMETOLOGY SCHOOLS

14	15											
Hair Cuts (250 performances)												
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	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112	113	114	115	116	117
118	119	120	121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140	141	142	143
144	145	146	147	148	149	150	151	152	153	154	155	156
157	158	159	160	161	162	163	163	164	165	166	167	168
169	170	171	172	173	174	175	176	177	178	179	180	181
182	183	184	185	186	187	188	189	190	191	192	193	194
195	196	197	198	199	200	201	202	203	204	205	206	207
208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233
234	235	236	237	238	239	240	241	242	243	244	245	246
247	248	249	250									
Hair Coloring (75 performances) – temporary, semipermanent, deposit only/demipermanent, permanent												
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	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75			
Manicures (25 performances)												
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	
Pedicures (15 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											
Salesmanship (25 performances)												
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	
Hair Removal (30 performances)												
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									

(State Board of Cosmetology and Barber Examiners; 820 IAC 4-4-10; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1412, eff Apr 1, 1990; filed Oct 27, 1993, 9:00 a.m.: 17 IR 394; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1492; filed May 4, 2001, 11:16 a.m.: 24 IR 2689; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; errata filed Apr 22, 2010, 12:08 p.m.: 20100505-IR-820080935ACA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-4-11 Student progress report for esthetician

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 11. (a) Students in esthetician training shall perform not fewer than the number of performances of actual practice hours required by the student progress report.

(b) It is the purpose of the progress report that the student, cosmetology school, and board may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress report up to date.

(d) The progress report reads as follows:

OFFICIAL STUDENT
PROGRESS REPORT
TRAINING
IN
ESTHETICS



STATE OF INDIANA
BOARD OF
COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____

Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS REPORT

(1) All students enrolling in a cosmetology school for training as an esthetician shall be permitted to review this progress report, which is to be completed on or before graduation.

(2) The amount of performances or hours is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.

(3) Each performance or hour, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student, "P" for patron (or customer), or "M" for mannequin. A pencil cap rubber stamp, pen written initials (first and last initials) of the instructor, or electronic records are acceptable methods of marking.

(4) The number of performances on mannequin, patron, or student or number of hours may be determined by each school subject to the requirements of 820 IAC 4-4-6.1.

(5) Overages in any area may not be applied to any other area.

(6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.

(7) All projects are to be recorded as one (1) project marked for one (1) project completed.

(8) The progress report shall not be taken home by the student and shall remain in the school at all times.

(9) The requirements of this progress report are minimum requirements. A school may require more actual performances than those prescribed in this report.

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initials _____

COSMETOLOGY SCHOOLS

Instructor's signature _____

Instructor's identifying initials _____

Instructor's signature _____

Instructor's identifying initials _____

Instructor's signature _____

Instructor's identifying initials _____

Skin Care Analysis/Consultations (50 performances)

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	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50		

Facials:

Cleansing (100 performances)

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	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100				

Massage (100 performances)

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	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100				

Facials (125 performances)

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	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112	113	114	115	116	117
118	119	120	121	122	123	124	125					

Acne Treatments (5 performances)

1	2	3	4	5								
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Hand and Foot Treatments (25 performances)

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	

Makeup Application (50 performances)

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

COSMETOLOGY SCHOOLS

27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50		
Eyelash Applications (15 performances)												
Strip or Individual												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											
Advanced Techniques (10 performances)												
1	2	3	4	5	6	7	8	9	10			
Waxing (110 performances)												
Lip, chin, face (30)												
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									
Eyebrow (40)												
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	32	33	34	35	36	37	38	39
40												
Body areas (25)												
(arms, underarms, upper thigh-bikini, or back)												
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	
Leg (15)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											
Sterilization, Disinfection, and Sanitation (50 performances)												
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	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50		
Salesmanship (50 performances)												
(services or retail)												
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	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50		

(State Board of Cosmetology and Barber Examiners; 820 IAC 4-4-11; filed Dec 3, 1991, 11:00 a.m.: 15 IR 579; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1494; filed May 4, 2001, 11:16 a.m.: 24 IR 2691; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; errata filed Apr 22, 2010, 12:08 p.m.: 20100505-IR-820080935ACA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-4-12 Student progress report for electrology

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 12. (a) Students in electrology training shall perform not fewer than the number of performances of actual practice hours required by the student progress report.

(b) It is the purpose of the progress report that the student, cosmetology school, and state board of cosmetology examiners

COSMETOLOGY SCHOOLS

may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

- (c) It is the responsibility of the cosmetology school to keep the progress report up to date.
- (d) All performances listed in this progress report are to be completed in accordance with 820 IAC 3.
- (e) The progress report reads as follows:

OFFICIAL STUDENT
PROGRESS REPORT
TRAINING
IN
ELECTROLOGY



STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____

Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS REPORT

- (1) All students enrolling in training as an electrologist shall be permitted to review this progress report, which is to be completed on or before graduation.
- (2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor or instructor trainee who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student or "P" for patron (or customer). A pencil cap rubber stamp, pen written initials (first and last initials) of the instructor, or electronic records are acceptable methods of marking.
- (4) The number of performances on patron or student may be determined by each school subject to the requirements of section 7 of this rule.
- (5) Any overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (8) The progress report must never be taken home by the student and must remain in the school at all times.
- (9) The requirements of this progress report are minimum requirements. A school may require more actual performances than those prescribed in this report.

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Electrology Modalities

(a) Galvanic Single Needle Electrolysis

Facial Area (60 performances)

Eyebrow

1 2 3 4 5 6 7 8

Hairline

1 2 3 4 5 6 7 8

Chin

1 2 3 4 5 6 7 8 9 10 11 12

Upper Lip

1 2 3 4 5 6 7 8

Ears

1 2 3 4 5 6 7 8

Neck

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16

Body Areas (56 performances)

Underarm

1 2 3 4 5 6 7 8

Breast

1 2 3 4

Bikini - Abdomen

1 2 3 4 5 6 7 8

Bikini - Upper Thigh

1 2 3 4 5 6 7 8

Legs

1 2 3 4 5 6 7 8

Back

1 2 3 4 5 6 7 8

Arms

1 2 3 4 5 6 7 8

Toes

1 2 3 4

Fingers

1 2 3 4

(b) Galvanic Multiple Needle Electrolysis

Facial Areas (54 performances)

Eyebrow

1 2 3 4 5 6 7 8

Hairline

1 2 3 4 5 6 7 8

Chin

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16

Upper Lip

1 2 3 4 5 6 7 8

Ears

1 2

Neck

COSMETOLOGY SCHOOLS

	1	2	3	4	5	6	7	8	9	10	11	12
Body Areas (58 performances)												
Underarm												
1	2	3	4	5	6	7	8					
Breast												
1	2	3	4									
Bikini - Abdomen												
1	2	3	4	5	6	7	8					
Bikini - Upper Thigh												
1	2	3	4	5	6	7	8					
Legs												
1	2	3	4	5	6	7	8					
Back												
1	2	3	4	5	6	7	8					
Arms												
1	2	3	4	5	6	7	8					
Toes												
1	2											
Fingers												
1	2	3	4									
(c) Manual Thermolysis												
Facial Areas (42 performances)												
Eyebrow												
1	2	3	4	5	6							
Hairline												
1	2	3	4	5	6	7	8					
Chin												
1	2	3	4	5	6	7	8					
Upper lip												
1	2	3	4	5	6	7	8					
Ears												
1	2	3	4									
Neck												
1	2	3	4	5	6	7	8					
Body Areas (64 performances)												
Underarm												
1	2	3	4	5	6	7	8					
Breast												
1	2	3	4	5	6	7	8					
Bikini - Abdomen												
1	2	3	4	5	6	7	8					
Bikini - Upper Thigh												
1	2	3	4	5	6	7	8					
Legs												
1	2	3	4	5	6	7	8					
Back												
1	2	3	4	5	6	7	8					
Arms												
1	2	3	4	5	6	7	8					

Toes

1 2 3 4

Fingers

1 2 3 4

(d) Flash Thermolysis - 30 hours (1 performance equals 15 minutes)

Facial Areas (50 performances)

Eyebrow

1 2 3 4 5 6 7 8

Hairline

1 2 3 4 5 6 7 8 9 10 11 12

Chin

1 2 3 4 5 6 7 8 9 10 11 12

Upper Lip

1 2 3 4 5 6 7 8

Ears

1 2

Neck

1 2 3 4 5 6 7 8

Body Areas - (54 performances)

Underarm

1 2 3 4 5 6 7 8

Breast

1 2 3 4

Bikini - Abdomen

1 2 3 4 5 6 7 8

Bikini - Upper Thigh

1 2 3 4 5 6 7 8

Legs

1 2 3 4 5 6 7 8

Back

1 2 3 4 5 6

Arms

1 2 3 4 5 6 7 8

Toes

1 2

Fingers

1 2

(e) Blend

Facial Areas (104 performances)

Eyebrow

1 2 3 4 5 6 7 8 9 10 11 12

Hairline

1 2 3 4 5 6 7 8

Chin

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20

Upper Lip

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16

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Ears

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16										

Neck

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	32							

Body Areas (100 performances)

Underarm

1	2	3	4	5	6	7	8	9	10	11	12	
---	---	---	---	---	---	---	---	---	----	----	----	--

Breast

1	2	3	4									
---	---	---	---	--	--	--	--	--	--	--	--	--

Bikini - Abdomen

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16										

Bikini - Upper Thigh

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16										

Legs

1	2	3	4	5	6	7	8	9	10	11	12	
---	---	---	---	---	---	---	---	---	----	----	----	--

Back

1	2	3	4	5	6	7	8	9	10	11	12	
---	---	---	---	---	---	---	---	---	----	----	----	--

Arms

1	2	3	4	5	6	7	8	9	10	11	12	
---	---	---	---	---	---	---	---	---	----	----	----	--

Toes

1	2	3	4	5	6	7	8					
---	---	---	---	---	---	---	---	--	--	--	--	--

Fingers

1	2	3	4	5	6	7	8					
---	---	---	---	---	---	---	---	--	--	--	--	--

(State Board of Cosmetology and Barber Examiners; 820 IAC 4-4-12; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2419; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1496; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-4-13 Student progress book for shampoo operators (Repealed)

Sec. 13. *(Repealed by State Board of Cosmetology and Barber Examiners; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)*

820 IAC 4-4-14 Student progress report for manicurists

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 14. (a) Students in manicurist training shall perform not fewer than the number of performances of actual practice hours required by the student progress report.

(b) It is the purpose of the progress report that the student, cosmetology school, and state board of cosmetology examiners may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress report up to date.

(d) All performances listed in the progress report are to be completed in accordance with 820 IAC 3.

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(e) The progress report reads as follows:

OFFICIAL STUDENT
PROGRESS REPORT
TRAINING IN
MANICURING



STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____

Date Completed _____

REQUIREMENTS FOR USE IN PROGRESS REPORT

- (1) All students enrolling in manicuring training shall be permitted to review this progress report, which is to be completed on or before graduation.
- (2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and credit and given only if done to the school's standards. All projects must be identified whether "S" for student or "P" for patron (or customer). A pencil cap rubber stamp, pen written initials (first and last initials) of the instructor, or electronic records are acceptable methods of marking.
- (4) The number of performances on patron or student may be determined by each school subject to the requirements of section 6 of this rule.
- (5) Overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (8) The progress report must never be taken home by the student and must remain in the school at all times.
- (9) The requirements of the progress report are minimum requirements. A school may require more actual performances than those prescribed in this report.

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Manicures (40 performances)

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	32	33	34	35	36	37	38	39
40												

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Nail Techniques (28 performances)

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											

Nail Repair (15 performances)

(1 performance per patron)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											

Pedicures (15 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											

Salesmanship (20 performances)

Services or Retail

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20						

Electric File/Drill (20 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20						

(State Board of Cosmetology and Barber Examiners; 820 IAC 4-4-14; filed Oct 27, 1993, 9:00 a.m.: 17 IR 398; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1500; filed May 4, 2001, 11:16 a.m.: 24 IR 2693; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed May 17, 2002, 1:15 p.m.: 25 IR 3179; errata filed Nov 15, 2002, 3:37 p.m.: 26 IR 1109; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; readopted filed Nov 22, 2016, 12:09 p.m.: 20161221-IR-820160316RFA)

820 IAC 4-4-15 Student progress book for instructor training (Repealed)

Sec. 15. *(Repealed by State Board of Cosmetology and Barber Examiners; filed May 4, 2001, 11:16 a.m.: 24 IR 2694)*

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