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. (a) Cosmetology schools may offer courses in one (1) or more of the following:
(1) Cosmetologist training for individuals attempting to obtain the education required by IC 25-8-9-3(3).
(2) Manicurist training for individuals attempting to obtain the education required by IC 25-8-11-4(3).
(3) Shampoo operator training for individuals attempting to obtain the education required by IC 25-8-12-3(3).
(4) Electrologist training for individuals attempting to obtain the education required by IC 25-8-10-3(2).
(5) Instructor training for individuals attempting to obtain the education required by IC 25-8-6-3(4).
(6) Esthetician training for individuals attempting to obtain the education required by IC 25-8-12.5-4(3).
(b) Cosmetology schools may enroll students for more than the number of hours required by IC 25-8 and this article.
(c) Cosmetology schools may offer courses to licensees in order to provide advanced training. *(State Board of Cosmetology 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)*

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 waiver provisions of IC 25-8-9-4).
(3) For manicurist licenses in IC 25-8-11-4(2).
(4) For shampoo operator licenses in IC 25-8-12-3(2).
(5) For esthetician licenses in IC 25-8-12.5-4(2).
(State Board of Cosmetology 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)

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 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)*

820 IAC 4-1-4 Age of students
Authority: IC 25-8-3-23
Affected: IC 25-8-5; IC 25-8-14

Sec. 4. (a) Except as provided for in subsections (b) through (c), all students in cosmetology schools must be at least sixteen (16) years of age.
(b) High school students enrolled in a high school vocational program shall be either:
(1) juniors or seniors; or
(2) at least sixteen (16) years of age.

(c) Students enrolled in an esthetics course in a cosmetology school must be at least seventeen and one-half (17 1/2) years of age. *(State Board of Cosmetology Examiners; 820 IAC 4-1-4; 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)*

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 no fewer than twenty (20) hours and no more than forty-eight (48) hours a week.

(b) Students shall obtain all required hours on the premises of the cosmetology school; however, forty (40) clock hours may be used for educational programs, seminars, workshops, or 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 kept by time clock or computer and recorded in the school's records.

(d) Students enrolled in cosmetology schools after June 30, 2001, shall complete the required education within three (3) years from the date of enrollment.

(e) Notwithstanding subsection (d), if a student is enrolled in cosmetology school prior to July 1, 2001, the student shall complete the required education within five (5) years from the date of enrollment. *(State Board of Cosmetology 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)*

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 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)*

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) Progress book.
(State Board of Cosmetology 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)

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 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)*

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 no fewer than seven (7) years, which shall include the following:

(1) Hours of school attendance.
(2) Grades awarded.
(3) Progress book.

(State Board of Cosmetology 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)

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 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)*

820 IAC 4-1-11 Graduation defined

Authority: IC 25-8-3-23; IC 25-8-5-4
Affected: 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) When one (1) of the following education requirements have been completed:
    (A) At least the one thousand five hundred (1,500) hours as required by 820 IAC 4-4-4.
    (B) At least the three hundred (300) hours as required by 820 IAC 4-4-5.
    (C) At least the three hundred (300) hours as required by 820 IAC 4-4-6.
    (D) At least the three hundred (300) hours as required by 820 IAC 4-4-7.
    (E) At least the seven hundred (700) hours as required by 820 IAC 4-4-7.1.
    (F) At least the one thousand (1,000) hours as 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 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)

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

Sec. 11.1. *(Repealed by State Board of Cosmetology 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 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)*

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 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)*

820 IAC 4-1-14 Copy of law 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. *(State Board of Cosmetology 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)*

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 is the teaching of cosmetology and barbering. Any other business operation must be separated by a solid wall from ceiling to floor, with no openings, and must be accessed only by a separate outside entrance.

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

(c) Subsection (b) shall not apply to any cosmetology school licensed before July 1, 2001. However, cosmetology schools which were licensed before July 1, 2001, and have less than three thousand (3,000) square feet may not reduce their square footage. Cosmetology schools which 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 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)*

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) Separate rest rooms for men and women.
(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 the name of the school and 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 which 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 rest rooms 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 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)*

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 the following equipment, which shall be maintained in good working condition:
(1) At least 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 fire proof safe.
(2) At least one (1) wet sterilizer for each dresserette or worktable in use.
(3) At least one (1) electric dry sterilizer for each twenty (20) students present.
(4) At least four (4) shampoo chairs and four (4) shampoo bowls with hot and cold running water.
(5) At least two (2) reclining facial chairs, which are capable of supporting both the head and feet, to be placed in an enclosed or screened area and to be used for facials only.
(6) At least one (1) facial supply cabinet containing astringents, lotions, creams, makeup, and other necessary supplies for facials.
(7) At least fifteen (15) hair dryers of which at least ten (10) must be stationary hooded dryers.
(8) At least twenty (20) work dresserettes with mirror.
(9) Closed cabinets equipped for storing clean towels to be used on customers. Cabinets shall have storage space for ten (10) dozen towels for every twenty (20) students present in class.

(10) At least one (1) covered soiled towel container per ten (10) students.
(11) At least ten (10) disposal cans with covers, placed at convenient locations throughout the school.
(12) Sanitary drinking water facilities.
(13) At least two (2) manicuring tables and at least two (2) stools.

(State Board of Cosmetology 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)

820 IAC 4-2-4 Electrology equipment

Authority: IC 25-8-3-23
Affected: IC 25-8-5; IC 25-8-14

Sec. 4. Cosmetology schools which offer a course in electrology shall have the following equipment which shall be maintained in good working condition:

(1) At least one (1) epilator or a combination of epilators capable of demonstrating manual thermolysis, flash thermolysis, single needle galvanic, multiple needle galvanic, and the blend modalities.
(2) At least one (1) treatment table.
(3) At least one (1) operator stool.
(4) At least one (1) magnifying lamp.
(5) At least one (1) halogen lamp.
(6) At least one (1) closed cabinet for clean linens for each treatment table.
(7) At least one (1) steam autoclave sterilizer or at least one (1) dry heat sterilizer. (No pressure cooker type autoclave.)
(8) At least one (1) closed hamper for the storage of soiled linen for each treatment table.
(9) At least one (1) closed waste receptacle for storage of waste.
(10) At least one (1) medical ultrasonic cleaner.
(11) At least one (1) puncture proof sharps container.
(12) At least one (1) instrument pick up forceps.
(13) At least one (1) pick up forceps cylinder.
(14) At least one (1) germicide boat with lid.

(State Board of Cosmetology Examiners; 820 IAC 4-2-4; 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 Jun 7, 1993, 10:00 a.m.: 16 IR 2417; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

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) No later than the completion of the first two hundred fifty (250) hours, cosmetology schools shall furnish each student enrolled in cosmetologist training a tool case, textbooks, and workbooks.

(b) The tool case required by subsection (a) shall be a cosmetology tool case that shall not be less than thirteen and three-eighths (13 3/8) inches long by eight and one-fourth (8 1/4) inches wide by eight and one-fourth (8 1/4) inches deep or more than eighteen (18) inches long by sixteen (16) inches wide by seven (7) inches deep in size.

(c) 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) One (1) shampoo cape.
(6) One (1) pair of scissors.
(7) One (1) hair net.
(8) One (1) pair of nippers.

(9) One (1) nail file.
(10) One (1) box emery boards.
(11) One (1) nail pusher.
(12) One (1) manicure bowl.
(13) One (1) nail brush.
(14) One (1) box of clippies.
(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 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)*

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 which offer a course in esthetics shall have the following equipment in good working condition located in a separate room for use of esthetics students:
(1) At least one (1) utility table for each facility treatment chair or hydraulic treatment chair or, alternatively, one (1) continuous counter top may be used for every two (2) students.
(2) At least one (1) esthetician's stool for every two (2) students.
(3) At least one (1) facial vaporizer for every two (2) students.
(4) At least one (1) pulverizer spray.
(5) At least one (1) galvanic disencrustation/ionization current apparatus or faradic and sinusoidal apparatus for every eight (8) students.
(6) At least one (1) high frequency apparatus for every four (4) students.
(7) At least one (1) heating mask.
(8) At least one (1) heating mitts.
(9) At least one (1) infrared lamp.
(10) At least one (1) woods lamp.
(11) At least one (1) hands free magnification lamp per facial treatment chair, table, or hydraulic treatment chair.
(12) At least one (1) electric wax heater.
(13) At least one (1) utility table for each facial treatment chair, table, or hydraulic treatment chair. Alternatively, one (1) continuous counter top may be used.
(14) At least one (1) table for machines.
(15) At least one (1) facial bowl or sink per facial treatment chair, table, or hydraulic treatment chair.
(16) At least one (1) cold sterilizer.
(17) At least one (1) steam autoclave sterilizer or at least one (1) dry heat sterilizer.
(18) At least one (1) closed cabinet for clean linens.
(19) At least one (1) covered hamper for solid *[sic., soiled]* linens per work unit.
(20) At least one (1) covered waste receptacle per work unit.
(21) At least one (1) facial supply cabinet containing astringents, lotions, creams, makeup, and other necessary supplies for facials.
(22) At least one (1) lancet safety device (waste container).
(State Board of Cosmetology 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)

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) No later than the completion of the first eighty (80) hours, cosmetology schools shall furnish each student enrolled

in esthetician training an esthetician tool case, a cosmetic case, textbooks, and workbooks.

(b) The tool case required by subsection (a) shall be an esthetics tool case that shall not be less than thirteen and three-eighths (13 3/8) inches long by eight and one-fourth (8 1/4) inches wide by eight and one-fourth (8 1/4) inches deep or more than eighteen (18) inches long by sixteen (16) inches wide by seven (7) inches deep in size.

(c) The esthetician tool case required by subsection (a) shall include the following:

(1) At least six (6) towels.
(2) At least two (2) headbands or plastic caps.
(3) At least one (1) jar of cold wax.
(4) At least twelve (12) wax gauze strips.
(5) At least twelve (12) tongue depressors.
(6) At least twelve (12) spatulas.
(7) At least twelve (12) cotton tipped applicators.
(8) At least one (1) box of tissues.
(9) At least three (3) pair of rubber gloves.
(10) At least two (2) comedone extractors.
(11) At least twelve (12) lancets.
(12) At least one (1) toner (spray bottle).
(13) At least two (2) small mixing bowls.
(14) At least one (1) bottle of disinfectant for hands.
(15) At least one (1) container with an effective disinfectant solution for implements.
(16) At least one (1) bottle of cleansing milk.
(17) At least one (1) bottle of massage cream.
(18) At least one (1) bottle penetrating cream or lotion.
(19) At least one (1) cotton roll.
(20) At least twelve (12) sponges.
(21) At least one (1) pair of tweezers.
(22) At least one (1) mirror.
(23) At least one (1) brow brush.
(24) At least one (1) jar of sluffing agent (cream).
(25) At least one (1) jar of petroleum jelly.
(26) At least one (1) lash tint/eye drops (saline).
(27) At least one (1) bottle of three percent (3%) hydrogen peroxide solution.
(28) At least one (1) jar of mask.
(29) At least one (1) trash bag for soiled items.
(30) At least one (1) lancet safety device (waste container).

(d) The cosmetic case required by subsection (a) shall include the following:

(1) At least two (2) makeup sponges.
(2) At least six (6) disposable lip brushes.
(3) At least two (2) eyeliner brushes.
(4) At least four (4) shadow brushes.
(5) At least two (2) blush brushes/powder brushes and at least two (2) powder brushes.
(6) At least one (1) concealer.
(7) At least two (2) foundations of different color.
(8) At least one (1) powder.
(9) At least one (1) powder brow/brow pencil.
(10) At least six (6) disposable mascara wands.
(11) At least two (2) each of light, medium, and dark eye shadow.
(12) At least six (6) lip pencils of different color.
(13) At least six (6) lipsticks.
(14) At least two (2) contour blushes of different color.

(15) At least two (2) highlight blushes of different color.

(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 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)*

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) No later than completion of the first forty (40) hours, cosmetology schools shall furnish each student enrolled in manicurist training a manicurist tool case, textbooks, and workbooks.

(b) The tool case required by subsection (a) shall be a manicurist tool case that shall not be less than ten (10) inches long by seven and one-half (7 1/2) inches wide by seven (7) inches deep nor more than fifteen (15) inches long by ten (10) inches wide by nine (9) inches deep.

(c) The manicurist tool case required by subsection (a) shall include the following:

(1) At least one (1) pair of cuticle nippers.
(2) At least one (1) nail pusher.
(3) At least one (1) box of emery boards.
(4) At least one (1) nail file.
(5) At least one (1) pair of tweezers.
(6) At least one (1) pair of cuticle scissors.
(7) At least one (1) nail brush.
(8) At least one (1) manicure bowl.

(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 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)*

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

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 9. (a) No later than the completion of the first forty (40) hours, the cosmetology schools shall furnish each student enrolled in electrology training:

(1) an electrology tool case;
(2) textbooks; and
(3) workbooks.

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

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

(d) The tool case required by subsection (a) shall be an electrology tool case that shall not be less than thirteen and three-eighths (13 3/8) inches long by eight and one-fourth (8 1/4) inches wide by eight and one-fourth (8 1/4) inches deep nor more than eighteen (18) inches long by sixteen (16) inches wide by seven (7) inches deep in size.

(e) The electrology tool case shall include the following:

(1) At least twelve (12) two-part needles.
(2) At least twelve (12) insulated needles.
(3) At least twelve (12) tapered needles.
(4) At least twelve (12) bulbous needles.
(5) At least three (3) pair of “H” forceps.
(6) At least three (3) pair of “OC” forceps.

(7) At least three (3) pair of "M3C" forceps.
(8) At least one (1) face mask.
(9) At least one (1) pair of eye goggles.
(10) At least twenty-five (25) client history cards.
(11) At least one (1) pair of magnifying glasses.
(12) At least one (1) pair of scissors.
(13) At least one (1) puncture-proof sharps container.
(14) At least one (1) roll of autoclave tubing or at least one (1) roll of dry heat tubing.
(15) At least one (1) roll of autoclave or dry heat indicator tape.
(16) At least two (2) spore tests.

(f) 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 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)*

Rule 3. Instructors

820 IAC 4-3-1 License

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 1. (a) All instructors in cosmetology schools must hold an 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 one (1) year.
(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 one (1) year.
(d) Subsection (c)(2) shall not apply to individuals who teach esthetics in a cosmetology school before July 1, 1993.
(e) In addition to complying with subsection (a), any individual teaching manicuring in a cosmetology school must:
(1) hold either a manicurist license or cosmetologist license issued by the board; and
(2) have practiced manicuring in a salon for at least one (1) year.
(f) Notwithstanding subsections (a) through (e), instructor students may instruct other students provided a licensed instructor is present. *(State Board of Cosmetology 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)*

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 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)*

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 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)*

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 cosmetologists, manicurists, shampoo operators, electrologists, estheticians, and 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 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)*

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 6 of this rule establishes the curriculum for shampoo operator training.

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

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

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

(g) In sections 4 through 7.2 of this rule, the first column in each section states the subject matter of training. The second column lists the number of hours required in classroom theory training and demonstration practice. The third column lists the number of hours of actual practice required for each student. The fourth column lists the total number of hours of training required in each subject.

(h) The hours required in classroom theory training identified in subsection (g) is defined as a systematically organized knowledge of a system of facts, accepted principles, laws, and rules of procedure devised to analyze, predict, explain, or demonstrate the nature of a particular subject matter of training. Such a system is distinguished from actual practice. *(State Board of Cosmetology 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, 11:00 a.m.: 15 IR 576; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

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 Practice	Actual Practice	Total Hours
Hair cutting	100	150	250
Sanitation	40		40
Statute and rules	10		10
Salesmanship	5	5	10
Management	10		10
Manicuring	5	20	25
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 treatments	10	25	35
Facials and makeup	20	35	55
Hair coloring	40	60	100
Temporary			
Semipermanent			
Permanent			
Bleaching			
Frosting			
Permanent waving and chemical relaxing	70	300	370
Hair styling	70	210	280
Includes: wet and thermal sets, hair waving, hair pressing, hair braiding, and finger waves			
Discretionary hours	215		215

Totals	640	860	1,500

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 10 of this rule.

(c) All manicures, pedicures, facials, and scalp treatments must be done on live models. At least fifty percent (50%) 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 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)*

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 Practice	Actual Practice	Total Hours
Sanitation	40		40
Anatomy and disorders	25		25
Statutes and rules	10		10
Nail techniques	40	160	200
Basic preparation			
Tips			
Sculptures			
Overlays			
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	35		35
Totals	195	255	450

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 14 of this rule.

(c) The nails on two (2) hands or two (2) feet constitutes one (1) performance of a manicure or pedicure. All manicures, pedicures, and 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 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)

820 IAC 4-4-6 Specific curriculum for shampoo operators

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 6. (a) The following are the requirements for shampoo operator training:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Personality development	10		10
Statute and rules	10		10
Salesmanship	10	10	20
Sanitation	15		15
Shampoo rinsing	10	90	100
Scalp treatment	10	80	90
Hair coloring			
Weekly color rinses	10	10	20
Discretionary hours	35		35
Totals	110	190	300

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 13 of this rule.

(c) All scalp treatments must be done on live models. At least fifty percent (50%) 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 forty (40) hours. Customers shall be rotated according to students' needs for practice on live models. *(State Board of Cosmetology Examiners; 820 IAC 4-4-6; 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 577; filed Oct 27, 1993, 9:00 a.m.: 17 IR 394; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

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 Practice	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 electrology			
(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	125 *[sic.]*	175 *[sic.]*	300

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 12 of this rule.

(c) All electrology 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 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)

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 Practice	Actual Practice	Total Hours
Chemistry of skin care	15	25	40
Physiology and dermatology	30	30	60
(1) Anatomy			
(2) Skin and gland structure and function			
(3) Conditions and disorders of skin			
(4) Histology of skin; cells and tissue			
Bacteriology, sterilization, and sanitation	15	20	35
(1) Personal hygiene			
(2) Public health			
(3) Sanitation and sterilization			
(4) Methods and procedures			
Introduction and operation to skin care machinery	20	70	90
(1) Types of current			
(2) Purpose and effects			
Introduction to skin care	15	30	45
(1) Facial structure			
(2) Skin diagnose			
(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	35	50
(1) Contouring			
(2) Application			
(3) Color accent			
(4) Purpose and effects			
(5) Supplies and implements			
(6) Preparation and procedures			
Eyebrows and eyelashes	10	30	40
(1) Arching			
(2) Eyelash application			
Hair removal (superfluous hair)	10	30	40
Tweezing, waxing, and depilatories			
(1) Lip, chin, and face			
(2) Leg			
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			
Management	25		25
Salesmanship, marketing, and retailing	5	20	25
(1) Salon development			
(2) Insurance			
(3) Client records			
State statute and rules	10		10
Discretionary hours			45
Total	230	425	700

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 11 of this rule.

(c) All acne treatments, makeup applications, and all 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 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)*

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			
(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 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)

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 seventy-five percent (75%). *(State Board of Cosmetology 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)*

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 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)

820 IAC 4-4-10 Student progress book for cosmetology
Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 10. (a) Students in cosmetologist training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book 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 book up to date.

(d) The progress book reads as follows:

OFFICIAL STUDENT
PROGRESS BOOK
TRAINING IN
COSMETOLOGY

STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____
Date Issued _____
Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK

(1) All students enrolling in cosmetology training shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a cosmetologist license.

(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, "P" for patron (or customer), or "M" for mannequin. A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.
(4) 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 book must never be taken home by the student and must remain in the school at all times.
(9) The requirements of this progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

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
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						

Permanent Waving and Chemical Relaxing (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 (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		

Facial Treatments (45 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							

Makeup Application (15 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
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, Temporary (18 performances)

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

Hair Coloring, Semipermanent (18 performances)

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

Hair Coloring, Permanent Coloring, Bleaching, and Frosting (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

Shampoo (120 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

Manicures (27 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

Pedicures (15 performances)

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

Salesmanship (20 performances)

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

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									

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this _____day of _____, 19_____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology 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)

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

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 11. (a) Students in esthetician training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book 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 book up to date.

(d) The progress book reads as follows:

OFFICIAL STUDENT
PROGRESS BOOK
TRAINING
IN
ESTHETICS

STATE OF INDIANA
BOARD OF
COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____

Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK

(1) All students enrolling in a cosmetology school for training as an esthetician shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for an esthetician license.

(2) The amount of performances or hours are 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), "M" for mannequin.

A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.

(4) 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 thusly: one (1) project marked for one (1) project completed.

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

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

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initials _____

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 (145 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

Acne Treatments (5)
1 2 3 4 5

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
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

Waxing (110 performances)
Lip
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

Chin
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

Facial
1 2 3 4 5 6 7 8 9 10

Eyebrow
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

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

Sterilization and Sanitation (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

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

I, _____, do hereby certify and declare this official progress book required to be kept by state board of cosmetology examiners is correct and an accurate record of the progress of _____ enrolled at _____ cosmetology school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this _____ day of _____, 19_____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology 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)

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

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 12. (a) Students in electrology training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book 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 book up to date.

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

(e) The progress book reads as follows:

OFFICIAL STUDENT
PROGRESS BOOK
TRAINING
IN
ELECTROLOGY

STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____

Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK

(1) All students enrolling in training as an electrologist shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for an electrologist license.

(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 or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.

(4) 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 book must never be taken home by the student and must remain in the school at all times.
(9) The requirements of this progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

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 - 175 total hours

Galvanic Single Needle Electrolysis - 30 hours (1 performance equals 15 minutes)

Facial Area - 15 hours (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 - 14 hours (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

Galvanic Multiple Needle Electrolysis - 30 hours (1 performance equals 15 minutes)

Facial Areas - 15.5 hours (62 *[sic., 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

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

Body Areas - 14.5 hours (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

Manual Thermolysis - 20 hours (1 performance equals 15 minutes)

Facial Areas - 7.5 hours (30 *[sic., 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 - 15 hours (60 *[sic., 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
Flash Thermolysis - 30 hours (1 performance equals 15 minutes)
Facial Areas - 15 hours (60 *[sic., 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 - 13.5 hours (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

Blend - 55 hours (1 performance equals 15 minutes)

Facial Areas - 20 hours (80 *[sic., 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

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 - 25 hours (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

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ enrolled at _____ cosmetology school and meeting the requirements of the state board of cosmetology examiners.
Subscribed and sworn to me this _____ day of____, 19___.
Notary Public _____
My Commission Expires _____
County of Residence _____

(State Board of Cosmetology 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)

820 IAC 4-4-13 Student progress book for shampoo operators
Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 13. (a) Students in shampoo operator training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book 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 book up to date.

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

(e) The progress book reads as follows:

OFFICIAL STUDENT
PROGRESS BOOK
SHAMPOO OPERATOR
TRAINING

STATE OF INDIANA

BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____

Date Completed_____

REQUIREMENTS FOR USE OF PROGRESS BOOK

(1) All students enrolling in training as a shampoo operator shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a shampoo operator license.

(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 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 or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.

(4) Number of performances on mannequin, patron, or student may be determined by each school subject to the requirements of section 8 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 book must never be taken home by the student and must remain in the school at all times.

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

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_____

Shampoo Rinsing (360 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	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

Scalp Treatment (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

Weekly Color Rinse (60 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

Salesmanship (40 performances)

Scalp Treatments (20 performances)

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

Weekly Color Rinses (20 performances)

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

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ enrolled at _____ cosmetology school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this _____ day of _____, 19____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; 820 IAC 4-4-13; filed Oct 27, 1993, 9:00 a.m.: 17 IR 396; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1499; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

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

Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 14. (a) Students in manicurist training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book 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 book up to date.

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

(e) The progress book reads as follows:

OFFICIAL STUDENT
PROGRESS BOOK
TRAINING IN
MANICURING

STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____
Date Issued _____
Date Completed _____

REQUIREMENTS FOR USE IN PROGRESS BOOK

(1) All students enrolling in manicuring training shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a manicurist license.

(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 or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.

(4) 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 book must never be taken home by the student and must remain in the school at all times.

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

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												

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						

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ enrolled at _____ cosmetology school and meeting the requirements of the state board of cosmetology examiners.
Subscribed and sworn to me this day of _____, 20_____.
Notary Public _____
My Commission Expires _____
County of Residence _____

(State Board of Cosmetology 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; errata filed Nov 15, 2002, 3:37 p.m.: 26 IR 1109)

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

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

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