State Board of Cosmetology and Barber Examiners

Licensure Laws and Regulations

A compilation from the Indiana Code and Indiana Administrative Code

JULY 1, 2013 Edition
NOTICE: This compilation incorporates the most recent revisions of statutes and administrative rules governing the beauty culture profession, as of July 1, 2013. Note that this compilation is not an official version of the Indiana Code or the Indiana Administrative Code. It is distributed as a general guide for Indiana’s cosmetologists, manicurists, estheticians, electrologists, barbers, instructors, beauty culture schools, beauty culture salons, and tanning facility operators. It is not intended to be offered as legal advice, and it may contain typographical errors. The State Board of Cosmetology and Barber Examiners and the staff of the Indiana Professional Licensing Agency are prohibited from providing legal advice on issues contained herein. For legal advice, please consult an attorney. To obtain official copies of the Indiana Code or Indiana Administrative Code, please contact your nearest public library or visit the website of the Indiana General Assembly at www.in.gov/legislative.
# TABLE OF CONTENTS

**INDIANA CODE § 25-8 – Beauty Culture**

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Code</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Repealed</td>
<td>IC 25-8-1</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>Cosmetology Regulation; Definitions</td>
<td>IC 25-8-2</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>State Board of Cosmetology Examiners</td>
<td>IC 25-8-3</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>Cosmetology Licenses; General Provisions</td>
<td>IC 25-8-4</td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>Cosmetology School Licenses</td>
<td>IC 25-8-5</td>
<td>13</td>
</tr>
<tr>
<td>6</td>
<td>Instructor Licenses</td>
<td>IC 25-8-6</td>
<td>13</td>
</tr>
<tr>
<td>6.1</td>
<td>Esthetics Instructor Licenses (Repealed)</td>
<td>IC 25-8-6.1</td>
<td>14</td>
</tr>
<tr>
<td>6.2</td>
<td>Electrology Instructor Licenses (Repealed)</td>
<td>IC 25-8-6.2</td>
<td>14</td>
</tr>
<tr>
<td>6.3</td>
<td>Barber School Licenses</td>
<td>IC 25-8-6.3</td>
<td>14</td>
</tr>
<tr>
<td>6.4</td>
<td>Barber Instructor Licenses</td>
<td>IC 25-8-6.4</td>
<td>14</td>
</tr>
<tr>
<td>7</td>
<td>Cosmetology Salon Licenses</td>
<td>IC 25-8-7</td>
<td>14</td>
</tr>
<tr>
<td>7.1</td>
<td>Manicurist Salon Licenses</td>
<td>IC 25-8-7.1</td>
<td>15</td>
</tr>
<tr>
<td>7.2</td>
<td>Electrology Salon Licenses</td>
<td>IC 25-8-7.2</td>
<td>15</td>
</tr>
<tr>
<td>8</td>
<td>Repealed</td>
<td>IC 25-8-8</td>
<td>15</td>
</tr>
<tr>
<td>8.1</td>
<td>Barber Shop Licenses</td>
<td>IC 25-8-8.1</td>
<td>15</td>
</tr>
<tr>
<td>9</td>
<td>Cosmetologist Licenses</td>
<td>IC 25-8-9</td>
<td>15</td>
</tr>
<tr>
<td>10</td>
<td>Electrologist Licenses</td>
<td>IC 25-8-10</td>
<td>16</td>
</tr>
<tr>
<td>11</td>
<td>Manicurist Licenses</td>
<td>IC 25-8-11</td>
<td>17</td>
</tr>
<tr>
<td>12</td>
<td>Repealed</td>
<td>IC 25-8-12</td>
<td>17</td>
</tr>
<tr>
<td>12.1</td>
<td>Barber Licenses</td>
<td>IC 25-8-12.1</td>
<td>17</td>
</tr>
<tr>
<td>12.5</td>
<td>Esthetician Licenses</td>
<td>IC 25-8-12.5</td>
<td>18</td>
</tr>
<tr>
<td>12.6</td>
<td>Esthetician Shop Licenses</td>
<td>IC 25-8-12.6</td>
<td>19</td>
</tr>
<tr>
<td>13</td>
<td>Fees</td>
<td>IC 25-8-13</td>
<td>19</td>
</tr>
<tr>
<td>14</td>
<td>Enforcement</td>
<td>IC 25-8-14</td>
<td>20</td>
</tr>
<tr>
<td>15</td>
<td>Repealed</td>
<td>IC 25-8-15</td>
<td>20</td>
</tr>
<tr>
<td>15.4</td>
<td>Tanning Facilities</td>
<td>IC 25-8-15.4</td>
<td>20</td>
</tr>
<tr>
<td>16</td>
<td>Inactive Licenses (Repealed)</td>
<td>IC 25-8-16</td>
<td>23</td>
</tr>
</tbody>
</table>
### INDIANA CODE § 25-1 – General Provisions

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Code</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Evidence of License Applicant's Payment of Personal Property Taxes Required</td>
<td>IC 25-1-1</td>
<td>23</td>
</tr>
<tr>
<td>1.1</td>
<td>Effect of Criminal Convictions on Licensed or Registered Persons</td>
<td>IC 25-1-1.1</td>
<td>23</td>
</tr>
<tr>
<td>1.2</td>
<td>Effect of Delinquency in Child Support Payments on Licensed or Registered Persons</td>
<td>IC 25-1-1.2</td>
<td>24</td>
</tr>
<tr>
<td>2</td>
<td>Renewal of Licenses Granted by State Agencies. Notice of Expiration</td>
<td>IC 25-1-2</td>
<td>25</td>
</tr>
<tr>
<td>3</td>
<td>Civil Immunity of Regulatory Agencies</td>
<td>IC 25-1-3</td>
<td>27</td>
</tr>
<tr>
<td>4</td>
<td>Professional Licensing Agency</td>
<td>IC 25-1-4</td>
<td>27</td>
</tr>
<tr>
<td>6</td>
<td>Professional Licensing Agency</td>
<td>IC 25-1-6</td>
<td>27</td>
</tr>
<tr>
<td>7</td>
<td>Investigation and Prosecution of Complaints Concerning Regulated Occupations</td>
<td>IC 25-1-7</td>
<td>29</td>
</tr>
<tr>
<td>8</td>
<td>Occupational and Professional Licensure, Registration, and Certification Fees</td>
<td>IC 25-1-8</td>
<td>32</td>
</tr>
<tr>
<td>10</td>
<td>Reserved</td>
<td>IC 25-1-10</td>
<td>34</td>
</tr>
<tr>
<td>11</td>
<td>Professional Licensing Standards of Practice</td>
<td>IC 25-1-11</td>
<td>34</td>
</tr>
<tr>
<td>12</td>
<td>Renewal of Licenses Held by Individuals in Military Service</td>
<td>IC 25-1-12</td>
<td>37</td>
</tr>
<tr>
<td>14</td>
<td>Meetings</td>
<td>IC 25-1-14</td>
<td>38</td>
</tr>
<tr>
<td>16</td>
<td>Evaluation of Regulated Occupations</td>
<td>IC 25-1-16</td>
<td>39</td>
</tr>
<tr>
<td>17</td>
<td>Licensure of Individuals with Military Training; Licensure of Military Spouses</td>
<td>IC 25-1-17</td>
<td>40</td>
</tr>
</tbody>
</table>

### INDIANA CODE § 4-6-14 – Health Records and Identifying Information Protection

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Code</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Health Records and Identifying Information Protection</td>
<td>IC 4-6-14</td>
<td>42</td>
</tr>
</tbody>
</table>

### INDIANA ADMINISTRATIVE CODE

#### Title 820, Article 1 – Beauty Culture Schools and Shops (Repealed)

#### Title 820, Article 2 – Licensing

<table>
<thead>
<tr>
<th>Rule</th>
<th>Title</th>
<th>Code</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Licensing Requirements; Miscellaneous Provisions</td>
<td>820 IAC 2-1</td>
<td>43</td>
</tr>
<tr>
<td>2</td>
<td>Examinations</td>
<td>820 IAC 2-2</td>
<td>45</td>
</tr>
</tbody>
</table>

#### Title 820, Article 3 – Sanitary and Equipment Requirements

<table>
<thead>
<tr>
<th>Rule</th>
<th>Title</th>
<th>Code</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sanitary and Equipment Requirements for Cosmetology Salons, Electrology Salons, Manicurist Salons, and Cosmetology Schools</td>
<td>820 IAC 3-1</td>
<td>46</td>
</tr>
<tr>
<td>2</td>
<td>Sanitary and Equipment Requirements for Esthetic Salons and Cosmetology Schools Teaching Esthetics</td>
<td>820 IAC 3-2</td>
<td>50</td>
</tr>
</tbody>
</table>

#### Title 820, Article 4 – Cosmetology Schools
Rule 1. General Requirements 820 IAC 4-1 Page 52
Rule 2. Equipment and Facilities 820 IAC 4-2 Page 54
Rule 3. Instructors 820 IAC 4-3 Page 57
Rule 4. Curriculum 820 IAC 4-4 Page 58

Title 820, Article 5 – Tanning Facilities
Rule 1. Sanitation and Safety 820 IAC 5-1 Page 72

Title 820, Article 6 – Continuing Education (Repealed)

Title 820, Article 7 – Fees
Rule 1. Fees Applicable to Licensure; Verification; Duplicate Licenses 820 IAC 7-1 Page 79

Title 820, Article 8 – Barber, Barber Schools, and Shops
Rule 1. Sanitary Requirements Established 820 IAC 8-1 Page 80
Rule 2. Barber School Approval; Requisites; Curriculum 820 IAC 8-2 Page 80
Rule 3. Fees and Examinations 820 IAC 8-3 Page 85
Rule 4. Barbering Instructors 820 IAC 8-4 Page 86
Rule 5 Fees 820 IAC 8-5 Page 87
P.L. 84-2010, SECTION 103.

(a) The definitions in IC 25-8, as amended by this act, apply to this SECTION.

(b) Any license by the:

(1) state board of barber examiners (IC 25-7-5-1 (before its repeal by this act)); or

(2) state board of cosmetology examiners (IC 25-8-3-1); as effective on June 30, 2010, and before July 1, 2010, shall be treated after June 30, 2010, as if the license had been issued by the state board of cosmetology and barber examiners under IC 25-8-3-1, as amended by this act.

(c) On July 1, 2010, all the powers, duties, orders, and liabilities of the:

(1) state board of barber examiners (IC 25-7-5-1 (before its repeal by this act)); or

(2) state board of cosmetology examiners (IC 25-8-3-1); concerning the examination, licensing, and disciplining of a person licensed or an applicant applying for a license under IC 25-7 (before its repeal by this act) or IC 25-8, as amended by this act, are transferred to the state board of cosmetology and barber examiners under IC 25-8-3-1, as amended by this act.

(d) On July 1, 2010, the property and records of the:

(1) state board of barber examiners (IC 25-7-5-1 (before its repeal by this act)); or

(2) state board of cosmetology examiners (IC 25-8-3-1); concerning the examination, licensing, and disciplining of a person licensed or an applicant applying for a license under IC 25-7 (before its repeal by this act) or IC 25-8, as amended by this act, are transferred to the state board of cosmetology and barber examiners under IC 25-8-3-1, as amended by this act.

(e) Any rules adopted by the:

(1) state board of barber examiners (IC 25-7-5-1 (before its repeal by this act)); or

(2) state board of cosmetology examiners (IC 25-8-3-1); and in effect on June 30, 2010, shall be treated as rules of the state board of cosmetology and barber examiners on July 1, 2010.

(f) Notwithstanding IC 25-8-3-7, the initial terms of office of the members of the board appointed under IC 25-8-3-5 (as amended by this act) are as follows:

(1) One (1) member appointed under IC 25-8-3-5(b)(1), as amended by this act, and one (1) member appointed under IC 25-8-3-5(b)(2), as amended by this act, three (3) years.

(2) One (1) member appointed under IC 25-8-3-5(b)(2), as amended by this act, one (1) member appointed under IC 25-8-3-5(b)(3), as amended by this act, and one (1) member appointed under IC 25-8-3-5(b)(4), as amended by this act, two (2) years.

(3) One (1) member appointed under IC 25-8-3-5(b)(1), as amended by this act, and one (1) member appointed under IC 25-8-3-5(b)(5), as amended by this act, one (1) year.

The governor shall specify the terms of the cosmetologist and barber members described in subdivisions (1), (2), and (3) when making the initial appointments.

(g) The initial terms of the appointed members begin July 1, 2010.

(h) This SECTION expires July 1, 2015.

As added by P.L.84-2010, SEC.103.
(2) Shaving or trimming beards and mustaches.
(3) Applying oils, creams, antiseptics, clays, powders, lotions, or other preparations, either by hand or by mechanical appliances, in the performance of facial or scalp massage.
(b) "Barbering" does not include performing any of the acts described in subsection (a) when done:
1) in treating illness or disease;
2) as a student in a beauty culture school; or
3) without compensation.

IC 25-8-2-3 "Board" defined
Sec. 3. "Board" refers to the state board of cosmetology and barber examiners.
As added by P.L. 257-1987, SEC. 1; Amended by P.L. 84-2010, SEC. 27.

IC 25-8-2-3.5 "Continuing education course" defined
(Repealed by P.L. 78-2008, SEC. 7.)

IC 25-8-2-4 "Cosmetologist" defined
Sec. 4. "Cosmetologist" means a person licensed under IC 25-8-9 to provide cosmetology.
As added by P.L. 257-1987, SEC. 1.

IC 25-8-2-5 "Cosmetology" defined
Sec. 5. (a) "Cosmetology" means performing any of the following acts on the head, face, neck, shoulders, torso, arms, hands, legs, or feet of a person:
1) Cutting, trimming, styling, arranging, dressing, curling, waving, permanent waving, cleansing, bleaching, tinting, coloring, or similarly treating hair;
2) Applying oils, creams, antiseptics, clays, lotions, or other preparations to massage, cleanse, stimulate, manipulate, exercise, or beautify;
3) Arching eyebrows;
4) Using depilatories.
5) Manicuring and pedicuring.
(b) "Cosmetology" does not include performing any of the acts described in subsection (a):
1) in treating illness or disease;
2) as a student in a beauty culture school that complies with the notice requirements under IC 25-8-5-6;
3) without compensation; or
4) incident to the retail sale of cosmetics.
(c) The term does not include a person who:
1) engages in threading; and
2) does not engage in one (1) or more of the practices described in subsection (a).

IC 25-8-2-5.5 "Cosmetology professional" defined
(Repealed by P.L. 78-2008, SEC. 7.)

IC 25-8-2-6 "Cosmetology salon" defined
(Repealed by P.L. 170-2013, SEC. 8.)

IC 25-8-2-7 "Cosmetology school" defined
Sec. 7. "Cosmetology school" means an establishment licensed under this article that offers training in cosmetology.

IC 25-8-2-8 "Electrolysis" defined
Sec. 8. "Electrolysis" means the removal of unwanted hair by an electrified needle.
As added by P.L. 257-1987, SEC. 1.

IC 25-8-2-9 "Electrologist" defined
Sec. 9. "Electrologist" means a person licensed under IC 25-8-10 to provide electrolysis.
As added by P.L. 257-1987, SEC. 1.

IC 25-8-2-9.2 "Electrology salon" defined
(Repealed by P.L. 170-2013, SEC. 10.)

IC 25-8-2-9.5 "Esthetician" defined
Sec. 9.5. (a) "Esthetician" means a person who engages solely in one (1) or more of the following practices:
1) Giving facials, applying makeup, and giving skin care;
2) Beautifying, massaging, or cleaning the body with the use of cosmetic preparations, antiseptics, tonics, lotions, or creams;
3) Removing superfluous hair from the body by the use of depilatories, waxing, or tweezers;
(b) The term does not include performing any of the acts described in subsection (a):
1) in treating an illness or a disease;
2) as a student in a beauty culture school that complies with the notice requirements under IC 25-8-5-6;
3) without compensation; or
4) incident to the retail sale of cosmetics.
(c) The term does not include a person who:
1) engages in threading; and
2) does not engage in one (1) or more of the practices described in subsection (a).

IC 25-8-2-9.6 "Esthetic salon" defined
(Repealed by P.L. 170-2013, SEC. 12.)

IC 25-8-2-10 "Instructor" defined
Sec. 10. "Instructor" means a person licensed under IC 25-8-6 to teach in a beauty culture school.

IC 25-8-2-11 “License” defined
Sec. 11. "License" means a document issued by the agency and the board to permit a person to engage in an activity regulated under this article.
As added by P.L. 257-1987, SEC. 1.

IC 25-8-2-12 “Licensed” defined
Sec. 12. "Licensed" means possessing a valid license issued under this article.
As added by P.L. 257-1987, SEC. 1.

IC 25-8-2-13 “Manicuring” defined
Sec. 13. "Manicuring" means cleaning, dressing, polishing, sculpting, tipping, or wrapping the nails of a person.
As added by P.L. 257-1987, SEC. 1.

IC 25-8-2-14 “Manicurist” defined
Sec. 14. "Manicurist" means a person licensed under IC 25-8-11 to provide manicuring.
As added by P.L. 257-1987, SEC. 1.

IC 25-8-2-15 “Manicurist salon” defined
Repealed
(Repealed by P.L. 170-2013, SEC. 14.)

IC 25-8-2-15.5 “Mobile salon” defined
Sec. 15.5. “Mobile salon” means either of the following:
(1) A self-contained facility that may be moved, towed, or transported from one (1) location to another and in which cosmetology, electrology, esthetics, barbering, or manicuring is practiced;
(2) A business in which cosmetology, electrology, esthetics, barbering, or manicuring equipment is transported to and used on a temporary basis at a location other than a selected salon site, including:
   (A) other beauty culture salons;
   (B) clients’ homes; and
   (C) nursing homes.

IC 25-8-2-16 Repealed
(Repealed by P.L. 157-2006, SEC. 76.)

IC 25-8-2-17 “Shampoo operation” defined
(Repealed by P.L. 105-2008, SEC. 67.)

IC 25-8-2-18 Repealed
(Repealed by P.L. 157-2006, SEC. 76.)

IC 25-8-2-19 “Threading” defined
Sec. 19. "Threading" refers to:
   (1) a technique that results in the removal of superfluous hair from the body by twisting thread around unwanted hair and pulling it from the skin; and
   (2) the incidental trimming of eyebrow hair.
As added by P.L. 78-2006, SEC. 5.

INDIANA CODE § 25-8-3

Chapter 3. State Board of Cosmetology and Barber Examiners

IC 25-8-3-1 Establishment
Sec. 1. The state board of cosmetology and barber examiners is established.

IC 25-8-3-2 Members; appointment
Sec. 2. The board consists of seven (7) members. The governor shall appoint all the members of the board.
As added by P.L. 257-1987, SEC. 2.

IC 25-8-3-3 Repealed
(Repealed by P.L. 84-2010, SEC. 102.)

IC 25-8-3-4 Repealed
(Repealed by P.L. 84-2010, SEC. 102.)

IC 25-8-3-5 Board membership qualifications
Sec. 5. (a) Each of the members of the board must reside in
IC 25-8-3-13 Quorum
Sec. 13. The board must have a quorum to transact business. Four (4) members of the board constitute a quorum.
As added by P.L.257-1987, SEC.2.

IC 25-8-3-14 Business office
Sec. 14. The agency shall furnish the board with suitable quarters to conduct its business.
As added by P.L.257-1987, SEC.2.

IC 25-8-3-15 Seal
Sec. 15. The board shall adopt a seal to authenticate its orders and records.
As added by P.L.257-1987, SEC.2.

IC 25-8-3-16 Records
Sec. 16. The agency shall maintain a record of:
(1) the proceedings of the board;
(2) each person licensed under this article, stating the:
   (A) name of the person; and
   (B) address of the person;
(3) licenses issued under this article, stating the:
   (A) number assigned to the license by the agency;
   (B) date the license was issued; and
   (C) actions taken by the board concerning the license, including
      any renewal, suspension, and revocation; and
(4) applications for a license under this article that were refused.

IC 25-8-3-17 Per diem and incurred expenses
Sec. 17. Each member of the board is entitled to the minimum salary per diem provided by IC 4-10-11-2.1(b). Each member of the board is entitled to reimbursement for traveling expenses and other expenses actually incurred in connection with the member's duties, as provided in the state travel policies and procedures established by the department of administration and approved by the state budget agency.
As added by P.L.257-1987, SEC.2.

IC 25-8-3-18 Disposition of receipts
Sec. 18. All money received under this article shall be paid to the agency.
As added by P.L.257-1987, SEC.2.

IC 25-8-3-19 Receipts; deposit
Sec. 19. The agency shall deposit all money received under this article with the treasurer of state.

IC 25-8-3-20 Repository of receipts
Sec. 20. The treasurer of state shall deposit the money received under section 19 of this chapter in the state general fund.

IC 25-8-3-21 Administration expenses
Sec. 21. The agency shall pay for the expenses for administering this article from the state general fund under appropriations designated for that purpose.
As added by P.L.257-1987, SEC.2.

IC 25-8-3-22 Implementing rules
Sec. 22. The board may adopt rules under IC 4-22-2 to implement this article.
As added by P.L.257-1987, SEC.2.

IC 25-8-3-23 Rules prescribing sanitary requirements, establishing standards, implementing licensing system, and establishing requirements for mobile salons
Sec. 23. (a) The board shall adopt rules under IC 4-22-2 to:
(1) prescribe sanitary requirements for:
   (A) beauty culture salons; and
   (B) beauty culture schools;
(2) establish standards for the practice of cosmetology and the operation of:
   (A) beauty culture salons; and
   (B) beauty culture schools;
(3) implement the licensing system under this article and provide for a staggered renewal system for licenses; and
(4) establish requirements for beauty culture school uniforms for students and instructors.
   (b) The board may adopt rules under IC 4-22-2 to establish the following for the practice of cosmetology, barbering, electrology, esthetics, or manicuring in a mobile salon:
   (1) Sanitation standards.
   (2) Safety requirements.
   (3) Permanent address requirements at which the following are located:
      (A) Records of appointments.
      (B) License numbers of employees.
      (C) If applicable, the vehicle identification number of the license holder's self-contained facility.
   (4) Enforcement actions to ensure compliance with the requirements under this article and all local laws and ordinances.

IC 25-8-3-24 Enforcement personnel; compensation
Sec. 24. The agency shall provide inspectors, investigators, and clerks to enforce this article. The agency shall fix their compensation and reimburse them for their necessary expenses incurred in enforcing this article by payments from the state general fund under appropriations designated for that purpose.
As added by P.L.257-1987, SEC.2.

IC 25-8-3-25 Qualifications of inspector or investigator (Repealed)
(Repealed by P.L.214-1993, SEC.91.)

IC 25-8-3-26 Sanitary requirement rules in salon or school
Sanitary rules given to licensees
Sec. 26. The board shall furnish each person licensed to operate:
(1) a beauty culture salon; or
(2) a beauty culture school;
with a copy of the rules concerning sanitary requirements described in section 23(a)(1) of this chapter.

IC 25-8-3-27 Posting sanitary requirement rules in salon or school
Sec. 27. A person operating:
(1) a beauty culture salon; or
(2) a beauty culture school;
shall post the rules described in section 26 of this chapter in a conspicuous place in that salon or school.
IC 25-8-3-28 Inspections
Sec. 28. (a) A member of the board or any inspector or investigator may inspect:
(1) a cosmetology salon;
(2) a beauty culture school; or
(3) a mobile salon;
during its regular business hours.
(b) A member of the board or any inspector or investigator may inspect:
(1) a beauty culture school;
(2) a beauty culture salon; or
(3) a mobile salon;
before an initial license is issued.

IC 25-8-3-29 Inmates or former inmates of penal institutions
Sec. 29. (a) The board may not adopt a rule establishing different standards for an inmate or former inmate of a penal institution who applies for:
(1) admission to beauty culture school; or
(2) a license as a beauty culture professional.
(b) A person who graduates from a beauty culture school operated by a penal institution may not have the person's license denied or revoked as a result of the acts for which the person was convicted.

IC 25-8-3-30 Civil penalties; investigations; state board of cosmetology and barber examiners compliance fund
Sec. 30. (a) The board shall implement a program to investigate and assess a civil penalty of not more than five hundred dollars ($500) against a licensee under this article for the following violations:
(1) Violation of this article under IC 25-8-14-5.
(2) Failure to display a license required under IC 25-8-14-13.
(3) Failure to continue to meet the licensure requirements under IC 25-8-4-29.
(4) Engaging in beauty culture outside a beauty culture salon under IC 25-8-9-14.
(5) Operating a tanning facility without a license under IC 25-8-15-4-5.
(b) An individual who is investigated by the board and found by the board to have committed a violation specified in subsection (a) may appeal the determination made by the board in accordance with IC 4-21.5.
(c) The state board of cosmetology and barber examiners compliance fund is established to provide funds for administering and enforcing the investigation of violations specified in subsection (a). The fund shall be administered by the Indiana professional licensing agency.
(d) The expenses of administering the state board of cosmetology and barber examiners compliance fund shall be paid from the money in the fund. The fund consists of penalties collected through investigations and assessments by the board concerning violations specified in subsection (a).
(e) The treasurer of state shall invest the money in the fund not currently needed to meet the obligations of the fund in the same manner as other public money may be invested. Interest that accrues from these investments shall be deposited in the fund.
(f) Except as otherwise provided in this subsection, money in the fund at the end of a state fiscal year does not revert to the state general fund. If the total amount in the fund exceeds seven hundred fifty thousand dollars ($750,000) at the end of a state fiscal year after payment of all claims and expenses, the amount that exceeds seven hundred fifty thousand dollars ($750,000) reverts to the state general fund.
As added by P.L.170-2013, SEC.22.

INDIANA CODE § 25-8-4
Chapter 4. Cosmetology Licenses; General Provisions

IC 25-8-4-1 Exempt individuals
Sec. 1. The provisions of this article requiring a person to obtain a license do not apply to a person performing cosmetology as a:
(1) student in a beauty culture school;
(2) commissioned medical or surgical officer of the United States armed forces;
(3) chiropractor (as defined by IC 25-10-1-1(2));
(4) embalmer (as defined by IC 25-15-2-8);
(5) funeral director (as defined by IC 25-15-2-12);
(6) registered nurse (as defined by IC 25-23-1-1.1(a));
(7) licensed practical nurse (as defined by IC 25-23-1-1.2);
(8) physician (as defined by IC 25-22.5-1-1.1(g));
(9) podiatrist (as defined by IC 25-29-1-13); or
(10) person conducting an educational activity involving beauty culture at a scheduled meeting of an association that:
(A) recognizes a group of its members as beauty culture professionals; and
(B) is not open to persons who are not licensed under this chapter.

IC 25-8-4-2 License reciprocity
Sec. 2. (a) If the board determines that:
(1) a person possesses a valid license from another jurisdiction to perform acts that require a license under this article; and
(2) the jurisdiction issuing the license imposes substantially equal requirements on applicants for the license as are imposed on applicants for an Indiana license;
the board may issue a license to perform those acts in Indiana to that person upon payment of the fee required under IC 25-8-13.
(b) This subsection applies only to applications for a cosmetologist license under IC 25-8-9. If the jurisdiction issuing the license does not impose substantially equal requirements for education hours as required under subsection (a)(2), the board may approve the combination of education hours plus actual licensed practice in the other jurisdiction when issuing a license to a person from that jurisdiction. One (1) year of licensed practice is equal to one hundred (100) hours of education to an applicant who has completed a minimum of one thousand (1,000) hours of education.
(c) This subsection applies only to applications for a manicurist license under IC 25-8-11. If the jurisdiction issuing a license does not impose substantially equal requirements for education hours as required under subsection (a)(2), the board may approve the combination of education hours plus actual licensed practice in the other jurisdiction when issuing a license to a person from that jurisdiction, as follows:
(1) For an applicant with less than twenty (20) years of actual licensed practice as a manicurist, one (1) year of licensed practice is
equal to one hundred (100) hours of education to an applicant who has completed at least three hundred (300) hours of education.

(2) For an applicant with twenty (20) or more years of actual licensed practice as a manicurist, one (1) year of licensed practice is equal to one hundred (100) hours of education to an applicant who has completed at least one hundred (100) hours of education.

(d) This subsection applies only to applications for an electrologist license under IC 25-8-10. If the jurisdiction issuing a license does not impose substantially equal requirements for education hours as required under subsection (a)(2), the board may approve the combination of education hours plus actual licensed practice in the other jurisdiction when issuing a license to a person from that jurisdiction. One (1) year of licensed practice as an electrologist is equal to one hundred (100) hours of education to an applicant who has completed at least two hundred (200) hours of education.

(e) This subsection applies only to applications for an esthetician license under IC 25-8-12.5. If the jurisdiction issuing a license does not impose substantially equal requirements for education hours as required under subsection (a)(2), the board may approve the combination of education hours plus actual licensed practice in the other jurisdiction when issuing a license to a person from that jurisdiction. One (1) year of licensed practice as an esthetician is equal to one hundred (100) hours of education to an applicant who has completed at least four hundred (400) hours of education.

(f) This subsection applies only to applications for a beauty culture instructor license under IC 25-8-6. If the jurisdiction issuing a license does not impose substantially equal requirements for education hours as required under subsection (a)(2), the board may approve the combination of education hours plus actual licensed practice in the other jurisdiction when issuing a license to a person from that jurisdiction. One (1) year of licensed practice as a beauty culture instructor is equal to one hundred (100) hours of education to an applicant who has completed at least seven hundred (700) hours of education.

(g) This subsection applies only to applications for a barber license under IC 25-8-12.1. If the jurisdiction issuing the license does not impose substantially equivalent requirements as required under subsection (a)(2), the board may approve a combination of education hours plus actual licensed practice in the other jurisdiction when issuing a license to a person from that jurisdiction. One (1) year of licensed practice as a barber is equal to one hundred (100) hours of education to an applicant who has completed at least one thousand (1,000) hours of education.


IC 25-8-4-2.9 Provisional License

Sec. 2.9. (a) This section applies only to applications for a cosmetologist license under this article.

(b) If an applicant comes from a jurisdiction that does not issue a cosmetologist license, the board may issue an initial provisional license to an applicant who meets the following requirements:

(1) The board finds that the applicant has sufficient training or experience as a cosmetologist.

(2) The applicant has not committed an act that would constitute a violation of the standards of practice under IC 25-1-11.

(3) The applicant pays a fee established by the board under IC 25-1-1.

(c) An applicant who has been granted an initial provisional license must work under the supervision of a licensed cosmetologist.

(d) A person who holds an initial provisional license may apply for renewal of a cosmetologist license under section 19 of this chapter.

(e) The holder of a provisional license may petition the board for the issuance of a cosmetologist license to practice without supervision. The holder of a provisional license who demonstrates to the board that the holder may satisfactorily practice without supervision shall be released from the terms of the provisional license and is entitled to hold a license under IC 25-8-4.


IC 25-8-4-3 Repealed

(Repealed by P.L.236-1995, SEC.54.)

IC 25-8-4-4 Transfer of license

Sec. 4. A license issued under this article may not be transferred unless:

(1) the license is a beauty culture salon license; and

(2) the person holding the license was required to change the location of the cosmetology salon or barber shop by circumstances that the board determines were beyond the control of that person.


IC 25-8-4-5 Application

Sec. 5. A person who wishes to obtain a license issued under this article must complete a license application form prescribed by the board and file the application with the secretary of the board.

As added by P.L.257-1987, SEC.3.

IC 25-8-4-6 Verified statement negating misconduct

Sec. 6. The applicant must file with the application described in section 5 of this chapter a verified statement that the applicant has not engaged in activity which would subject the applicant to disciplinary procedures under IC 25-1-11.


IC 25-8-4-7 Examinations; time and place

Sec. 7. (a) Each applicant must pass a final practical demonstration examination of the acts permitted by the license. The applicant's beauty culture school shall administer the final practical demonstration examination.

(b) The board shall conduct a written examination of the students enrolled in beauty culture school or applicants for a beauty culture professional license. The written examinations described in this section:

(1) shall be conducted at the times and places determined by the board;

(2) may be administered through computer based testing;

(3) may be conducted before graduation from beauty culture school; and

(4) shall be conducted at times set by the board.


IC 25-8-4-8 Subjects tested

Sec. 8. The examinations described in section 7 of this chapter must include:

(1) a practical demonstration of the acts permitted by the license; and

(2) a written test concerning the licensed activity, as it is customarily taught in a beauty culture school.


IC 25-8-4-8.5 Repealed

(Repealed by P.L.157-2006, SEC.76.)
IC 25-8-4-9 Issuance of license
Sec. 9. The board shall issue a license to an applicant who:
(1) receives a minimum grade of seventy-five percent (75%) on both the written and practical examinations described in section 8 of this chapter; and
(2) complies with the remaining requirements for a license set forth in this article.

IC 25-8-4-10 Change of licensee's address; notice
Sec. 10. A person who holds a license issued under this article shall inform the board of a change of address by submitting a written statement that sets forth the current address of the person to the board no later than thirty (30) days following the change.
As added by P.L.257-1987, SEC.3.

IC 25-8-4-11 Licensed schools; signs
Sec. 11. A person who holds a beauty culture school license shall display a sign that complies with standards prescribed by the board on the premises of that establishment indicating that the establishment is a beauty culture school licensed under this article.

IC 25-8-4-12 Visibility of sign
Sec. 12. The sign described in section 11 of this chapter must be visible to a customer entering the main entrance of the establishment.
As added by P.L.257-1987, SEC.3.

IC 25-8-4-13 Individual license display
Sec. 13. A person who holds any license issued under this chapter except the licenses described in section 11 of this chapter shall display the license in a conspicuous place in that person's work area in the beauty culture salon, or beauty culture school where the person is employed. The license must be clearly visible to a customer of that person who is present in the licensed person's work area.

IC 25-8-4-14 Duplicate license; issuance procedure
Sec. 14. The board may issue a duplicate license to a person licensed under this article if the person:
(1) files a verified statement with the board that the original license has been lost or destroyed; and
(2) pays the fee required under IC 25-1-8-2.

IC 25-8-4-15 Duplicate license registration number
Sec. 15. A duplicate license has the same registration number as the original license issued to that person.
As added by P.L.257-1987, SEC.3.

IC 25-8-4-16 Repealed
(Repealed by P.L.184-1991, SEC.42.)

IC 25-8-4-17 Expiration of license
Sec. 17. (a) Except for an instructor license issued under subsection (c) or IC 25-8-6-1, a license issued under this article expires on a date specified by the licensing agency under IC 25-1-8-4 and expires four (4) years after the initial expiration date.
(b) A license issued to an instructor under IC 25-8-6-1 expires at the time that the instructor's practitioner license expires. The board shall renew an instructor's license under this subsection concurrently with the instructor's practitioner license.

(c) Initial provisional licenses are valid for a length of time determined by the board, but not to exceed two (2) years.

IC 25-8-4-18 Repealed
(Repealed by P.L.177-2009, SEC.63.)

IC 25-8-4-19 Pre-expiration renewal
Sec. 19. The board shall renew a license if the license holder pays the fee established by the board under IC 25-1-8-2 to renew the license before the license is to expire.

IC 25-8-4-20 Date of expiration
(Repealed by P.L.105-2008, SEC.67.)

IC 25-8-4-21 Reinstatement procedure following expiration; requirements; repeat examination
Sec. 21. (a) The board may, upon application, reinstate a license under this article that has been expired for not more than three (3) years if the person holding the license meets the requirements of IC 25-1-8-6(c).
(b) The board may not reinstate a license issued under this article if the person holding the license does not make application for reinstatement not more than three (3) years after the expiration date of the license, unless the person holding the license meets the requirements for reinstatement under IC 25-1-8-6(d).

IC 25-8-4-22 Repealed
(Repealed by P.L.197-2007, SEC.94.)

IC 25-8-4-23 Repealed
(Repealed by P.L.197-2007, SEC.94.)

IC 25-8-4-24 Repealed
(Repealed by P.L.197-2007, SEC.94.)

IC 25-8-4-25 Repealed
(Repealed by P.L.197-2007, SEC.94.)

IC 25-8-4-26 Repealed
(Repealed by P.L.197-2007, SEC.94.)

IC 25-8-4-27 Application for new license by former license holder failing to comply with reinstatement application requirements
(Repealed by P.L.105-2008, SEC.67.)

IC 25-8-4-28 Issuance of new application by former license holder failing to comply with restoration application requirements; fee
(Repealed by P.L.105-2008, SEC.67.)

IC 25-8-4-29 Prohibited acts of licensee no longer complying with requirements for issuance of license
Sec. 29. A person holding a license under this chapter may not perform an act authorized by that license if the person knows that the person no longer complies with the requirements for the issuance of the license.
As added by P.L.257-1987, SEC.3.
IC 25-8-4-30 Licensed activity separate from residence
Sec. 30. A person may not engage in any activity licensed under this article in a structure that contains a residence unless the residence:
(1) is separated from the place where the licensed activity occurs by a substantial floor to ceiling partition; and
(2) has a separate entry.

INDIANA CODE § 25-8-5
Chapter 5. Cosmetology School Licenses

IC 25-8-5-1 Issuance of license
Sec. 1. The board may issue a license under this article to operate a beauty culture school.

IC 25-8-5-2 Application; form
Sec. 2. A person must file a verified application for a beauty culture school license with the board on a form prescribed by the board to obtain that license.

IC 25-8-5-3 Contents of application
Sec. 3. The application described in section 2 of this chapter must state that:
(1) as a requirement for graduation, the proposed school will require its students to successfully complete at least the one thousand five hundred (1,500) hours of course work required to be eligible to sit for the licensing examination;
(2) no more than ten (10) hours of course work may be taken by a student during one (1) day;
(3) the course work will instruct the students in all theories and practical application of the students' specific course of study;
(4) the school will provide one (1) instructor for each twenty (20) students or any fraction of that number;
(5) the school will be operated under the personal supervision of a licensed beauty culture instructor;
(6) the person has obtained any building permit, certificate of occupancy, or other planning approval required under IC 22-15-3 and IC 36-7-4 to operate the school;
(7) the school, if located in the same building as a residence, will:
(A) be separated from the residence by a substantial floor to ceiling partition; and
(B) have a separate entry;
(3) as a requirement for graduation, the proposed school must administer and require the student to pass:
(A) a final practical demonstration examination of the acts permitted by the license; and
(B) the written examination required under IC 25-8-4-7(b);
(9) the applicant has paid the fee set forth in IC 25-8-13-3.

IC 25-8-5-4 Curriculum requirement rules
Sec. 4. The board may adopt rules under IC 4-22-2 requiring that the curriculum offered by a beauty culture school licensed under this chapter provide a minimum number of hours of instruction of each of the subjects described in section 3(3) of this chapter;

IC 25-8-5-4.2 Final practical demonstration examination
Sec. 4.2. (a) A beauty culture school licensed under this chapter shall require each student for graduation to pass a final examination that tests the student's practical knowledge of the curriculum studied. (b) The board shall consider an applicant for the beauty culture professional examination as fulfilling the practical examination requirement established by IC 25-8-4-8(1) after successfully completing the final practical demonstration examination. (c) A passing score of at least seventy-five percent (75%) is required on the final practical demonstration examination. (d) The beauty culture school licensed under this chapter shall allow each student for graduation at least three (3) attempts to pass the final practical demonstration examination. (e) The board may monitor the administration of the final practical demonstration examination for any of the following purposes:
(1) As a result of a complaint received.
(2) As part of random observations.
(3) To collect data.

IC 25-8-5-4.5 Credit for valid license
Sec. 4.5. (a) If a student in a beauty culture school presents to the school a valid license issued by the board, the school shall accept and provide credit toward the student's current program for the hours completed in a beauty culture school in the theory and demonstration, or actual practice, of any of the following subjects:
(1) Electricity (basic electricity).
(2) Facials.
(3) Hair coloring (color rinses).
(4) Hair removal.
(5) Makeup.
(6) Manicuring.
(7) Pedicuring.
(8) Salesmanship (salesmanship and marketing).
(9) Skin care.
(10) Scalp treatment.
(11) Sanitation (infection control or bacteriology).
(12) Shampooing (shampoo rinsing).
(13) Hair coloring (weekly rinses).
(14) Cutting, trimming, styling, arranging, dressing, curling, permanent waving, cleansing, bleaching, tinting, coloring, or similarly treating hair.
(15) Other areas as determined by the board.
(b) The school shall credit the appropriate subject areas on a student's transcript for the hours transferred under subsection (a).
(c) A student may not transfer any hours of credit above the amount required in each subject area under the student's current program.
(d) The student may receive credit for the number of hours that the student's current program requires in the subject areas covered by the student's license, even if the number of hours required under the current program is greater than the actual number of hours completed when the student's license was earned.

IC 25-8-5-5 Sign display at school entrances; standards
Sec. 5. (a) A beauty culture school licensed under this chapter shall display a sign complying with standards established by the
board at each entrance to the beauty culture school used by the school's customers.
(b) The sign must state that the students of the school are performing beauty culture in that establishment.

IC 25-8-5-6 Sign displaying prices
Sec. 5. (a) A beauty culture school licensed under this chapter shall display a sign complying with standards established by the board at each entrance to the beauty culture school used by the school's customers.
(b) The sign must state that the students of the school are performing beauty culture in that establishment.

INDIANA CODE § 25-8-6
Chapter 6. Instructor Licenses

IC 25-8-6-1 Authorization
Sec. 1. The board may license a person to be an instructor.

IC 25-8-6-2 Application; form
Sec. 2. A person must file a verified application for an instructor license with the board. The application must be made on a form prescribed by the board.

IC 25-8-6-3 Contents of application
Sec. 3. The application described in section 2 of this chapter must state that the applicant:
(1) is at least eighteen (18) years of age;
(2) has graduated from high school or received the equivalent of a high school education;
(3) holds a cosmetologist, an electrologist, a manicurist, a barber, or an esthetician license issued under this article;
(4) has completed the education and experience requirements subject to the rules adopted by the board;
(5) has not committed an act for which the applicant could be disciplined under IC 25-8-14;
(6) has received a satisfactory grade (as described in IC 25-8-4-9) on an examination for instructor license applicants prescribed by the board; and
(7) has paid the fee set forth in IC 25-8-13-4 for the issuance of a license under this chapter.

IC 25-8-6-4 Repeat examination; rules
Sec. 4. If a person does not receive a satisfactory grade on the examination described in section 3(6) of this chapter, that person may repeat the examination without completing any additional study in instructing.

IC 25-8-6-5 Unsatisfactory examination grades; consequences
Repealed
building as a residence:
(i) is separated from the residence by a substantial floor to
ceiling partition; and
(ii) has a separate entry.
(B) Meet the requirements for a mobile salon as established
by the board under IC 25-8-3-23(b);
(2) if applicable, obtain any building permit, certificate of
occupancy, or other approval action required under IC 22-15-3
and IC 36-7-4 to operate the beauty culture salon;
(3) install the furnishings, if applicable, and obtain the salon
equipment required under rules adopted by the board; and
(4) submit a verified statement on a form prescribed by the
board that the beauty culture salon will be under the personal
supervision of a person who is licensed as a beauty culture
professional before the application was submitted under this
chapter.

IC 25-8-7-3 Waiver of licensee supervision requirement; condition
Repealed
(Repealed by P.L.170-2013, SEC.49.)

IC 25-8-7-4 Prerequisites to license issuance
Sec. 4. The board may issue a license under this chapter if the
applicant has:
(1) complied with section 2 of this chapter; and
(2) paid the fee for the license set forth in IC 25-8-13-5.

IC 25-8-7-5 Temporary license
Sec. 5. If:
(1) the board cannot determine whether an applicant has
complied with section 2 of this chapter at the time the
application is filed; and
(2) the board determines that the board will require more than
fifteen (15) days to determine if the applicant has complied with
section 2 of this chapter,
then the board shall issue a temporary beauty culture salon license to
the applicant.
As added by P.L.257-1987, SEC.6. Amended by P.L.170-2013,
SEC.50.

IC 25-8-7-6 Duration of temporary license
Sec. 6. The temporary license issued under section 5 of this chapter is
valid until the board approves or denies the application for a license
under this chapter or until three (3) months following its issuance,
whichever occurs first.

IC 25-8-7-7 Salon license requirement of lessee of licensed salon
Sec. 7. The board may not require a beauty culture professional
to obtain a license under this chapter if the beauty culture
professional has leased or subleased a portion of a beauty culture
salon from a person licensed under this chapter.
As added by P.L.257-1987, SEC.6. Amended by P.L.170-2013,
SEC.51.

IC 25-8-7-8 Sign display at salon entrance; standards
Sec. 8. (a) A person holding a license issued under IC 25-8-7 shall
display a sign complying with standards prescribed by the board at
the main public entrance to the salon.
(b) The sign must
(1) be clearly visible to a customer entering the establishment
at that entrance; and
(2) state in legible printing that the establishment is a structure
licensed as a beauty culture salon.

INDIANA CODE § 25-8-7.1
Chapter 7.1. Manicurist Salon Licenses
IC 25-8-7.1 Repealed
(Repealed by P.L.170-2013, SEC.54.)

INDIANA CODE § 25-8-7.2
Chapter 7.2. Electrology Salon Licenses
IC 25-8-7.2 Repealed
(Repealed by P.L.170-2013, SEC.54.)

INDIANA CODE § 25-8-8
Chapter 8. Repealed
IC 25-8-8 Repealed
(Repealed by P.L.157-2006, SEC.76.)

INDIANA CODE § 25-8-8.1
Chapter 8.1 Barber Shop Licenses
IC 25-8-8.1 Repealed
(Repealed by P.L.170-2013, SEC.55.)

INDIANA CODE § 25-8-9
Chapter 9. Cosmetologist Licenses
IC 25-8-9-1 Authorization
Sec. 1. The board may license a person to be a cosmetologist.
As added by P.L.257-1987, SEC.8.

IC 25-8-9-2 Application; form
Sec. 2. A person must file a verified application for a cosmetologist
license with the board on a form prescribed by the board to obtain that
license.
As added by P.L.257-1987, SEC.8.

IC 25-8-9-3 Contents of application
Sec. 3. The application described in section 2 of this chapter must
state that the applicant:
(1) is at least eighteen (18) years of age;
(2) has successfully completed the tenth grade or received the
equivalent of tenth grade education;
(3) has graduated from a beauty culture school;
(4) has received a satisfactory grade (as defined by IC 25-8-4-9)
on an examination for cosmetologist license applicants
prescribed by the board;
(5) has not committed an act for which the applicant could be
IC 25-8-9-4 Waiver of tenth grade education requirement; conditions
Sec. 4. The board may waive the requirement for applicants under section 3(2) of this chapter if:
(1) the applicant petitions the board for a waiver; and
(2) the board determines that the requirement would result in extreme hardship to the applicant if enforced.
As added by P.L.257-1987, SEC.8.

IC 25-8-9-5 Repeat examination
Sec. 5. If a person does not receive a satisfactory grade on the examination described in section 3(4) of this chapter, that person may repeat the examination without completing any additional study in cosmetology.
As added by P.L.257-1987, SEC.8.

IC 25-8-9-6 Unsuccessful repeat examination; consequences
(Repealed by P.L.170-2013, SEC.57.)

IC 25-8-9-7 Temporary work permit
(Repealed by P.L.170-2013, SEC.58.)

IC 25-8-9-8 Temporary work permit application
(Repealed by P.L.170-2013, SEC.59.)

IC 25-8-9-9 Contents of temporary work permit application
(Repealed by P.L.170-2013, SEC.60.)

IC 25-8-9-10 Expiration of temporary work permit
(Repealed by P.L.170-2013, SEC.61.)

IC 25-8-9-11 Temporary licenses; renewal or restoration
(Repealed by P.L.170-2013, SEC.62.)

IC 25-8-9-12 Number of temporary licenses
(Repealed by P.L.170-2013, SEC.63.)

IC 25-8-9-13 Practice in beauty culture school; restrictions
Sec. 13. A person licensed under this chapter may not engage in beauty culture in a beauty culture school except as part of student instruction.

IC 25-8-9-14 Practice restrictions
Sec. 14. A person licensed under this chapter may not engage in beauty culture outside a beauty culture salon unless that person:
(1) has the permission of a person who holds a cosmetology salon license and:
(A) employs the person licensed under this chapter; or
(B) leases or subleases a portion of a salon to the person licensed under this chapter; and
(2) complies with any other practice restrictions regarding this section established by the board.
IC 25-8-11-1 Authorization
Sec. 1. The board may license a person to perform manicuring.

IC 25-8-11-2 Performance of manicuring without offering cosmetology
Sec. 2. A person may perform manicuring without offering cosmetology.

IC 25-8-11-3 Application; form
Sec. 3. A person must file a verified application for a manicurist license with the board on a form prescribed by the board to obtain that license.

IC 25-8-11-4 Contents of application
Sec. 4. The application described in section 3 of this chapter must state that the applicant:
(1) is at least eighteen (18) years of age;
(2) has successfully completed the eighth grade or received the equivalent of an eighth grade education;
(3) has graduated from a manicurist program in a beauty culture school;
(4) has received a satisfactory grade (as defined by IC 25-8-4-9) on an examination for manicurist license applicants prescribed by the board;
(5) has not committed an act for which the applicant could be disciplined under IC 25-8-14; and
(6) has paid the fee set forth in IC 25-8-13-9 for the issuance of a license under this chapter.

IC 25-8-11-5 Unsuccessful examination; consequences
Sec. 5. If a person does not receive a satisfactory grade on the examination described in section 4(4) of this chapter, the person may repeat the examination without completing any additional study in manicuring.

IC 25-8-11-6 Unsuccessful repeat examination; consequences
(Repealed by P.L.170-2013, SEC.70.)

IC 25-8-11-7 Use of acrylic liquid monomer formulated with methyl methacrylate
Sec. 7. (a) A person licensed under this article may not use acrylic liquid monomer formulated with methyl methacrylate (MMA).
(b) A person who violates subsection (a) may be disciplined under IC 25-8-11.

IC 25-8-11-8 Provisional License
Sec. 8. (a) This section applies only to applications for a manicurist license under this article.
(b) If an applicant comes from a jurisdiction that does not issue a manicurist license, the board may issue an initial provisional license to an applicant who meets the following requirements:
(1) The board finds that the applicant has sufficient training or experience as a manicurist.
(2) The applicant has not committed an act that would constitute a violation of the standards of practice under IC 25-1-11.
(3) The applicant pays a fee established by the board under IC 25-1-8.
(c) An applicant who has been granted an initial provisional license must work under the supervision of a licensed cosmetologist or licensed manicurist.
(d) A person who holds an initial provisional license may apply for renewal of a manicurist license under this chapter.
(e) The holder of a provisional license may petition the board for the issuance of a manicurist license to practice without supervision. The holder of a provisional license who demonstrates to the board that the holder may satisfactorily practice without supervision shall be released from the terms of the provisional license and is entitled to hold a license under this chapter.
As added by P.L.177-2009, SEC.30.

IC 25-8-12 Repealed
(Repealed by P.L.157-2006, SEC.76.)

IC 25-8-12.1 Barber Licenses

25-8-12.1-1 Authorization
Sec. 1. The board may license a person to be a barber.

25-8-12.1-2 Application; form
Sec. 2. A person must file a verified application with the board on a form prescribed by the board to obtain a barber license.

25-8-12.1-3 Contents of Application
Sec. 3. The application described in section 2 of this chapter must state that the applicant:
(1) is either:
(A) at least eighteen (18) years of age; or
(B) at least seventeen (17) years of age and is a graduate of an accredited high school;
(2) has graduated with not less than one thousand five hundred (1,500) hours of training in a barber program in a beauty culture school;
(3) has received a satisfactory grade of at least seventy-five percent (75%) on an examination for barber license applicants prescribed by the board;
(4) has not committed an act that could subject the applicant to discipline under IC 25-1-11; and
(5) has paid the fee set forth in IC 25-8-13 for the issuance of a license under this chapter.
As added by P.L.84-2010, SEC.48. Amended by P.L.170-2013,
Sec. 13. (a) This section applies only to applications for a barber license under this chapter.

(b) If an applicant comes from a jurisdiction that does not issue a barber license, the board may issue an initial provisional license to an applicant who meets the following requirements:

1. The board finds that the applicant has sufficient training or experience as a barber.
2. The applicant has not committed an act that would constitute a violation of the standards of practice under IC 25-1-11.
3. The applicant pays a fee established by the board under IC 25-1-8.
4. An applicant who has been granted an initial provisional license must work under the supervision of a licensed barber.
5. A person who holds an initial provisional license may apply for renewal of a barber license under this article.
6. The holder of a provisional license may petition the board for the issuance of a barber license to practice without supervision. The holder of a provisional license who demonstrates to the board that the holder may satisfactorily practice without supervision shall be released from terms of the provisional license and is entitled to hold a license under this chapter.

As added by P.L. 84-2010, SEC. 48.

Sec. 12. A person who:

1. Enters active military service of the United States or of this state:
   A. In time of war or an emergency;
   B. For or during a period of training; or
   C. In connection with or under the operation of a system of selective service; and
2. At the time of entry holds a valid license as a registered barber;
shall be granted a similar certificate of registration or license upon presenting to the board an honorable discharge from military service, dated not more than six (6) months before the time of the presentation. The similar certificate or license shall be granted by the board upon payment of a fee established by the board.

As added by P.L. 84-2010, SEC. 48. Amended by P.L. 170-2013, SEC. 73.
repeat the examination without completing any additional study in esthetics.

IC 25-8-12.5-6 Repeat examination; unsatisfactory grade
(Repealed by P.L.170-2013, SEC.81.)

IC 25-8-12.5-7 Repealed
(Repealed by P.L.177-2009, SEC.63.)

IC 25-8-12.5-8 Provisional License
Sec. 3. (a) The board shall charge a fee established by the board under IC 25-1-8-6 for reinstating a beauty culture school license.
(b) The board shall charge a fee established under IC 25-1-8-6 for reinstating a beauty culture school license.

IC 25-8-13-4 Instructor’s licensing fee
Sec. 4. (a) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing or renewing an instructor license.
(b) The board shall charge a fee established under IC 25-1-8-6 for reinstating an instructor license.

IC 25-8-13-5 Beauty culture salon license fees
Sec. 5. (a) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing or renewing a beauty culture salon license.
(b) The board shall charge a fee established under IC 25-1-8-6 for reinstating a beauty culture salon license.

IC 25-8-13-6 Repealed
(Repealed by P.L.157-2006, SEC.76.)

IC 25-8-13-7 Cosmetologist license fees
Sec. 7. (a) The board shall charge a fee established by the board under IC 25-1-8-2 for providing an examination to an applicant for a cosmetologist license.
(b) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing or renewing a cosmetologist license.
(c) The board shall charge a fee established under IC 25-1-8-6 for reinstating a cosmetologist license.
(d) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing an Indiana cosmetologist license to a person who holds a license from another jurisdiction that meets the requirements set forth in IC 25-8-4-2.

IC 25-8-13-8 Electrologist license fees
Sec. 8. (a) The board shall charge a fee established by the board under IC 25-1-8-2 for providing an examination to an applicant for an electrologist license.
(b) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing or renewing an electrologist license.
(c) The board shall charge a fee established under IC 25-1-8-6 for reinstating an electrologist license.
(d) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing a license to a person who holds an electrologist license from another jurisdiction that meets the requirements under IC 25-8-4-2.

IC 25-8-13-9 Manicurist license fees
Sec. 9. (a) The board shall charge a fee established by the board under IC 25-1-8-2 for providing an examination to an applicant for a manicurist license.

(b) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing or renewing a manicurist license.

(c) The board shall charge a fee established under IC 25-1-8-6 for reinstating a manicurist license.

(d) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing a license to a person who holds a manicurist license from another jurisdiction that meets the requirements under IC 25-8-4-2.

1-8-2 for issuing a license to a person who holds an esthetician license

Sec. 11. (a) The board shall charge a fee established by the board under IC 25-1-8-2 for providing an examination to an applicant for an esthetician license.

(b) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing or renewing an esthetician license.

(c) The board shall charge a fee established under IC 25-1-8-6 for reinstating an esthetician license.

(d) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing a license to a person who holds an esthetician license from another jurisdiction that meets the requirements under IC 25-8-4-2.


IC 25-8-13-10 Repealed
(Repealed by P.L.157-2006, SEC.76.)

IC 25-8-13-11 Esthetician examination and license fees
Sec. 12.1. (a) The board shall establish fees under IC 25-1-8-2 for providing an examination to an applicant for a barber instructor license.

(b) The board shall charge fees under IC 25-1-8-2 for issuing or providing an examination to an applicant for a barber license.

(c) The board shall charge a fee established under IC 25-1-8-6 for reinstating an esthetician license.

Sec. 13. The board shall charge the fee established under IC 25-1-8-2 for issuing a duplicate license.


IC 25-8-13-12 Fees; duplicate license issuance
Sec. 14. Enforcement

IC 25-8-14-1 Refusal to issue, renew or reinstate license; suspension or revocation
Sec. 1. The board may under IC 4-21.5 refuse to issue, renew, or reinstate a license issued under this article if it determines that the applicant or license holder has not complied with IC 25-1-11.


IC 25-8-14-2 Grounds for refusal to issue, renew or restore license or for suspension or revocation (Repealed)
(Repealed by P.L.214-1993, SEC.91.)

IC 25-8-14-3 Revocation, suspension, censure, reprimand and probation orders (Repealed)
(Repealed by P.L.214-1993, SEC.91.)

IC 25-8-14-4 Rescission of probation order (Repealed)
(Repealed by P.L.214-1993, SEC.91.)

IC 25-8-14-5 Violations; unlicensed acts; offenses
Sec. 6. (a) A person who:
(1) violates any provision of this article; or
(2) performs any act authorized by a license issued under this article without possessing a valid license to do so;

commits a Class C infraction.


IC 25-8-14-6 Practice or attending school while diseased; offenses
Sec. 6. (a) A person who:
(1) is a cosmetologist, a manicurist, an electrologist, an esthetician, a barber, or an instructor; and
(2) knowingly performs any act authorized by a license issued under this article while the person has an infectious, a contagious, or a communicable disease that has been epidemiologically demonstrated to be transmitted through casual contact;

commits a Class C infraction.

(b) A person who knowingly attends a beauty culture school as a student while the person has an infectious, a contagious, or a communicable disease that has been epidemiologically demonstrated to be transmitted through casual contact commits a Class C infraction.

IC 25-8-15.4-3  "Tanning device" defined  
Sec. 3. As used in this chapter, "tanning device" means equipment that meets the following conditions:  
(1) Emits ultraviolet radiation with wavelengths in the air between two hundred (200) and four hundred (400) nanometers.  
(2) Is used for tanning human skin.  

IC 25-8-15.4-4  "Tanning facility" defined  
Sec. 4. As used in this chapter, "tanning facility" means a facility that provides persons with access to a tanning device.  

IC 25-8-15.4-5  Necessity for license  
Sec. 5. A person may not operate a tanning facility and charge a fee for the use of tanning devices unless the person has a license to operate the tanning facility issued by the board under this chapter.  

IC 25-8-15.4-6  License requirements  
Sec. 6. To obtain a license to operate a tanning facility, a person:  
(1) Must submit an application to the board on a form prescribed by the board;  
(2) Must pay a fee established by the board under IC 25-1-8-2;  
(3) May be subject to an inspection of the facility by the board.  

IC 25-8-15.4-7  Contents of license application  
Sec. 7. The form described under section 6(1) of this chapter must contain the following information:  
(1) The name and location of the tanning facility.  
(2) The name of the person that owns the tanning facility.  
(3) Any other information required by the board.  

IC 25-8-15.4-8  Separate licenses; transfer of license to new location  
Sec. 8. (a) A person must obtain a separate license for each tanning facility the person operates.  
(b) If a person:  
(1) has obtained a license to operate a tanning facility issued under this chapter; and  
(2) changes the location of the tanning facility;  
the board may transfer the license to the tanning facility at the new location.  

IC 25-8-15.4-9  Expiration and renewal of licenses  
Sec. 9. (a) A license issued under this chapter expires every fourth year on a date established by the licensing agency under IC 25-1-6-4.  
(b) The board shall renew a license issued under this chapter if the person that operates the facility pays the fee for renewal established by the board under IC 25-1-8-2 on or before the date established by the licensing agency.  
(c) If the holder of a license does not renew the license on or before the renewal date established by the licensing agency, the license expires and becomes invalid without any action by the board.  

IC 25-8-15.4-9.5  Reinstatement; requirements  
Sec. 9.5. (a) The board may, upon application, reinstate a license under this chapter that has been expired for not more than three (3) years if the person holding the license meets the requirements for reinstatement established under IC 25-1-8-6(c).  
(b) If more than three (3) years have elapsed since the date a license under this chapter expired, the individual holding the license may have the license reinstated by satisfying the requirements for reinstatement under IC 25-1-8-6(d).  

IC 25-8-15.4-10  Display of license  
Sec. 10. A person holding a tanning facility license issued under this chapter shall display the license in a manner that is clearly visible to a person entering the tanning facility.  

IC 25-8-15.4-11  Written statement  
Sec. 11. Before a person uses a tanning device in a tanning facility, the operator, owner, or employee of the operator or owner of the tanning facility shall require the person to read and sign a written statement approved by the board that contains the following information:  
(1) A person who uses a tanning device in this tanning facility must use protective eyewear.  
(2) If the provided eye protection is not worn, use of a tanning device in this tanning facility may cause damage to the eyes.  
(3) Overexposure to the ultraviolet radiation produced by a tanning device in this tanning facility may cause burns.  
(4) Exposure to the ultraviolet radiation produced by the tanning devices in this tanning facility may cause premature aging of the skin and skin cancer.  
(5) Abnormal skin sensitivity to ultraviolet radiation or burning may be caused by certain foods, cosmetics, or medication, including the following:  
(A) Tranquilizers.  
(B) Diuretics.  
(C) Antibiotics.  
(D) High blood pressure medication.  
(E) Birth control medication.  
(F) Other photosensitizing agents as determined under rules adopted by the board.  
(6) A person who is taking a prescription drug or an over-the-counter drug should consult a physician or pharmacist before using a tanning device.  

IC 25-8-15.4-12  Display of sign  
Sec. 12. An operator of a tanning facility shall display a sign approved by the board in a manner that is clearly visible to a person using the tanning devices in the tanning facility.  

IC 25-8-15.4-13  Denial of risks  
Sec. 13. An owner, operator, or employee of a tanning facility may not profess that using a tanning device is free from risk.  

IC 25-8-15.4-14  Duties of operator  
Sec. 14. The operator of a tanning facility shall do the following:  
(1) Have an employee present in the tanning facility during business hours who, as determined under rules adopted by the board, is knowledgeable in the correct operation of the tanning devices in the tanning facility and is able to assist persons in the proper use of the tanning devices.  
(2) Provide each person using a tanning device with properly sanitized eyewear that protects the eyes from ultraviolet radiation.
and allows adequate vision.
(3) Provide instructions to each person using a tanning device on how to maintain proper exposure distance as recommended by the manufacturer of the tanning device.
(4) Limit each person using a tanning device to the maximum exposure time:
   (A) established under rules of the board; or
   (B) if the board has not adopted rules concerning exposure time for the tanning device, recommended by the manufacturer of the tanning device.
(5) Not allow the temperature of a tanning facility to exceed one hundred (100) degrees Fahrenheit at any time.
(6) Provide and maintain:
   (A) the tanning facility; and
   (B) tanning devices in the tanning facility; in a manner that meets sanitation and safety rules adopted by the board.

IC 25-8-15.4-15 Presence of parent or guardian
Sec. 15. A person who is less than sixteen (16) years of age must be accompanied by a parent or guardian when using a tanning device in a tanning facility.

IC 25-8-15.4-16 Signature of parent or guardian on written statement
Sec. 16. A person who is less than eighteen (18) years of age may not use a tanning device in a tanning facility unless the parent or guardian of the person has also signed the written statement under section 11 of this chapter in the presence of the operator of the tanning facility.

IC 25-8-15.4-17 Protective eyewear
Sec. 17. A person who uses a tanning device in a tanning facility must use protective eyewear.

IC 25-8-15.4-18 Reports to board
Sec. 18. (a) The operator of a tanning facility must report to the board each known:
   (1) injury; or
   (2) complaint of an injury;
that results from the use of a tanning device in the tanning facility.
(b) The operator must do the following:
   (1) Telephone a report under subsection (a) to the board not more than forty-eight (48) hours after the injury or complaint of an injury occurs.
   (2) File a written report under subsection (a) with the board on a form provided by the board not later than seven (7) days after the injury or complaint of an injury occurs.
(c) The board shall send a copy of the report filed under subsection (b)(2) to the following:
   (1) The injured person or complaining person.
   (2) The federal Food and Drug Administration.

IC 25-8-15.4-19 Inspections
Sec. 19. An authorized representative of the board may inspect each tanning facility to determine compliance with this chapter and rules adopted under this chapter at any time during normal business hours of a tanning facility.

IC 25-8-15.4-20 Denial, suspension, or revocation of license
Sec. 20. The board may deny, suspend, or revoke a license issued under this chapter if the person holding or requesting the license violates this chapter or a rule adopted under this chapter.

IC 25-8-15.4-21 Tanning facility committee; members; appointment
Sec. 21. (a) The board may establish the tanning facility committee.
(b) If the board establishes the committee under subsection (a), the committee consists of five (5) members appointed by the president of the board for terms of two (2) years. The committee must include the following:
   (1) One (1) member of the board.
   (2) One (1) owner of a licensed tanning facility who is licensed as a cosmetologist under IC 25-8-4.
   (3) One (1) owner of a licensed tanning facility who does not hold any other license under this article.
   (4) One (1) physician or other licensed health care provider who works in the area of dermatology.
   (5) One (1) individual who is not associated with a tanning facility or a profession licensed under this article other than as a consumer.
(c) If the board establishes the committee under this section, the president of the board shall appoint one (1) of the committee members to serve as chairman of the committee.

IC 25-8-15.4-22 Committee; removal of member
Sec. 22. A member of the committee may be removed by the board without cause.

IC 25-8-15.4-23 Rules
Sec. 23. (a) The committee may propose rules to the board concerning the following:
   (1) The operation of tanning devices.
   (2) The implementation of this chapter.
(b) The board may adopt rules under IC 4-22-2 that are recommended by the committee.

IC 25-8-15.4-24 Schedule of civil penalties; order of compliance; imposition of civil penalty
Sec. 24. (a) In addition to the other remedies provided in this chapter, the board shall adopt a schedule of civil penalties that may be levied to enforce the provisions of the following:
   (1) This chapter.
   (2) The rules adopted under this chapter by the board.
(b) A penalty included in the schedule of civil penalties adopted under subsection (a) may not exceed one thousand dollars ($1,000) for each violation per day.
(c) The board may issue an order of compliance, impose a civil penalty included in the schedule of civil penalties adopted under subsection (a), or both, against a person who does any of the following:
   (1) Fails to comply with this chapter or a rule adopted under this chapter.
   (2) Interferes with or obstructs the board or the board’s authorized representative in the performance of duties under this chapter.
(d) An order of compliance may be issued under IC 4-21.5-3-6, IC 4-21.5-3-8, or IC 4-21.5-4. A civil penalty may be imposed only in a proceeding under IC 4-21.5-3-8.
(e) A proceeding commenced to impose a civil penalty may be consolidated with any other proceeding commenced to enforce this chapter or a rule adopted under this chapter.
IC 25-8-15.4-25 Violations; offenses
Sec. 25. (a) Except as otherwise provided, a person who recklessly violates or fails to comply with this chapter commits a Class C misdemeanor.
(b) Each day a violation continues constitutes a separate offense. As added by P.L.142-1995, SEC.31.

INDIANA CODE § 25-8-16
Chapter 16. Inactive Licenses
IC 25-8-16 Repealed
(Repealed by P.L.197-2007, SEC.94.)

INDIANA CODE § 25-1
ARTICLE 1. GENERAL PROVISIONS

INDIANA CODE § 25-1-1
Chapter 1. Evidence of License Applicant’s Payment of Personal Property Taxes Required

IC 25-1-1-1 Issuance of license; evidence of payment of personal property tax
Sec. 1. It is unlawful for any board, officer, or person to issue any license, as defined in section 2 of this chapter, to any person who is a resident of this state, unless the applicant, at the time he applies for such license, submits, in addition to all other requirements prescribed by law, a receipt or other evidence showing that he has paid all his personal property taxes in full. "Other evidence" in the case of all licenses issued by the bureau of motor vehicles means a statement signed by the treasurer of the county in which the applicant resides certifying that he has made an affidavit to the effect that he owes no delinquent personal property tax in the county in which the applicant resides certifying that he has made an affidavit to the effect that he owes no delinquent personal property tax in any county in Indiana. (Formerly: Acts 1931, c.124, s.1; Acts 1941, c.61, s.1; Acts 1943, c.124, s.1; Acts 1953, c.208, s.1.) As amended by Acts 1973, P.L.249, SEC.1.) As amended by Acts 1978, P.L.2, SEC.2502; P.L.67-1990, SEC.6.

IC 25-1-1-2 License defined
Sec. 2. The term "license" as used in this chapter shall be construed to mean and include motor vehicle registration licenses, certificates of title showing the ownership of any motor vehicle, except those classed as passenger vehicles. (Formerly: Acts 1931, c.124, s.2; Acts 1972, P.L.183, SEC.1.)

IC 25-1-1-3 Repealed
(Repealed by Acts 1978, P.L.2, SEC.2570.)

IC 25-1-1-4 Repealed
(Repealed by Acts 1978, P.L.2, SEC.2570.)

IC 25-1-1.1-1 Denial, revocation, or suspension of license or certificate of registration; conviction of crime
Sec. 1. Except as provided under sections 2 through 3 of this chapter, a license or certificate of registration that an individual is required by law to hold to engage in a business, profession, or occupation may not be denied, revoked, or suspended because the applicant or holder has been convicted of an offense. The acts from which the applicant's or holder's conviction resulted may, however, be considered as to whether the applicant or holder should be entrusted to serve the public in a specific capacity. (Formerly: Acts 1973, P.L.249, SEC.1.) As amended by Acts 1978, P.L.2, SEC.2502; P.L.67-1990, SEC.6.

IC 25-1-1.1-2 Suspension, denial, or revocation of license or certificate; conviction for drug related offense
Sec. 2. Notwithstanding IC 25-1-7, a board, a commission, or a committee may suspend, deny, or revoke a license or certificate issued under this title by the board, the commission, or the committee without an investigation by the office of the attorney general if the individual who holds the license or certificate is convicted of any of the following and the board, commission, or committee determines, after the individual has appeared in person, that the offense affects the individual's ability to perform the duties of the profession:
1. Possession of cocaine or a narcotic drug under IC 35-48-4-6.
2. Possession of methamphetamine under IC 35-48-4-6.1.
3. Possession of a controlled substance under IC 35-48-4-7(a).
4. Fraudulently obtaining a controlled substance under IC 35-48-4-7(b).
5. Manufacture of paraphernalia as a Class D felony under IC 35-48-4-8.1(b).
6. Dealing in paraphernalia as a Class D felony under IC 35-48-4-8.5(b).
7. Possession of paraphernalia as a Class D felony under IC 35-48-4-8.3(b).
8. Possession of marijuana, hash oil, hashish, salvia, or a synthetic cannabinoid as a Class D felony under IC 35-48-4-11.
10. An offense relating to registration, labeling, and prescription forms under IC 35-48-4-14.
11. Conspiracy under IC 35-41-5-2 to commit an offense listed in subdivisions (1) through (10).
12. Attempt under IC 35-41-5-1 to commit an offense listed in subdivisions (1) through (10).
14. A felony that reflects adversely on the individual's fitness to hold a professional license.
15. An offense in any other jurisdiction in which the elements of the offense for which the conviction was entered are substantially similar to the elements of an offense described in this section.

IC 25-1-1.1-3 Suspension or revocation of license or certificate; conviction for additional drug related offenses
Sec. 3. A board, a commission, or a committee shall revoke or suspend a license or certificate issued under this title by the board, the commission, or the committee if the individual who holds the license or certificate is convicted of any of the following:
(1) Dealing in or manufacturing cocaine or a narcotic drug under IC 35-48-4-1.
(2) Dealing in methamphetamine under IC 35-48-4-1.1.
(3) Dealing in a schedule I, II, or III controlled substance under IC 35-48-4-2.
(4) Dealing in a schedule IV controlled substance under IC 35-48-4-3.
(5) Dealing in a schedule V controlled substance under IC 35-48-4-4.
(6) Dealing in a substance represented to be a controlled substance under IC 35-48-4-4.5.
(7) Knowingly or intentionally manufacturing, advertising, distributing, or possessing with intent to manufacture, advertise, or distribute a substance represented to be a controlled substance under IC 35-48-4-6.
(8) Dealing in a counterfeit substance under IC 35-48-4-5.
(9) Dealing in marijuana, hash oil, or hashish under IC 35-48-4-10(b).
(10) Conspiracy under IC 35-41-5-2 to commit an offense listed in subdivisions (1) through (9).
(11) Attempt under IC 35-41-5-1 to commit an offense listed in subdivisions (1) through (9).
(12) An offense in any other jurisdiction in which the elements of the offense for which the conviction was entered are substantially similar to the elements of an offense described under subdivisions (1) through (11).
(13) A violation of any federal or state drug law or rule related to wholesale legend drug distributors licensed under IC 25-26-14.


(5) Explains that the only basis for contesting the bureau’s determination that the practitioner is delinquent and subject to an order placing the practitioner on probationary status is a mistake of fact.

(6) Explains the procedures to:
(A) pay the practitioner’s child support arrearage in full;
(B) establish a payment plan with the bureau to pay the arrearage, which must include an income withholding order under IC 31-16-15-2; or IC 31-16-15-2.5;
(C) request a hearing under IC 31-25-4-33.

(7) Explains that the probation will terminate ten (10) business days after the board receives a notice from the bureau that the practitioner has:
(A) paid the practitioner’s child support arrearage in full; or
(B) established a payment plan with the bureau to pay the arrearage which includes an income withholding order under IC 31-16-15-2 or IC 31-16-15-2.5.

(b) If the board is advised by the bureau that the practitioner either requested a hearing and failed to appear or appeared and was found to be delinquent, the board shall promptly mail a notice to the practitioner who is the subject of the order stating the following:
(1) That the practitioner’s license has been placed on probationary status, beginning five (5) business days after the date the notice is mailed, and that the probation will terminate ten (10) business days after the board receives a notice from the bureau that the person has:
(A) paid the person’s child support arrearage in full; or
(B) established a payment plan with the bureau to pay the arrearage which includes an income withholding order under IC 31-16-15-2 or IC 31-16-15-2.5.

(2) That if the board is advised by the bureau that the practitioner whose license has been placed on probationary status has failed to:
(A) pay the person’s child support arrearage in full; or
(B) establish a payment plan with the bureau to pay the arrearage which includes an income withholding order under IC 31-16-15-2 or IC 31-16-15-2.5.

within twenty (20) days after the date the notice is mailed, the board shall suspend the practitioner’s license.

(c) If the board is advised by the bureau that the practitioner whose license has been placed on probationary status has failed to:
(1) pay the person’s child support arrearage in full; or
(2) establish a payment plan with the bureau to pay the arrearage which includes an income withholding order under IC 31-16-15-2 IC 31-16-15-2.5;
within twenty (20) days after the date the notice is mailed, the board shall suspend the practitioner’s license.

(d) The board may not reinstate a license or permit placed on probation or suspended under this section until the board receives a notice from the bureau that the person has:
(1) paid the person’s child support arrearage in full; or
(2) established a payment plan with the bureau to pay the arrearage which includes an income withholding order under IC 31-16-15-2 or IC 31-16-15-2.5.


IC 25-1-1-2.5 Repealed
(Repealed by P.L.23-1996, SEC.33.)

IC 25-1-1-2.9 Repealed
(Repealed by P.L.23-1996, SEC.33.)

IC 25-1-1-2.10 Repealed
(Repealed by P.L.23-1996, SEC.33.)
IC 25-1-2-3  Authorization to issue and reissue two year licenses
Sec. 3. Effective October 1, 1961, such licensing agencies as are authorized to issue any of the foregoing shall issue and reissue such licenses and collect the fees for the same on the basis of two (2) years and the dates by month and day which govern the issuance or reissuance of licenses for one (1) year shall govern the issuance or reissuance of licenses for two (2) years; provided, that entire fees for a two (2) year period shall be payable before issuance thereof on the day and month designated for payment of fees for one (1) year licenses. (Formerly: Acts 1961, c.79, s.3.) As amended by Acts 1982, P.L.154, SEC.1.

IC 25-1-2-4  Rebates and proration of fees
Sec. 4. Rebates and proration of fees for fractions of a biennium shall be allowed only with respect to the second year of such license if claim be made therefor before the expiration of the first year for which the license was issued. (Formerly: Acts 1961, c.79, s.4.)

IC 25-1-2-5  Rules and regulations
Sec. 5. Notice shall be given and forms prepared by such licensing agencies as necessary to execute the provisions of this chapter and in order to expedite and effectuate the conversion from one (1) year licensing periods to those of two (2) years, such licensing agencies may adopt and promulgate such rules and regulations they may deem necessary in the manner prescribed by law. (Formerly: Acts 1961, c.79, s.5.) As amended by Acts 1982, P.L.154, SEC.2.

IC 25-1-2-6  Definitions; application of section; notice to licensee of need to renew
Sec. 6. (a) As used in this section, "license" includes all occupational and professional licenses, registrations, permits, and certificates issued under the Indiana Code, and "licensee" includes all occupational and professional licensees, registrants, permittees, and certificate holders regulated under the Indiana Code.
(b) This section applies to the following entities that regulate occupations or professions under the Indiana Code:
   (1) Indiana board of accountancy.
   (2) Indiana grain buyers and warehouse licensing agency.
   (3) Indiana auctioneer commission.
   (4) Board of registration for architects and landscape architects.
   (5) State board of cosmetology and barber examiners.
   (6) Medical licensing board of Indiana.
   (7) Secretary of state.
   (8) State board of dentistry.
   (9) State board of funeral and cemetery service.
   (10) Worker's compensation board of Indiana.
   (11) Indiana state board of health facility administrators.
   (12) Committee of hearing aid dealer examiners.
   (13) Indiana state board of nursing.
   (14) Indiana optometry board.
   (15) Indiana board of pharmacy.
   (16) Indiana plumbing commission.
   (17) Board of podiatric medicine.
   (18) Private investigator and security guard licensing board.
   (19) State board of registration for professional engineers.
   (20) State psychology board.
   (21) Indiana real estate commission.
   (22) Speech-language pathology and audiology board.
   (23) Department of natural resources.
   (24) Board of chiropractic examiners.
   (25) Mining board.
   (26) Indiana board of veterinary medical examiners.
   (27) State department of health.
   (28) Indiana physical therapy committee.
   (29) Respiratory care committee.
   (30) Occupational therapy committee.
   (31) Behavioral health and human services licensing board.
   (32) Real estate appraiser licensure and certification board.
   (33) State board of registration for land surveyors.
   (34) Physician assistant committee.
   (35) Indiana dietitians certification board.
   (36) Attorney general (only for the regulation of athlete agents).
   (37) Manufactured home installer licensing board.
   (38) Home inspectors licensing board.
   (39) State board of massage therapy.
   (40) Any other occupational or professional agency created after June 30, 1981.

(c) Notwithstanding any other law, the entities included in subsection (b) shall send a notice of the upcoming expiration of a license to each licensee at least sixty (60) days prior to the expiration of the license. The notice must inform the licensee of the need to renew and the requirement of payment of the renewal fee. If this notice of expiration is not sent by the entity, the licensee is not subject to a sanction for failure to renew if, once notice is received from the entity, the license is renewed within forty-five (45) days of the receipt of the notice.
(d) Notwithstanding any other law, the entities included in subsection (b) shall send notice of the expiration of a license to each individual whose license has expired within thirty (30) days following the expiration of the license. The notice must meet the following requirements:
   (1) Inform the individual of the following:
      (A) That the individual's license has expired.
      (B) Any requirements that must be met before reinstatement of a license may occur.
   (2) Be sent electronically. However, if the entity does not have an electronic mail address on record for the individual, the notice must be sent via United States mail.
IC 25-1-2-7  Application of IC 25-1-2-6
Sec. 7. Section 6 of this chapter applies to the mining board (IC 22-10-1.5-2).
As added by P.L.37-1985, SEC.56.

IC 25-1-2-8  Application of chapter; fees
Sec. 8. This chapter applies to the imposition and collection of fees under the following:
IC 14-24-1-10
IC 16-19-5-2
IC 25-30-1-17
IC 33-42-2-1.

IC 25-1-2-9  Repealed
(Repealed by P.L. 194-2005, SEC. 87.)

INDIANA CODE § 25-1-3
Chapter 3. Civil Immunity of Regulatory Agencies

IC 25-1-3-1  Definitions
Sec. 1. (a) As used in this chapter, the term "regulatory board" means any state board, commission, or state agency which licenses persons in order to regulate the practice of a particular profession or professions.
(b) As used in this chapter, the term "board members" means members of a regulatory board.
(c) As used in this chapter, the term "secretary" means the executive secretary or other person charged with the administration of the affairs of a regulatory board.
(Formerly: Acts 1975, P.L.268, SEC.1.)

IC 25-1-3-2  Extent of immunity from civil liability
Sec. 2. The board members, the secretary, his staff, counsel, investigators and hearing officer of every regulatory board, except as provided in section 4 of this chapter, shall be immune from civil liability for damages for conduct within the scope and arising out of the performance of their duties. This section shall not be construed to include civil actions for damages not directly related to the investigative process and shall apply only to the process for the finding of fact of the regulatory board.
(Formerly: Acts 1975, P.L.268, SEC.1.)

IC 25-1-3-3  Immunity from civil liability; statements in course of investigatory hearing or review proceedings
Sec. 3. Any person shall be immune from civil liability for damages for any sworn or written statements, made without malice, and transmitted to the regulatory board, executive secretary, or his staff, or made in the course of investigatory hearing or review proceedings.
(Formerly: Acts 1975, P.L.268, SEC.1.)

IC 25-1-3-4  Regulatory boards covered
Sec. 4. The provisions of this chapter extend to every regulatory board of the state except the disciplinary commission of the supreme court of Indiana which is protected under IC 1971, 33-2-3-1.
(Formerly: Acts 1975, P.L.268, SEC.1.)

INDIANA CODE § 25-1-4-0.3
Chapter 4. Professional Licensing Agency

IC 25-1-4-0.3  "Board" defined
Sec. 0.3. As used in this chapter, "board" means any of the following:
(1) Indiana board of accountancy (IC 25-2.1-2-1).
(2) Board of registration for architects and landscape architects (IC 25-4.1-2).
(3) Indiana athletic trainers board (IC 25-5.1-2-1).
(4) Indiana auctioneer commission (IC 25-6.1-2-1).
(5) Board of chiropractic examiners (IC 25-10-1).
(6) State board of cosmetology and barber examiners (IC 25-8-3-1).
(7) State board of dentistry (IC 25-14-1).
(8) Indiana dietitians certification board (IC 25-14.5-2-1).
(9) State board of registration for professional engineers (IC 25-31-1.3).
(10) State board of funeral and cemetery service (IC 25-15-9).
(11) Indiana state board of health facility administrators (IC 25-19-1).
(12) Committee of hearing aid dealer examiners (IC 25-20-1.5).
(13) Home inspectors licensing board (IC 25-20.2-3-1).
(14) State board of registration for land surveyors (IC 25-21.5-2-1).
(15) Manufactured home installer licensing board (IC 25-23.7).
(16) Medical licensing board of Indiana (IC 25-22.5-2).
(17) Indiana state board of nursing (IC 25-23-1).
(18) Occupational therapy committee (IC 25-23.5).
(19) Indiana optometry board (IC 25-24).
(20) Indiana board of pharmacy (IC 25-26).
(21) Indiana physical therapy committee (IC 25-27-1).
(22) Physician assistant committee (IC 25-27.5).
(23) Indiana plumbing commission (IC 25-28.5-1-3).
(24) Board of podiatric medicine (IC 25-29-2-1).
(25) Private investigator and security guard licensing board (IC 25-30-1.5-2).
(26) State psychology board (IC 25-33).
(27) Indiana real estate commission (IC 25-34.1-2).
(28) Real estate appraiser licensure and certification board (IC 25-34.1-8).
(29) Respiratory care committee (IC 25-34.5).
(30) Behavioral health and human services licensing board (IC 25-23.6).
(31) Speech-language pathology and audiology board (IC 25-35.6-2).
(32) Indiana board of veterinary medical examiners (IC 25-38.1-2).

INDIANA CODE § 25-1-6
Chapter 6. Professional Licensing Agency

IC 25-1-6-1  Legislative intent
Sec. 1. The centralization of staff, functions, and services contemplated by this chapter shall be done in such a way as to enhance the licensing agency's ability to:
(1) make maximum use of data processing as a means of more efficient operation;
(2) provide more services and carry out functions of superior quality; and
(3) ultimately and significantly reduce the number of staff needed to provide these services and carry out these functions.

IC 25-1-6-4 Additional duties and functions; staff
Sec. 4. (a) The licensing agency shall employ necessary staff, including specialists and professionals, to carry out the administrative duties and functions of the boards, including but not limited to:
(1) notice of board meetings and other communication services;
(2) recordkeeping of board meetings, proceedings, and actions;
(3) recordkeeping of all persons or individuals licensed, regulated, or certified by a board;
(4) administration of examinations; and
(5) administration of license or certificate issuance or renewal.
(b) In addition, the licensing agency:
(1) shall prepare a consolidated statement of the budget requests of all the boards in section 3 of this chapter;
(2) may coordinate licensing or certification renewal cycles, examination schedules, or other routine activities to efficiently utilize licensing agency staff, facilities, and transportation resources, and to improve accessibility of board functions to the public; and
(3) may consolidate, where feasible, office space, recordkeeping, and data processing services.
(c) In administering the renewal of licenses or certificates under this chapter, the licensing agency shall issue a sixty (60) day notice of expiration to all holders of a license or certificate. The notice must inform the holder of a license or certificate of the requirements to:
(1) renew the license or certificate; and
(2) pay the renewal fee.
(d) If the licensing agency fails to send notice of expiration under subsection (c), the holder of the license or certificate is not subject to a sanction for failure to renew if the holder renews the license or certificate not more than forty-five (45) days after the holder receives the notice from the licensing agency.
(e) The licensing agency may require an applicant for a license or certificate renewal to submit evidence showing that the applicant:
(1) meets the minimum requirements for licensure or certification; and
(2) is not in violation of:
(A) the law regulating the applicant's profession; or
(B) rules adopted by the board regulating the applicant's profession.
(f) The licensing agency may delay renewing a license or certificate for not more than ninety (90) days after the renewal date to permit the board to investigate information received by the licensing agency that the applicant for renewal may have committed an act for which the applicant may be disciplined. If the licensing agency denies renewing a license or certificate, the licensing agency shall notify the applicant that the applicant is being investigated. Except as provided in subsection (g), the board shall do one (1) of the following before the expiration of the ninety (90) day period:
(1) Deny renewal of the license or certificate following a personal appearance by the applicant before the board.
(2) Renew the license or certificate upon satisfaction of all other requirements for renewal.
(3) Renew the license and file a complaint under IC 25-1-7.
(4) Request the office of the attorney general to conduct an investigation under subsection (h) if, following a personal appearance by the applicant before the board, the board has good cause to believe that the applicant engaged in activity described in IC 25-1-11-5.
(5) Upon agreement of the applicant and the board and following a personal appearance by the applicant before the board, renew the license or certificate and place the applicant on probation status under IC 25-1-11-12.
(g) If an applicant fails to appear before the board under subsection (f), the board may take action as provided in subsection (f)(1), (f)(2), or (f)(3).
(h) If the board makes a request under subsection (f)(4), the office of the attorney general shall conduct an investigation. Upon completion of the investigation, the office of the attorney general may file a petition alleging that the applicant has engaged in activity described in IC 25-1-11-5. If the office of the attorney general files a petition, the board shall set the matter for a public hearing. If, after a public hearing, the board finds the applicant violated IC 25-1-11-5, the board may impose sanctions under IC 25-1-11-12. The board may delay renewing a license or certificate beyond ninety (90) days after the renewal date until a final determination is made by the board. The applicant's license or certificate remains valid until the final determination of the board is rendered unless the renewal is:
IC 25-1-6-6 Executive director; representatives; staff placement
Sec. 6. (a) The executive director shall designate certain employees of
the licensing agency to represent the executive director of the licensing
agency at board meetings, proceedings, or any other activities of a
board.
(b) The executive director shall assign staff to individual boards and
shall work with the boards to ensure efficient utilization and placement of
staff.
SEC.7.

IC 25-1-6-7 Repealed
(Repealed by P.L.186-1990, SEC.17.)

IC 25-1-6-8 Department of state revenue; access to names of
licensees and applicants; persons on tax warrant list
Sec. 8. (a) The bureau and the boards may allow the department of
state revenue access to the name of each person who:
(1) is licensed under this chapter or IC 25-1-5; or
(2) has applied for a license under this chapter or IC 25-1-5.
(b) If the department of state revenue notifies the licensing agency that
a person is on the most recent tax warrant list, the licensing agency may
not issue or renew the person's license until:
(1) the person provides to the licensing agency a statement from the
department of revenue that the person's delinquent tax liability has
been satisfied; or
(2) the licensing agency receives a notice from the commissioner of
the department of state revenue under IC 6-8.1-8-2(k).

IC 25-1-6-9 Repealed
(Repealed by P.L.186-1990, SEC.17.)

IC 25-1-6-10 Provision of social security numbers; access to
numbers
Sec. 10. (a) An individual who applies for a license issued by a board
under this chapter or who holds a license issued by a board under this
chapter shall provide the individual's Social Security number to the
licensing agency.
(b) The licensing agency and the boards shall collect and release the
applicant's or licensee's Social Security number as otherwise provided in
state or federal law.
(c) Notwithstanding IC 4-1-10-3, the licensing agency and the boards
may allow access to the Social Security number of each person who is
licensed under this chapter or who has applied for a license under this chapter
by:
(1) a testing service that provides the examination for licensure to
the licensing agency or the boards; or
(2) an individual state regulatory board or an organization composed
of state regulatory boards for the applicant's or licensee's profession
for the purpose of coordinating licensure and disciplinary activities
among the individual states.

IC 25-1-6-5 Executive director
Sec. 5. (a) The licensing agency shall be administered by an executive
director appointed by the governor who shall serve at the will and
pleasure of the governor.
(b) The executive director must be qualified by experience and training.
(c) The term "executive director" or "secretary", or any other statutory
term for the administrative officer of a board listed in section 3 of this
chapter, means the executive director of the licensing agency or the
executive director's designee.
(d) The executive director is the chief fiscal officer of the licensing
agency and is responsible for hiring of all staff and for procurement of all
services and supplies in accordance with IC 5-22. The executive director
may appoint no more than three (3) deputy directors, who must be
qualified to work for the boards which are served by the licensing agency.
(e) The executive director shall execute a bond payable to the state,
with surety to consist of a surety or guaranty corporation qualified to do
business in Indiana, in an amount fixed by the state board of accounts,
conditioned upon the faithful performance of duties and the accounting
for all money and property that come into the executive director's hands
and under the executive director's control. The executive director may
likewise cause any employee of the licensing agency to execute a bond if
that employee receives, disburses, or in any way handles funds or
property of the licensing agency. The costs of any such bonds shall be
paid from funds available to the licensing agency.
(f) The executive director may present to the general assembly
legislative recommendations regarding operations of the licensing
agency and the boards it serves, including adoption of four (4) year
license or certificate renewal cycles wherever feasible.
(g) Upon the request of a board or commission, the executive director
may execute orders, subpoenas, continuances, and other legal
documents on behalf of the board or commission.
(h) Upon the request of a board or commission, the executive director
may provide advice and technical assistance on issues that may be
presented to the board or commission.
P.L.113, SEC.11; P.L.132-1984, SEC.6; P.L.49-1997, SEC.64; P.L. 194-

IC 25-1-6-5.5 Appeal of license renewal denial
Sec. 5.5. A person who has a license renewal denied by a board listed
in section 3 of this chapter may file an appeal of the denial in accordance
with IC 4-21-5.5.

IC 25-1-7-1 Definitions
Sec. 1. As used in this chapter:
"Board" means the appropriate agency listed in the definition of regulated occupation in this section.
"Director" refers to the director of the division of consumer protection.
"Division" refers to the division of consumer protection, office of the attorney general.
"Licensee" means a person who is:
(1) licensed, certified, or registered by a board listed in this section; and
(2) the subject of a complaint filed with the division.
"Person" means an individual, a partnership, a limited liability company, or a corporation.
"Regulated occupation" means an occupation in which a person is licensed, certified, or registered by one (1) of the following:
(1) Indiana board of accountancy (IC 25-2.1-2-1).
(2) Board of registration for architects and landscape architects (IC 25-4-1-2).
(3) Indiana auctioneer commission (IC 25-6.1-1-2-1).
(4) State athletic commission (IC 25-9-1).
(5) Board of chiropractic examiners (IC 25-10-1).
(6) State board of cosmetology and barber examiners (IC 25-8-3-1).
(7) State board of dentistry (IC 25-14-1).
(8) State board of funeral and cemetery service (IC 25-15-9).
(9) State board of registration for professional engineers (IC 25-31-1-3).
(10) Indiana state board of health facility administrators (IC 25-19-1).
(11) Medical licensing board of Indiana (IC 25-22.5-2).
(12) Indiana state board of nursing (IC 25-23-1).
(13) Indiana optometry board (IC 25-24).
(14) Indiana board of pharmacy (IC 25-26).
(15) Indiana plumbing commission (IC 25-28.5-1-3).
(16) Board of podiatric medicine (IC 25-29-2-1).
(17) State psychology board (IC 25-33).
(18) Speech-language pathology and audiology board (IC 25-35.6-2).
(19) Indiana real estate commission (IC 25-34.1-2).
(20) Indiana board of veterinary medical examiners (IC 25-38.1).
(21) Department of natural resources for purposes of licensing water well drillers under IC 25-39-3.
(22) Respiratory care committee (IC 25-34.5).
(23) Private investigator and security guard licensing board (IC 25-30-1-5-2).
(24) Occupational therapy committee (IC 25-23.5).
(25) Behavioral health and human services licensing board (IC 25-23.6).
(26) Real estate appraiser licensure and certification board (IC 25-34.1-8).
(27) State board of registration for land surveyors (IC 25-21.5-2-1).
(28) Physician assistant committee (IC 25-27.5).
(29) Indiana athletic trainers board (IC 25-5-1.2-1).
(30) Indiana dietitians certification board (IC 25-14.5-2-1).
(31) Indiana physical therapy committee (IC 25-27).
(32) Manufactured home installer licensing board (IC 25-23.7).
(33) Home inspectors licensing board (IC 25-20.2-3-1).
(34) State department of health, for out-of-state mobile health care facilities.
(35) State board of massage therapy (IC 25-21.8-2-1).
(36) Any other occupational or professional agency created after June 30, 1981.


IC 25-1-7-2 Duties of attorney general
Sec. 2. The office of the attorney general, under the conditions specified in this chapter, may receive, investigate, and prosecute complaints concerning regulated occupations.

IC 25-1-7-3 Investigation of complaints
Sec. 3. (a) Except as provided in subsections (b) and (c), the division is responsible for the investigation of complaints concerning licensees.
(b) The medical licensing board of Indiana shall investigate a complaint concerning a physician licensed under IC 25-22.5 and a violation specified in IC 25-22.5-2.8. The division shall forward a complaint concerning a physician licensed under IC 25-22.5 and a violation specified in IC 25-22.5-2.8 to the medical licensing board of Indiana for investigation by the board. However, if the complaint includes a violation in addition to a violation specified in IC 25-22.5-2.8, the division shall investigate the complaint in its entirety and notify the medical licensing board of Indiana of the investigation.
(c) The state board of cosmetology and barber examiners shall investigate complaints under IC 25-8-14-5, IC 25-8-4-13, IC 25-8-4-29, IC 25-8-9-10, IC 25-8-9-14, and IC 25-8-15.4-5. The division shall forward a complaint concerning the practice of beauty culture under IC 25-8 to the state board of cosmetology and barber examiners for investigation by the state board of cosmetology and barber examiners. However, if the complaint includes a violation in addition to a violation specified in IC 25-8-14-5, IC 25-8-14-13, IC 25-8-14-29, IC 25-8-9-10, IC 25-8-9-14, and IC 25-8-15.4-5, the division shall investigate the complaint in its entirety and notify the state board of cosmetology and barber examiners of the investigation.

IC 25-1-7-4 Complaints; requisites; standing
Sec. 4. All complaints must be written and signed by the complainant and initially filed with the director. Except for employees of the attorney general's office acting in their official capacity, a complaint may be filed by any person, including members of any of the boards listed in section 1 of this chapter.

IC 25-1-7-5 Duties and powers of director
Sec. 5. (a) Subsection (b)(1) does not apply to:
(1) a complaint filed by:
(A) a member of any of the boards listed in section 1 of this chapter; or
(B) the Indiana professional licensing agency; or
(2) a complaint filed under IC 25-1-5-4.
(b) The director has the following duties and powers:
(1) The director shall make an initial determination as to the merit of each complaint. A copy of a complaint having merit shall be submitted to the board having jurisdiction over the licensee's regulated occupation that board thereby acquiring jurisdiction over the matter except as otherwise provided in this chapter.

(2) The director shall through any reasonable means notify the licensee of the nature and ramifications of the complaint and of the duty of the board to attempt to resolve the complaint through negotiation.

(3) The director shall report any pertinent information regarding the status of the complaint to the complainant.

(4) The director may investigate any written complaint against a licensee. The investigation shall be limited to those areas in which there appears to be a violation of statutes governing the regulated occupation.

(5) The director has the power to subpoena witnesses and to send for and compel the production of books, records, papers, and documents for the furtherance of any investigation under this chapter. The circuit or superior court located in the county where the subpoena is to be issued shall enforce any such subpoena by the director.


IC 25-1-7-6 Statement of settlement; period of time to resolve

Sec. 6. (a) This section does not apply to:

(1) a complaint filed by:
   (A) a member of any of the boards listed in section 1 of this chapter; or
   (B) the Indiana professional licensing agency; or
(2) a complaint filed under IC 25-1-5-4.

(b) If, at any time before the director files the director's recommendations with the attorney general, the board files with the director a statement signed by the licensee and the complainant that the complaint has been resolved, the director shall not take further action. For a period of thirty (30) days after the director has notified the board and the licensee that a complaint has been filed, the division shall not conduct any investigation or take any action whatsoever, unless requested by the board. If, during the thirty (30) days, the board requests an extension of the thirty (30) day time period, the director shall grant it for a period not exceeding an additional twenty (20) days. If at any time during the thirty (30) day period or an extension thereof, the board notifies the director of its intention not to proceed further to resolve the complaint, the division may proceed immediately under this chapter. For every purpose of this section, a board may designate a board member or staff member to act on behalf of or in the name of the board.


IC 25-1-7-7 Disciplinary sanctions; report to attorney general; prosecution; hearing officer

Sec. 7. (a) If there has been no statement of settlement filed by the board under section 6 of this chapter, and if, after conducting an investigation, the director believes that the licensee should be subjected to disciplinary sanctions by the board of his regulated occupation, then he shall so report to the attorney general. Upon receiving the director's report, the attorney general may prosecute the matter, on behalf of the state of Indiana, before the board. The board may designate any person as a hearing officer to hear the matter.

(b) Notwithstanding subsection (a) of this section, if the board by majority vote so requests, the attorney general shall prosecute the matter before the board, on behalf of the state of Indiana.


IC 25-1-7-8 Witnesses

Sec. 8. At the hearing, the board or hearing officer may call witnesses in addition to those presented by the state or the licensee.


IC 25-1-7-9 Disqualification of board member

Sec. 9. A board member is disqualified from any consideration of the case if the board member filed the complaint or participated in negotiations regarding the complaint. The board member is not disqualified from the board's final determination solely because the board member was the hearing officer or determined the complaint and the information pertaining to the complaint was current significant investigative information (as defined by IC 25-23.2-1-5 (Repealed)).


IC 25-1-7-10 Confidentiality of complaints and information

Sec. 10. (a) All complaints and information pertaining to the complaints shall be held in strict confidence until the attorney general files notice with the board of the attorney general's intent to prosecute the licensee.

(b) A person in the employ of the office of attorney general or any of the boards, or any person not a party to the complaint, may not disclose or further a disclosure of information concerning the complaint unless the disclosure is required:

(1) under law; or
(2) for the advancement of an investigation.


IC 25-1-7-11 Administrative orders and procedures

Sec. 11. Nothing in this chapter limits the rights of the licensee or the state under IC 4-21.5.


IC 25-1-7-12 Reimbursement of attorney general

Sec. 12. (a) If:

(1) a fund is created by statute for the payment of an unpaid judgment against a licensee; and
(2) the office of the attorney general is required by statute to provide services to the boards that administer the funds described in subdivision (1);
the office of the attorney general is entitled to reimbursement for the costs incurred in providing the services described in subdivision (2).

(b) If:

(1) more than one (1) fund is established by statute for the payment of an unpaid judgment against a licensee; and
(2) the office of the attorney general is entitled to reimbursement under subsection (a);
the funds for reimbursement shall be taken in equal amounts from each of the funds described in subdivision (1).

As added by P.L.255-1987, SEC.1.

IC 25-1-7-13 Reports; contents

Sec. 13. The office of the attorney general shall submit to each board, at the request of the board, a report that includes the following information concerning that regulated occupation:

(1) The number of complaints filed.
(2) The number of cases currently under investigation.
(3) The number of cases closed.
(4) The number of cases resolved.
(5) The age of the complaints.

As added by P.L.177-1997, SEC.1.
IC 25-1-7-14 Cease and desist
Sec. 14. (a) Notwithstanding any other law, if the board of a regulated occupation believes that a person who is not licensed, certified, or registered under this title is engaged in or is believed to be engaged in activities for which a license, certification, or registration is required under this title, the board may do the following:

(1) File a complaint with the attorney general, who shall investigate and may file:
   (A) with notice; or
   (B) without notice, if the attorney general determines that the person is engaged in activities that may affect an individual’s health or safety;

(2) Upon review of the attorney general’s motion for a cease and desist order, the board may issue an order requiring the affected person to show cause why the person should not be ordered to cease and desist from such activities. The show cause order must set forth a time and place for a hearing at which the affected person may appear and show cause as to why the person should not be subject to licensing, certification, or registration under this title. For purposes of this subdivision, the board may designate a board member to act on behalf or in the name of the board.

(b) If the board, after a hearing, determines that the activities in which the person is engaged are subject to licensing, certification, or registration under this title, the board may issue a cease and desist order that must describe the person and activities that are subject of the order.

(c) A hearing conducted under this section must comply with the requirements under IC 4-21.5.

(d) A cease and desist order issued under this section is enforceable in the circuit or superior courts. A person who is enjoined under a cease and desist order and who violates the order shall be punished for contempt of court.

(e) A cease and desist order issued under this section does not relieve any person from prosecution under any other law.

(f) In addition to the powers specified in subsections (a) through (e), the state board of funeral and cemetery service may:
   (1) File complaints under subsection (a)(1);
   (2) Issue show cause orders under subsection (a)(2); and
   (3) Hold hearings and issue cease and desist orders under subsection (b);

in relation to persons who are engaged in or believed to be engaged in activities for which a certificate of authority is required under IC 30-2-13.

(g) Cease and desist orders may be issued by the state board of funeral and cemetery service under subsection (f) for failure to possess a certificate of authority even if the person has a valid:
   (1) Funeral home license;
   (2) Funerary director license;
   (3) Embalmer license; or
   (4) Cemetery registration.

(h) A cease and desist order issued under this section by a board defined in IC 25-1-11-1 may also include an order for the person to pay consumer restitution to a person who suffered damages as a result of the activities that were the basis for the cease and desist order.

(i) A cease and desist order issued under this section may also include an order for repayment of the costs of the proceedings. The person’s ability to pay must be considered when costs are assessed. These costs are limited to costs for the following:
   (1) Court reporters.
   (2) Transcripts.
   (3) Certification of documents.

IC 25-1-8-1 "Board" defined
Sec. 1. As used in this chapter, "board" means any of the following:
(1) Indiana board of accountancy (IC 25-2.1-2-1).
(2) Board of registration for architects and landscape architects (IC 25-4-1-2).
(3) Indiana auctioneer commission (IC 25-6.1-2-1).
(4) State athletic commission (IC 25-9-1).
(5) Board of chiropractic examiners (IC 25-10-1).
(6) State board of cosmetology and barber examiners (IC 25-8-3-1).
(7) State board of dentistry (IC 25-14-1).
(8) State board of funeral and cemetery service (IC 25-15).
(9) State board of registration for professional engineers (IC 25-31-1-3).
(10) Indiana state board of health facility administrators (IC 25-19-1).
(11) Medical licensing board of Indiana (IC 25-22.5-2).
(12) Mining board (IC 22-10-1-5-2).
(13) Indiana state board of nursing (IC 25-23-1).
(14) Indiana optometry board (IC 25-24).
(15) Indiana board of pharmacy (IC 25-26).
(16) Indiana plumbing commission (IC 25-28.5-1-3).
(17) State psychology board (IC 25-33).
(18) Speech-language pathology and audiology board (IC 25-35-6-2).
(19) Indiana real estate commission (IC 25-34.1-2-1).
(20) Indiana board of veterinary medical examiners (IC 25-38.1-2-1).
(21) Department of insurance (IC 27-1).
(22) State police department (IC 10-11-1-2-4), for purposes of certifying polygraph examiners under IC 25-30-2.
(23) Department of natural resources for purposes of licensing water well drillers under IC 25-39-3.
(24) Private investigator and security guard licensing board (IC 25-30-1-5-2).
(25) Occupational therapy committee (IC 25-23.5-2-1).
(26) Behavioral health and human services licensing board (IC 25-23.6-2-1).
(27) Real estate appraiser licensure and certification board (IC 25-34-3-1).
(28) State board of registration for land surveyors (IC 25-21.5-2-1).
(29) Physician assistant committee (IC 25-27.5).
(30) Indiana athletic trainers board (IC 25-5.1-2-1).
(31) Board of podiatric medicine (IC 25-29-2-1).
(32) Indiana dietitians certification board (IC 25-14.5-2-1).
(33) Indiana physical therapy committee (IC 25-27).
(34) Manufactured home installer licensing board (IC 25-23.7).
(35) Home inspectors licensing board (IC 25-20.2-3-1).
(36) State board of massage therapy (IC 25-21-8-2-1).
(37) Any other occupational or professional agency created after June 30, 1981.

INDIANA CODE § 25-1-8
Chapter 8. Occupational and Professional Licensure, Registration, and Certification Fees

IC 25-1-8-1 "Board" defined
Sec. 1. As used in this chapter, "board" means any of the following:
(1) Indiana board of accountancy (IC 25-2.1-2-1).
(2) Board of registration for architects and landscape architects (IC 25-4-1-2).
(3) Indiana auctioneer commission (IC 25-6.1-2-1).
(4) State athletic commission (IC 25-9-1).
(5) Board of chiropractic examiners (IC 25-10-1).
(6) State board of cosmetology and barber examiners (IC 25-8-3-1).
(7) State board of dentistry (IC 25-14-1).
(8) State board of funeral and cemetery service (IC 25-15).
(9) State board of registration for professional engineers (IC 25-31-1-3).
(10) Indiana state board of health facility administrators (IC 25-19-1).
(11) Medical licensing board of Indiana (IC 25-22.5-2).
(12) Mining board (IC 22-10-1-5-2).
(13) Indiana state board of nursing (IC 25-23-1).
(14) Indiana optometry board (IC 25-24).
(15) Indiana board of pharmacy (IC 25-26).
(16) Indiana plumbing commission (IC 25-28.5-1-3).
(17) State psychology board (IC 25-33).
(18) Speech-language pathology and audiology board (IC 25-35-6-2).
(19) Indiana real estate commission (IC 25-34.1-2-1).
(20) Indiana board of veterinary medical examiners (IC 25-38.1-2-1).
(21) Department of insurance (IC 27-1).
(22) State police department (IC 10-11-1-2-4), for purposes of certifying polygraph examiners under IC 25-30-2.
(23) Department of natural resources for purposes of licensing water well drillers under IC 25-39-3.
(24) Private investigator and security guard licensing board (IC 25-30-1-5-2).
(25) Occupational therapy committee (IC 25-23.5-2-1).
(26) Behavioral health and human services licensing board (IC 25-23.6-2-1).
(27) Real estate appraiser licensure and certification board (IC 25-34-3-1).
(28) State board of registration for land surveyors (IC 25-21.5-2-1).
(29) Physician assistant committee (IC 25-27.5).
(30) Indiana athletic trainers board (IC 25-5.1-2-1).
(31) Board of podiatric medicine (IC 25-29-2-1).
(32) Indiana dietitians certification board (IC 25-14.5-2-1).
(33) Indiana physical therapy committee (IC 25-27).
(34) Manufactured home installer licensing board (IC 25-23.7).
(35) Home inspectors licensing board (IC 25-20.2-3-1).
(36) State board of massage therapy (IC 25-21-8-2-1).
(37) Any other occupational or professional agency created after June 30, 1981.

IC 25-1-8-1.1 Repealed
(Repealed by P.L.19-1986, SEC.43.)

IC 25-1-8-2 Fees; establishment and collection
Sec. 2. (a) Notwithstanding any other provision regarding the fees to be assessed by a board, a board shall establish by rule and cause to be collected fees for the following:

(1) Examination of applicants for licensure, registration, or certification.
(2) Issuance, renewal, or transfer of a license, registration, or certificate.
(3) Restoration of an expired license, registration, or certificate when such action is authorized by law.
(4) Issuance of licenses by reciprocity or endorsement for out-of-state applicants.
(5) Issuance of board or committee reciprocity or endorsements for practitioners licensed, certified, or registered in Indiana who apply to another state for a license.

No fee shall be less than twenty-five dollars ($25) unless the fee is collected under a rule adopted by the board which sets a fee for miscellaneous expenses incurred by the board on behalf of the practitioners the board regulates.

(b) Fees established by statute shall remain in effect until replaced by a new fee adopted by rule under this section.

(c) In no case shall the fees be less than are required to pay all of the costs, both direct and indirect, of the operation of the board.

(d) For the payment of fees, a board shall accept cash, a draft, a money order, a cashier's check, and a certified or other personal check. If a board receives an uncertified personal check for the payment of a fee and if the check does not clear the bank, the board may void the license, registration, or certificate for which the check was received.

(e) Unless designated by rule, a fee is not refundable.

(f) A board shall charge a fee of not more than ten dollars ($10) for the issuance of a duplicate license, registration, or certificate.


IC 25-1-8-3 Quadrennial license or registration cycle; refunds
Sec. 3. (a) A board, operating on a quadrennial license, registration, or certificate renewal cycle, shall refund one-half (1/2) of the amount of the license, registration, or certificate fee if the holder of the license, registration, or certificate surrenders it at least two (2) years before it expires.

(b) This section does not apply to the holder of a license, registration, or certificate revoked or suspended by the board.


IC 25-1-8-4 Quadrennial license renewal system
Sec. 4. (a) Notwithstanding any law establishing a biennial license renewal system, a board operating on such a system may by rule establish a quadrennial license renewal system.

(b) If a board establishes a quadrennial license renewal system, it may provide for a reduction in the fees for the four (4) year license.


IC 25-1-8-5 Employment of professionals for testing; examination on statutes, rules, and regulations; standards of review
Sec. 5. (a) Notwithstanding any statutory provisions regarding the administration of examinations, a board or committee may employ organizations or additional professionals to assist in the preparation, administration, and scoring of licensing examinations.

(b) A board or committee may require applicants for licensure, certification, or registration by examination, endorsement, or reciprocity to pass a test on the state or federal statutes, state rules, and federal regulations that the board or committee determines by rule to be relevant to the practice of a regulated profession.

(c) A board or committee may enter into a contract with a testing company or national association to set the standards of review for an examination by an applicant for licensure, certification, or registration. The standards of review may include:

(1) setting fees for review;
(2) requiring that an examination remain confidential; and
(3) prohibiting the release of the examination or copies of the examination.


IC 25-1-8-6 Reinstatement of delinquent or lapsed licenses
Sec. 6. (a) As used in this section, "board" means any of the following:

(1) Indiana board of accountancy (IC 25-2-1-2-1).
(2) Board of registration for architects and landscape architects (IC 25-4-1-2).
(3) Indiana athletic trainers board (IC 25-5-1-2-1).
(4) Indiana auctioneer commission (IC 25-6-1-2-1).
(5) Board of chiropractic examiners (IC 25-10-1).
(6) State board of cosmetology and barber examiners (IC 25-8-3-1).
(7) State board of dentistry (IC 25-14-1).
(8) Indiana dietitians certification board (IC 25-14-5-2-1).
(9) State board of registration for professional engineers (IC 25-31-1-3).
(10) State board of funeral and cemetery service (IC 25-15-9).
(11) Indiana state board of health facility administrators (IC 25-19-1).
(12) Committee of hearing aid dealer examiners (IC 25-20-1-1-5).
(13) Home inspectors licensing board (IC 25-20-2-3-1).
(14) State board of registration for land surveyors (IC 25-21-5-2-1).
(15) Manufactured home installer licensing board (IC 25-23-7).
(16) Medical licensing board of Indiana (IC 25-22-5-2).
(17) Indiana state board of nursing (IC 25-23-1).
(18) Occupational therapy committee (IC 25-23-5).
(19) Indiana optometry board (IC 25-24).
(20) Indiana board of pharmacy (IC 25-26).
(21) Indiana physical therapy committee (IC 25-27).
(22) Physician assistant committee (IC 25-27-5).
(23) Indiana plumbing commission (IC 25-28-5-1-3).
(24) Board of podiatric medicine (IC 25-29-2-1).
(25) Private investigator and security guard licensing board (IC 25-30-1-5-2).
(26) State psychology board (IC 25-33).
(27) Indiana real estate commission (IC 25-34-1-2).
(28) Real estate appraiser licensure and certification board (IC 25-34-1-8).
(29) Respiratory care committee (IC 25-34-5).
(30) Behavioral health and human services licensing board (IC 25-23).  
(31) Speech-language pathology and audiology board (IC 25-35.6-2).  
(32) Indiana board of veterinary medical examiners (IC 25-38.1).  
(33) State board of massage therapy (IC 25-21.8-2-1).  

This section does not apply to a license, certificate, or registration that has been revoked or suspended.  

(c) Notwithstanding any other law regarding the reinstatement of a delinquent or lapsed license, certificate, or registration and except as provided in section 8 of this chapter, the holder of a license, certificate, or registration that was issued by the board that is three (3) years or less delinquent must be reinstated upon meeting the following requirements:  

(1) Submission of the holder's completed renewal application.  
(2) Payment of the current renewal fee established by the board under section 2 of this chapter.  
(3) Payment of a reinstatement fee established by the Indiana professional licensing agency  
(4) If a law requires the holder to complete continuing education as a condition of renewal, the holder:  
(A) shall provide the board with a sworn statement, signed by the holder, that the holder has fulfilled the continuing education requirements required by the board; or  
(B) shall, if the holder has not complied with the continuing education requirements, meet any requirements imposed under IC 25-1-4-5 and IC 25-1-4-6  
(d) Notwithstanding any other law regarding the reinstatement of a delinquent or lapsed license, certificate, or registration and except as provided in section 8 of this chapter, unless a statute specifically does not allow a license, certificate, or registration to be reinstated if it has lapsed for more than three (3) years, the holder of a license, certificate, or registration that was issued by the board that is more than three (3) years delinquent must be reinstated upon meeting the following requirements:  

(1) Submission of the holder's completed renewal application.  
(2) Payment of the current renewal fee established by the board under section 2 of this chapter.  
(3) Payment of a reinstatement fee equal to the current initial application fee.  
(4) If a law requires the holder to complete continuing education as a condition of renewal, the holder:  
(A) shall provide the board with a sworn statement, signed by the holder, that the holder has fulfilled the continuing education requirements required by the board; or  
(B) shall, if the holder has not complied with the continuing education requirements, meet any requirements imposed under IC 25-1-4-5 and IC 25-1-4-6  
(5) Complete such remediation and additional training as deemed appropriate by the board given the lapse of time involved.  
(6) Any other requirement that is provided for in statute or rule that is not related to fees.  


IC 25-1-8-7 Repealed  
(Repealed by P.L.157-2006, SEC.76.)  

IC 25-1-8-8 License reinstatement; grounds for denial  
Sec. 8. (a) As used in this section, "board" has the meaning set forth in section 6(a) of this chapter.  
(b) The licensing agency may delay reinstating a license, certificate, or registration for not more than ninety (90) days after the date the applicant applies for reinstatement of a license, certificate, or registration to permit the board to investigate information received by the licensing agency that the applicant for reinstatement may have committed an act for which the applicant may be disciplined. If the licensing agency delays reinstating a license, certificate, or registration, the licensing agency shall notify the applicant that the applicant is being investigated. Except as provided in subsection (c), the board shall do one (1) of the following before the expiration of the ninety (90) day period:  

(1) Deny reinstatement of the license, certificate, or registration following a personal appearance by the applicant before the board.  
(2) Reinstates the license, certificate, or registration upon satisfaction of all other requirements for reinstatement.  
(3) Reinstates the license and file a complaint under IC 25-1-7.  
(4) Request the office of the attorney general to conduct an investigation under subsection (d) if, following a personal appearance by the applicant before the board, the board has good cause to believe that the applicant engaged in activity described in IC 25-1-9-4 or IC 25-1-11-5.  
(5) Upon agreement of the applicant and the board and following a personal appearance by the applicant before the board, reinstate the license, certificate, or registration and place the applicant on probation status under IC 25-1-9-9 or IC 25-1-11-12.  

(c) If an applicant fails to appear before the board under subsection (b), the board may take action as provided in subsection (b)(1), (b)(2), or (b)(3).  

(d) If the board makes a request under subsection (b)(4), the office of the attorney general shall conduct an investigation. Upon completion of the investigation, the office of the attorney general may file a petition alleging that the applicant has engaged in activity described in IC 25-1-9-4 or IC 25-1-11-5. If the office of the attorney general files a petition, the board shall set the matter for a public hearing. After a public hearing, the board finds that the applicant violated IC 25-1-9-4 or IC 25-1-11-5, the board may impose sanctions under IC 25-1-9-9 or IC 25-1-11-12. The board may delay reinstating a license, certificate, or registration beyond ninety (90) days after the date the applicant files an application for reinstatement of a license, certificate, or registration until a final determination is made by the board.  

(e) The license, certificate, or registration of the applicant for license reinstatement remains invalid during the ninety (90) day period unless:  

(1) the license, certificate, or registration is reinstated following a personal appearance by the applicant before the board before the end of the ninety (90) day period;  
(2) the board issues a conditional license to the practitioner that is effective until the reinstatement is denied or the license is reinstated; or  
(3) the reinstatement is denied.  

If the ninety (90) day period expires without action by the board, the license, certificate, or registration shall be automatically reinstated at the end of the ninety (90) day period.  

INDIANA CODE § 25-1-10  
Chapter 10. Reserved  

INDIANA CODE § 25-1-11  
Chapter 11. Professional Licensing Standards of Practice  
IC 25-1-11-1 "Board" defined  
Sec. 1. As used in this chapter, "board" means any of the following:
(1) Indiana board of accountancy (IC 25-2.1-2-1).
(2) Board of registration for architects and landscape architects (IC 25-4-1-2).
(3) Indiana auctioneer commission (IC 25-6.1-2).
(4) State athletic commission (IC 25-9-1).
(5) State board of cosmetology and barber examiners (IC 25-8-3-1).
(6) State board of registration of land surveyors (IC 25-21.5-2-1).
(7) State board of funeral and cemetery service (IC 25-15-9).
(8) State board of registration for professional engineers (IC 25-31-1-3).
(9) Indiana plumbing commission (IC 25-28.5-1-3).
(10) Indiana real estate commission (IC 25-34.1-2-1).
(11) Real estate appraiser licensure and certification board (IC 25-34.1-8).
(12) Private investigator and security guard licensing board (IC 25-30-1-5.2).
(13) Manufactured home installer licensing board (IC 25-23.7).
(14) Home inspectors licensing board (IC 25-20-2-3-1).
(15) State board of massage therapy (IC 25-21.8-2-1).


IC 25-1-11-2 “Practitioner” defined
Sec. 2. As used in this chapter, “practitioner” means a person that holds:

(1) an unlimited license, certificate, registration, or permit;
(2) a limited or probationary license, certificate, registration, or permit;
(3) a temporary license, certificate, registration, or permit;
(4) an intern permit; or
(5) an inactive license;

issued by the board regulating a profession.

IC 25-1-11-3 “License” defined
Sec. 3. As used in this chapter, “license” includes a license, certificate, registration, or permit.

IC 25-1-11-4 “Person” defined
Sec. 4. As used in this chapter, “person” means an individual, a partnership, a corporation, or a limited liability company.

IC 25-1-11-5 Practitioner compliance with professional standards; findings; meriting disciplinary sanctions
Sec. 5. (a) A practitioner shall comply with the standards established by the board regulating a profession. A practitioner is subject to the exercise of the disciplinary sanctions under section 12 of this chapter if, after a hearing, the board finds that:

(1) a practitioner has:
(A) engaged in or knowingly cooperated in fraud or material deception in order to obtain a license to practice, including cheating on a licensing examination;
(B) engaged in fraud or material deception in the course of professional services or activities;
(C) advertised services or goods in a false or misleading manner; or
(D) been convicted of a crime or assessed a civil penalty involving fraudulent billing practices.

(2) a practitioner has been convicted of a crime that:
(A) has a direct bearing on the practitioner’s ability to continue to practice competently; or
(B) is harmful to the public.

(3) a practitioner has knowingly violated a state statute or rule or federal statute or regulation regulating the profession for which the practitioner is licensed;

(4) a practitioner has continued to practice although the practitioner has become unfit to practice due to:
(A) professional incompetence, including undertaking professional activities that the practitioner is not qualified by training or experience to undertake;
(B) failure to keep abreast of current professional theory or practice;
(C) physical or mental disability; or
(D) addiction to, abuse of, or severe dependency on alcohol or other drugs that endanger the public by impairing a practitioner’s ability to practice safely;

(5) a practitioner has engaged in a course of lewd or immoral conduct in connection with the delivery of services to the public;

(6) a practitioner has allowed the practitioner’s name or a license issued under this chapter to be used in connection with an individual or business who renders services beyond the scope of that individual’s or business’s training, experience, or competence;

(7) a practitioner has had disciplinary action taken against the practitioner or the practitioner’s license to practice in any state or jurisdiction on grounds similar to those under this chapter;

(8) a practitioner has assisted another person in committing an act that would constitute a ground for disciplinary sanction under this chapter;

(9) a practitioner has allowed a license issued by a board to be:
(A) used by another person; or
(B) displayed to the public when the license has expired, is inactive, or has been revoked or suspended; or

(10) a practitioner has failed to comply with an order imposing a sanction under section 12 of this chapter.

(b) If an applicant or a practitioner has engaged in or knowingly cooperated in fraud or material deception to obtain a license to practice, including cheating on the licensing examination, the board may rescind the license if it has been granted, void the examination or other fraudulent or deceptive material, and prohibit the applicant from reapplying for the license for a length of time established by the board. An applicant who is aggrieved by a decision of the board under this section is entitled to hearing and appeal rights under the Indiana administrative rules and procedures act (IC 4-21.5).

(c) A certified copy of the record of disciplinary action is conclusive evidence of the other jurisdiction’s disciplinary action under subsection (a)(7).

IC 25-1-11-6 Architect or landscape architect; grounds for disciplinary sanctions
Sec. 6. A practitioner registered as an architect or a landscape architect is subject to the disciplinary sanctions under section 12 of this chapter if, after a hearing, the board finds that the practitioner has:

(1) permitted the practitioner’s seal to be affixed to plans, specifications, or drawings that were not prepared by the practitioner or under the practitioner’s personal supervision by the practitioner’s regularly employed subordinates; or

(2) used the title “engineer” or advertised to practice engineering and is not registered under IC 25-31-1.
IC 25-1-11-7 Auctioneers; grounds for disciplinary sanctions
Sec. 7. A practitioner licensed to practice auctioneering is subject to the disciplinary sanctions under section 12 of this chapter if, after a hearing, the board finds that the practitioner has failed to:
(1) account and to make payment under IC 25-6.1-6-2; or
(2) keep the funds of others separate from the practitioner’s own private accounts.

IC 25-1-11-8 Barbers; grounds for disciplinary sanctions
Sec. 8. A practitioner registered as a barber is subject to the disciplinary sanctions under section 12 of this chapter if, after a hearing, the board finds that the practitioner has continued to practice barbering while the practitioner has an infectious, a contagious, or a communicable disease that has been epidemiologically demonstrated to be transmitted through casual contact during the scope of practice of barbering.

IC 25-1-11-9 Engineers or land surveyors; grounds for disciplinary sanctions
Sec. 9. A practitioner registered as an engineer or a land surveyor is subject to the disciplinary sanctions under section 12 of this chapter if, after a hearing, the board finds that the practitioner:
(1) has permitted the practitioner’s seal to be affixed to plans, specifications, or drawings not prepared by the practitioner or under the practitioner’s personal supervision by the practitioner’s regularly employed subordinates;
(2) has used the title “architect” or advertised to practice architecture and is not registered under IC 25-4-1.

IC 25-1-11-9.5 Repealed
(Repealed by P.L. 194-2005, SEC. 87.)

IC 25-1-11-10 Physical and mental examination of practitioner
Sec. 10. The board may order a practitioner to submit to a reasonable physical or mental examination, at the practitioner’s expense, if the practitioner’s physical or mental capacity to practice safely and competently is at issue in a disciplinary proceeding.

IC 25-1-11-11 Refusal of physical or mental examination; summary suspension
Sec. 11. Failure to comply with a board order to submit to a physical or mental examination makes a practitioner liable to summary suspension under section 13 of this chapter.

IC 25-1-11-12 Sanctions for violations
Sec. 12. (a) The board may impose any of the following sanctions, singly or in combination, if the board finds that a practitioner is subject to disciplinary sanctions under sections 5 through 9 of this chapter:
(1) Permanently revoke a practitioner’s license.
(2) Suspend a practitioner’s license.
(3) Censure a practitioner.
(4) Issue a letter of reprimand.
(5) Place a practitioner on probation status and require the practitioner to:
(A) report regularly to the board upon the matters that are the basis of the probation;
(B) limit practice to those areas prescribed by the board;
(C) continue or renew professional education approved by the board until a satisfactory degree of skill has been attained in those areas that are the basis of the probation;
(D) perform or refrain from performing any acts, including community restitution or service without compensation, that the board considers appropriate to the public interest or to the rehabilitation or treatment of the practitioner;
(E) satisfactorily complete a quality review (before July 1, 2012) or peer review (after June 30, 2012) specified by the board as a condition for termination of probationary status if the practitioner is a licensee (as defined in IC 25-2.1-1-1).
(6) Assess a civil penalty against the practitioner for not more than one thousand dollars ($1,000) for each violation listed in sections 5 through 9 of this chapter except for a finding of incompetency due to a physical or mental disability.
(7) Order a practitioner to pay consumer restitution to a person who suffered damages as a result of the conduct or omission that was the basis for the disciplinary sanctions under this chapter.
(b) When imposing a civil penalty under subsection (a)(6), the board shall consider a practitioner’s ability to pay the amount assessed. If the practitioner fails to pay the civil penalty within the time specified by the board, the board may suspend the practitioner’s license without additional proceedings. However, a suspension may not be imposed if the sole basis for the suspension is the practitioner’s inability to pay a civil penalty.
(c) The board may withdraw or modify the probation under subsection (a)(5) if the board finds after a hearing that the deficiency that required disciplinary action has been remedied or that changed circumstances warrant a modification of the order.

IC 25-1-11-13 Summary suspension of practitioners; real estate appraisers; notification by consumer protection division
Sec. 13. (a) The board may summarily suspend a practitioner’s license for ninety (90) days before a final adjudication or during the appeals process if the board finds that a practitioner represents a clear and immediate danger to the public’s health, safety, or property if the practitioner is allowed to continue to practice. The summary suspension may be renewed upon a hearing before the board, and each renewal may be for not more than ninety (90) days.
(b) The board may summarily suspend the license of a real estate appraiser for ninety (90) days before a final adjudication or during the appeals process if the board finds that the licensed real estate appraiser has engaged in material and intentional misrepresentations or omissions in the preparation of at least three (3) written appraisal reports that were submitted by a person to obtain a loan. The summary suspension may be renewed after a hearing before the board. Each renewal of a summary suspension may be for not more than ninety (90) days.
(c) Before the board may summarily suspend a license under this section, the consumer protection division of the office of the attorney general office shall make a reasonable attempt to notify a practitioner of:
(1) a hearing by the board to suspend the practitioner’s license: and
(2) information regarding the allegation against the practitioner.
The consumer protection division of the office of the attorney general shall also notify the practitioner that the practitioner may provide a written or an oral statement to the board on the practitioner’s behalf before the board issues an order for summary suspension. A reasonable attempt to notify the practitioner is made if the consumer protection division of the office of the attorney general attempts to notify the practitioner by telephone or facsimile at the last telephone number or facsimile number of the practitioner on file with the board.
Sec. 14. The board may reinstate a license that has been suspended under this chapter if, after a hearing, the board is satisfied that the applicant is able to practice with reasonable skill, safety, and competency to the public. As a condition of reinstatement, the board may impose disciplinary or corrective measures authorized under this chapter.


IC 25-1-11-15 Reinstatement of revoked license

Sec. 15. The board may not reinstate a license that has been revoked under this chapter. An individual whose license has been revoked under this chapter may not apply for a new license until seven (7) years after the date of revocation.


IC 25-1-11-16 Consistency of sanctions

Sec. 16. The board shall seek to achieve consistency in the application of sanctions authorized in this chapter. Significant departures from prior decisions involving similar conduct must be explained in the board's findings or orders.


IC 25-1-11-17 Surrender of practitioner license

Sec. 17. (a) Except as provided in subsection (b), a practitioner may petition the board to accept the surrender of the practitioner's license instead of having a hearing before the board. The practitioner may not surrender the practitioner's license without the written approval of the board, and the board may impose any conditions appropriate to the surrender or reinstatement of a surrendered license.

(b) The board may not approve the surrender of a practitioner's license under subsection (a) if the office of the attorney general:

(1) has filed an administrative complaint concerning the practitioner's license; and

(2) opposes the surrender of the practitioner's license.


IC 25-1-11-18 Costs; practitioners subjected to sanctions

Sec. 18. A practitioner who has been subjected to disciplinary sanctions may be required by a board to pay the costs of the proceeding. The practitioner's ability to pay shall be considered when costs are assessed. If the practitioner fails to pay the costs, a suspension may not be imposed solely upon the practitioner's inability to pay the amount assessed. These costs are limited to costs for the following:

(1) Court reporters.

(2) Transcripts.

(3) Certification of documents.

(4) Photo duplication.

(5) Witness attendance and mileage fees.

(6) Postage.

(7) Expert witnesses.

(8) Depositions.

(9) Notarizations.

(10) Administrative law judges.

(11) Real estate review appraisals, if applicable.


IC 25-1-11-19 Refusal of licensure or granting of probationary license

Sec. 19. (a) The board may refuse to issue a license or may issue a probationary license to an applicant for licensure if:

(1) the applicant has:

(A) been disciplined by a licensing entity of another state or jurisdiction; or

(B) committed an act that would have subjected the applicant to the disciplinary process if the applicant had been licensed in Indiana when the act occurred; and

(2) the violation for which the applicant was or could have been disciplined has a bearing on the applicant's ability to competently perform or practice the profession in Indiana.

(b) The board may:

(1) refuse to issue a license; or

(2) issue a probationary license; to an applicant for licensure if the applicant practiced without a license in violation of the law.

(c) Whenever the board issues a probationary license, the board may require a licensee to do any of the following:

(1) Report regularly to the board upon the matters that are the basis of the discipline of the other state or jurisdiction.

(2) Limit practice to the areas prescribed by the board.

(3) Continue or renew professional education requirements.

(4) Engage in community restitution or service without compensation for the number of hours specified by the board.

(5) Perform or refrain from performing an act that the board considers appropriate to the public interest or to the rehabilitation or treatment of the applicant.

(d) The board shall remove any limitations placed on a probationary license under this section if the board finds after a public hearing that the deficiency that required disciplinary action has been remedied.


IC 25-1-11-20 Applicant appearance before board

Sec. 20. The board may require an applicant for licensure to appear before the board before issuing a license.


IC 25-1-11-21 Adoption of rules; spouses of active duty military personnel

Sec. 21. The board may adopt rules under IC 4-22-2, including emergency rules under IC 4-22-2-37.1, to establish procedures to expedite the issuance or renewal of:

(1) license;

(2) certificate;

(3) registration; or

(4) permit;

of a person whose spouse serves on active duty (as defined in IC 25-1-12-2) and is assigned to a duty station in Indiana.


INDIANA CODE § 25-1-12

Chapter 12. Renewal of Licenses Held by Individuals in Military Service

IC 25-1-12-1 Applicability of chapter

Sec. 1. This chapter applies to an individual who:

(1) holds a license, certificate, registration, or permit under this title, IC 16, or IC 22; and

(2) is called to active duty.


IC 25-1-12-2 "Active duty" defined

Sec. 2. As used in this chapter, "active duty" means full-time service in the:

(1) armed forces of the United States; or

(2) national guard;
IC 25-1-12-3  "Armed forces of the United States" defined
Sec. 3. As used in this chapter, "armed forces of the United States" means the active or reserve components of:

1. the army;
2. the navy;
3. the air force;
4. the coast guard;
5. the marine corps; or
6. the merchant marine.


IC 25-1-12-4 "National guard" defined
Sec. 4. As used in this chapter, "national guard" means:

1. the Indiana army national guard; or
2. the Indiana air national guard.


IC 25-1-12-5 "Practitioner" defined
Sec. 5. As used in this chapter, "practitioner" means an individual who holds:

1. an unlimited license, certificate, or registration;
2. a limited or probationary license, certificate, or registration;
3. a temporary license, certificate, registration, or permit;
4. an intern permit; or
5. a provisional license;

issued under this title, IC 16, or IC 22.


IC 25-1-12-6 Extension to renew license or complete continuing education; requirements for extension; additional extensions
Sec. 6. (a) Notwithstanding any other law, a practitioner who is called to active duty out-of-state and meets the requirements of subsection (b) is entitled to an extension of time described in subsection (c) to:

1. renew; and
2. complete the continuing education required by;
the practitioner's license, certificate, registration, or permit.

(b) The practitioner must meet the following requirements to receive the extension of time provided under subsection (a):

1. On the date the practitioner enters active duty, the practitioner's license, certificate, registration, or permit may not be revoked, suspended, lapsed, or be the subject of a complaint under IC 25-1-7.
2. The practitioner's license, certificate, registration, or permit must expire while the practitioner is out-of-state on active duty and the practitioner must not have received the notice of expiration before the date the practitioner entered active duty.
3. The practitioner shall provide proof of out-of-state active duty by providing a copy of the practitioner's:
   (A) discharge; or
   (B) government movement orders;
   to the agency, board, commission, or committee issuing the practitioner's license, certificate, registration, or permit at the time the practitioner renews the practitioner's license, certificate, registration, or permit under this chapter.
(c) The extension of time provided under subsection (a) is equal to one hundred eighty (180) days after the date of the practitioner's discharge or release from active duty.
(d) The agency, board, commission, or committee that issued the practitioner's license, certificate, registration, or permit may extend the period provided in subsection (c) if the agency or board determines that an illness, an injury, or a disability related to the practitioner's active duty prevents the practitioner from renewing or completing the continuing education required for the practitioner's license, certificate, registration, or permit. However, the agency, board, commission, or committee may not extend the period for longer than three hundred sixty-five (365) days after the date of the practitioner's discharge or release from active duty.


IC 25-1-12-7 Waiver of late fees
Sec. 7. Any late fees that may be assessed against a practitioner in connection with a renewal under this chapter are waived.


IC 25-1-12-8 Construction with federal law
Sec. 8. This chapter may not be construed as a restriction or limitation on any of the rights, benefits, and protections granted to a member of:

1. the armed forces of the United States; or
2. the national guard;

under federal law.


INDIANA CODE § 25-1-14
Chapter 14. Meetings
IC 25-1-14-3 Version a
Member considered present
Note: This version of section effective until 1-1-2013. See also following repeal of this chapter, effective 1-1-2013.
Sec. 3. A member who participates in a meeting under section 2 of this chapter:
   (1) is considered to be present at the meeting;
   (2) shall be counted for purposes of establishing a quorum; and
   (3) may vote at the meeting.

IC 25-1-14-4 Version a
Meeting memoranda requirements
Note: This version of section effective until 1-1-2013. See also following repeal of this chapter, effective 1-1-2013.
Sec. 4. The memoranda of the meeting prepared under IC 5-14-1.5-4 must state the name of:
   (1) each member who was physically present at the place where the meeting was conducted;
   (2) each member who participated in the meeting by using a means of communication described in section 2 of this chapter; and
   (3) each member who was absent.

IC 25-1-14 Version b
Repealed
(Repealed by P.L.134-2012, SEC.28.)
Note: This repeal of chapter effective 1-1-2013. See also preceding sections of this chapter, effective until 1-1-2013.

INDIANA CODE § 25-1-16
Chapter 16. Evaluation of regulated occupations
Sec. 1. As used in this chapter, "agency" refers to the Indiana professional licensing agency.
Sec. 2. As used in this chapter, "board" means an entity that regulates a specific regulated occupation.
Sec. 3. As used in this chapter, "committee" means the regulated occupations evaluation committee established by section 6 of this chapter.
Sec. 4. As used in this chapter, "license" means:
   (1) an unlimited license, certificate, or registration;
   (2) a limited or probationary license, certificate, or registration;
   (3) a temporary license, certificate, registration, or permit;
   (4) an intern permit; or
   (5) a provisional license;
issued by the board regulating the regulated occupation in question.
Sec. 5. As used in this chapter, "regulated occupation" has the meaning set forth in IC 25-1-7.1.
Sec. 6. The regulated occupations evaluation committee is established.
Sec. 7. (a) The committee consists of the following individuals:
   (1) The dean of the Indiana University School of Public and Environmental Affairs or the dean's designee. The dean or the dean's designee shall serve as chairperson of the committee.
   (2) The director of the agency or the director's designee.
   (3) The attorney general or the attorney general's designee, as a nonvoting member.
   (4) Two (2) individuals appointed by the governor who are licensed in a regulated occupation.
   (5) Two (2) individuals appointed by the governor who are not licensed in a regulated occupation.
   (b) The term of a member appointed under subsection (a)(4) or (a)(5) is three (3) years.
   (c) The affirmative votes of a majority of the voting members appointed to the committee are required for the committee to take action on any measure.
Sec. 8. (a) The committee shall review and evaluate each regulated occupation. The review and evaluation must include the following:
   (1) The functions, powers, and duties of the regulated occupation and the board, including any functions, powers, or duties that are inconsistent with current or projected practice of the occupation.
   (2) An assessment of the management efficiency of the board.
   (3) An assessment of the regulated occupation's and the board's ability to meet the objectives of the general assembly in licensing the regulated occupation.
   (4) Any other criteria identified by the committee.
   (b) The committee shall prepare a report concerning each regulated occupation that the committee reviews and evaluates. The report must contain the following:
   (1) The number of individuals who are licensed in the regulated occupation.
   (2) A summary of the board's functions and actions.
   (3) The budget and other fiscal factors of regulating the regulated occupation.
   (4) An assessment of the effect of the regulated occupation on the state's economy, including consumers and businesses.
   (5) Any recommendations for legislation, including whether a regulated occupation should be modified, combined with another board, or terminated.
   (6) Any recommendations for administrative changes.
Sec. 9. (a) A board shall cooperate with the committee, as the committee determines is necessary in the committee's review and evaluation of the board.
   (b) The committee shall allow testimony concerning each regulated occupation that is being reviewed and evaluated.
Sec. 10. The committee shall establish a schedule to review and evaluate each regulated occupation. Each regulated occupation must be reviewed and evaluated at least every seven (7) years.
Sec. 11. (a) The agency shall provide staff and administrative support to the committee.
   (b) The committee may hire, with approval of the director of the agency, an individual to assist the committee.
   (c) The expenditures of the committee shall be paid from appropriations to the agency.
Sec. 12. (a) Each member of the committee who is not a state employee is entitled to reimbursement for traveling expenses as provided under IC 4-13-1-4 and other expenses actually incurred in connection with the member's duties as provided in the state policies and procedures established by the Indiana department of administration and approved by the budget agency.
   (b) Each member of the committee who is a state employee is entitled to reimbursement for traveling expenses as provided under IC 4-13-1-4 and other expenses actually incurred in connection with the member's duties as provided in the state policies and procedures established by the Indiana department of administration and approved by the budget agency.
Sec. 13. The committee shall submit a report to the:
   (1) governor;
   (2) health finance commission; and
   (3) legislative services agency;
not later than July 1 of each year. The report submitted to the legislative
services agency must be in an electronic format under IC 5-14-6.
As added by P.L. 84-2010, SEC. 19.

INDIANA CODE § 25-1-17

Chapter 17.
Licensure of Individuals with Military Training; Licensure of Military Spouses

Sec. 1. As used in this chapter, "board" has the meaning set forth in IC 25-1-8-1.

Sec. 2. As used in this chapter, "military service" means service performed while an active member of any of the following:
(1) The armed forces of the United States.
(2) A reserve component of the armed forces of the United States.
(3) The National Guard.

Sec. 3. As used in this chapter, "military spouse" means the husband or wife of an individual who is a member of the armed forces of the United States.

Sec. 4. Notwithstanding any other law, a board shall issue a license, certificate, registration, or permit to a military service applicant to allow the applicant to practice the applicant's occupation in Indiana if, upon application to a licensing board, the applicant satisfies the following conditions:
(1) Has:
   (A) completed a military program of training;
   (B) been awarded a military occupational specialty; and
   (C) performed in that occupational specialty; and/or
   at a level that is substantially equivalent to or exceeds the academic or experience requirements for a license, certificate, registration, or permit of the board from which the applicant is seeking licensure, certification, registration, or a permit.
(2) Has engaged in the active practice of the occupation for which the person is seeking a license, certificate, registration, or permit from the board for at least two (2) of the five (5) years preceding the date of the application under this section.
(3) Has not committed any act in any jurisdiction that would have constituted grounds for refusal, suspension, or revocation of a license, certificate, registration, or permit to practice that occupation in Indiana at the time the act was committed.
(4) Pays the fees required by the board from which the applicant is seeking licensure, certification, registration, or a permit.

Sec. 5. Notwithstanding any other law, a board shall issue a license, certificate, registration, or permit to a military service applicant to allow the military spouse to practice the military spouse's occupation in Indiana if, upon application to the board, the military spouse satisfies the following conditions:
(1) Holds a current license, certification, registration, or permit from another jurisdiction, and that jurisdiction's requirements for a license, certificate, registration, or permit are substantially equivalent to or exceed the requirements for a license, certificate, registration, or permit of the board from which the applicant is seeking licensure, certification, registration, or a permit.
(2) Can demonstrate competency in the occupation through methods as determined by the board, including having completed continuing education units or having had recent experience for at least two (2) of the five (5) years preceding the date of the application under this section.
(3) Has not committed any act in any jurisdiction that would have constituted grounds for refusal, suspension, or revocation of a license, certificate, registration, or permit to practice that occupation in Indiana at the time the act was committed.
(4) Is in good standing and has not been disciplined by the agency that has jurisdiction to issue the license, certification, registration, or permit.
(5) Pays any fees required by the occupational licensing board for which the applicant is seeking licensure, certification, registration, or a permit.

Sec. 6. (a) All relevant experience of a:
(1) military service member in the discharge of official duties; or
(2) military spouse, including full-time and part-time experience, regardless of whether in a paid or volunteer capacity; must be credited in the calculation of years of practice in an occupation as required under section 4 or 5 of this chapter.
(b) In determining if a military service member substantially meets the academic requirements for a license, certificate, registration, or permit issued by a board, the board shall consider the recommendations in the Guide to the Evaluation of Educational Experiences in the Armed Services published by the American Council on Education, or the council's successor organization.

Sec. 7. A nonresident who is issued a license, certificate, registration, or permit under this chapter is entitled to the same rights and subject to the same obligations as required of a resident who is issued a license, certificate, registration, or permit by a board.

Sec. 8. (a) Notwithstanding any other law, a board may issue a temporary practice permit or provisional license to a:
(1) military service applicant; or
(2) military spouse who is licensed, certified, registered, or issued a permit in another jurisdiction; while the military service applicant or military spouse is satisfying certain requirements, as determined by the board, for a license, certificate, registration, or permit under section 4 or 5 of this chapter.
(b) The military service applicant or military spouse may practice under the temporary practice permit or provisional license issued under subsection (a) until:
(1) a license, certification, registration, or permit is granted or denied by the board;
(2) a temporary permit expires; or
(3) a provisional license holder fails to comply with the terms of the provisional license.

Sec. 9. A board may adopt rules under IC 4-22-2 necessary to implement this chapter.

Sec. 10. This chapter does not prohibit a military service applicant or military spouse from proceeding under other licensure, certification, registration, or permit requirements established by a board.


P.L. 206-2005, SECTION 16

(a) The rules adopted by the health professions bureau before July 1, 2005, and in effect on June 30, 2005, shall be treated after June 30, 2005, as the rules of the Indiana professional licensing agency.
(b) On July 1, 2005, the Indiana professional licensing agency becomes the owner of all of the property of the health professions bureau. An appropriation made to the health professions bureau shall be treated after June 30, 2005, as an appropriation to the Indiana professional licensing agency.
(c) Any reference in a law, a rule, a license, a registration, a certification, or an agreement to the health professions bureau shall be treated after June 30, 2005, as a reference to the Indiana professional licensing agency.
Non-Code Provision under Public Law 134-2012


EFFECTIVE JANUARY 1, 2013:
Sec. 3. (a) Except as provided in section 6.1 of this chapter, all meetings of the governing bodies of public agencies must be open at all times for the purpose of permitting members of the public to observe and record them.
(b) A secret ballot vote may not be taken at a meeting.
(c) A meeting conducted in compliance with IC 5-1.5-2-2.5 section 3.5 or 3.6 of this chapter or any other statute that authorizes a governing body to conduct a meeting using an electronic means of communication does not violate this section.
(d) A member of the governing body of a public agency who is not physically present at a meeting of the governing body but who communicates with members of the governing body during the meeting by telephone, computer, video conferencing, or any other electronic means of communication:
(1) may not participate in final action taken at the meeting unless the member's participation is expressly authorized by statute; and
(2) may not be considered to be present at the meeting unless considering the member to be present at the meeting is expressly authorized by statute.
(e) The memoranda of a meeting prepared under section 4 of this chapter that a member participates in by using a means of communication described in this section; and
(f) The governing body must fulfill both of the following requirements for a member of the governing body to participate in a meeting by electronic communication:
(1) This subdivision does not apply to committees appointed by a board of trustees of a state educational institution. The minimum number of members who must be physically present at the place where the meeting is conducted must be the greater of:
(A) two (2) of the members; or
(B) one-third (1/3) of the members.
(2) All votes of the governing body during the electronic meeting must be taken by roll call vote.
Nothing in this section affects the public's right under this chapter to attend a meeting of the governing body at the place where the meeting is conducted and the minimum number of members is physically present as provided for in subdivision (1).
(d) Each member of the governing body is required to physically attend at least one (1) meeting of the governing body annually.
(e) Unless a policy adopted by a governing body under subsection (g) provides otherwise, a member who participates in a meeting by electronic communication:
(1) is considered to be present at the meeting;
(2) shall be counted for purposes of establishing a quorum; and
(3) may vote at the meeting.
(f) A governing body may not conduct meetings using a means of electronic communication until the governing body:
(1) meets all requirements of this chapter; and
(2) by a favorable vote of a majority of the members of the governing body, adopts a policy under subsection (g) governing participation in meetings of the governing body by electronic communication.
(g) A policy adopted by a governing body to govern participation in the governing body's meetings by electronic communication may do any of the following:
(1) Require a member to request authorization to participate in a meeting of the governing body by electronic communication within a certain number of days before the meeting to allow for arrangements to be made for the member's participation by electronic communication.
(2) Subject to subsection (e), limit the number of members who may participate in any one (1) meeting by electronic communication.
(3) Limit the total number of meetings that the governing body may conduct in a calendar year by electronic communication.
(4) Limit the number of meetings in a calendar year in which any one (1) member of the governing body may participate by electronic communication.
(5) Provide that a member who participates in a meeting by electronic communication may not cast the deciding vote on any official action.
(6) Require a member participating in a meeting by electronic communication.
communication to confirm in writing the votes cast by the member during the meeting within a certain number of days after the date of the meeting.

(7) Provide that in addition to the location where a meeting is conducted, the public may also attend some or all meetings of the governing body, excluding executive sessions, at a public place or public places at which a member is physically present and participates by electronic communication. If the governing body’s policy includes this provision, a meeting notice must provide the following information:
(A) The identity of each member who will be physically present at a public place and participate in the meeting by electronic communication.
(B) The address and telephone number of each public place where a member will be physically present and participate by electronic communication.
(C) Unless the meeting is an executive session, a statement that a location described in clause (B) will be open and accessible to the public.
(8) Require at least a quorum of members to be physically present at the location where the meeting is conducted.
(9) Provide that a member participating by electronic communication may vote on official action only if, subject to subsection (e), a specified number of members:
(A) are physically present at the location where the meeting is conducted; and
(B) concur in the official action.
(10) Establish any other procedures, limitations, or conditions that govern participation in meetings of the governing body by electronic communication and are not in conflict with this chapter.
(h) The policy adopted by the governing body must be posted on the Internet web site of the governing body or the public agency.
(i) Nothing in this section affects a public agency’s right to exclude the public from an executive session in which a member participates by electronic communication.

INDIANA CODE § 4-6-14
Chapter 14. Health Records and Identifying Information Protection

IC 4-6-14-1
"Abandoned"
Sec. 1. As used in this chapter, "abandoned" means voluntarily surrendered, relinquished, or disclaimed by the health care provider or regulated professional, with no intention of reclaiming or regaining possession.
As added by P.L.84-2010, SEC.1.

IC 4-6-14-2
"Health care provider"
Sec. 2. As used in this chapter, "health care provider" means a person listed in IC 16-39-7-1(a)(1) through IC 16-39-7-1(a)(11).
As added by P.L.84-2010, SEC.1.

IC 4-6-14-3
"Personal information"
Sec. 3. As used in this chapter, "personal information" has the meaning set forth in IC 24-4.9-2-10.
As added by P.L.84-2010, SEC.1.

IC 4-6-14-4
"Regulated professional"
Sec. 4. As used in this chapter, "regulated professional" means an individual who is regulated by a board listed under IC 25-1-11-1.
As added by P.L.84-2010, SEC.1.

IC 4-6-14-5
Attorney general's powers
Sec. 5. The attorney general may do the following with abandoned health records and other records that contain personal information:
(1) Take possession of.
(2) Store.
(3) Maintain.
(4) Transfer.
(5) Protect.
(6) Destroy, subject to the limitations in sections 8(b) and 9(b) of this chapter.
As added by P.L.84-2010, SEC.1.

IC 4-6-14-6
Determination of abandonment
Sec. 6. (a) Before taking any action described in section 5 of this chapter, the attorney general shall determine whether a health care provider or regulated professional has abandoned health records or records containing personal information.
(b) A determination of abandonment under this section may only be used for the purpose of taking an action described in this chapter. However, a subsequent enforcement action may take place under a state or federal law based on proof of facts that may have contributed to the determination of abandonment if the facts are proved in a subsequent enforcement action.
(c) An investigation to make a determination of abandonment under this section must be conducted under the attorney general’s authority under existing state and federal law. Nothing in this chapter shall be construed to create new authority for a subpoena or search warrant.
As added by P.L.84-2010, SEC.1.

IC 4-6-14-7
Notification
Sec. 7. (a) The attorney general shall make reasonable efforts to notify the patients and those individuals identified in:
(1) health records; or
(2) records or documents that contain personal information;
that the attorney general has taken possession of the records or documents. The notice in this subsection must include information about the procedure for either obtaining originals or copies of the records or having the original records sent to a duly authorized subsequent treating health care provider.
(b) Unless prohibited by law, the attorney general may also notify other persons, including professional organizations, hospitals, law enforcement agencies, and government units, who:
(1) may be able to assist in notifying persons whose records were abandoned and secured by the attorney general under this chapter; and
(2) when appropriate, may be able to assist in returning the records to those persons.
As added by P.L.84-2010, SEC.1.

IC 4-6-14-8
Length of time health records must be maintained; destruction of records
Sec. 8. (a) The attorney general shall maintain health records obtained under section 5 of this chapter for the lesser of the following:
(1) The time required under IC 16-39-7-1 and IC 16-39-7-2.
(2) Three (3) years after the date the records are secured.
(b) When the time expires under subsection (a), the attorney general
may destroy the health records obtained under section 5 of this chapter.  
As added by P.L.84-2010, SEC.1.

IC 4-6-14-9  
Length of time personal information records must be maintained; destruction of records  
Sec. 9. (a) The attorney general shall maintain records that are not health records but contain personal information for at least three (3) years after the date the records are seized or secured.  
(b) When the time expires under subsection (a) and after notification under section 7 of this chapter, the attorney general may destroy the records that contain personal information.  
As added by P.L.84-2010, SEC.1.

IC 4-6-14-10  
Health records and personal identifying information protection trust fund  
Sec. 10. (a) The health records and personal identifying information protection trust fund is established for the purpose of paying storage, maintenance, copying, mailing, and transfer of:  
(1) health records; and  
(2) records containing personal information;  
as required under this chapter. Expenditures from the trust fund may be made only to carry out the purposes of this subsection.  
(b) Subject to subsection (c), if a health care provider or a regulated professional is disciplined under IC 25-1-9 or IC 25-1-11, the board that issues the disciplinary order shall impose a fee against the individual of five dollars ($5). The fee must be deposited into the health records and personal identifying information protection trust fund.  
(c) If the amount in the health records and personal identifying information protection trust fund exceeds seventy-five thousand dollars ($75,000), the fee imposed under subsection (b) may not be imposed on an individual who is subject to a disciplinary order.  
(d) The attorney general shall administer the trust fund.  
(e) The expenses of administering the trust fund shall be paid from the money in the fund.  
(f) The treasurer of state shall invest the money in the trust fund not currently needed to meet the obligations of the fund in the same manner as other public money may be invested.  
(g) Money in the trust fund at the end of a state fiscal year does not revert to the state general fund.  
As added by P.L.84-2010, SEC.1.

IC 4-6-14-11  
Immunity  
Sec. 11. The attorney general is immune from civil liability for destroying or failing to maintain custody and control of any record obtained under this chapter.  
As added by P.L.84-2010, SEC.1.

IC 4-6-14-12  
Cooperation with other agencies  
Sec. 12. The following may cooperate with the attorney general’s office to implement this chapter:  
(1) The Indiana professional licensing agency and the appropriate board that regulates a health care provider or a regulated professional under IC 25.  
(2) The state police department.  
(3) A prosecuting attorney.  
(4) Local law enforcement agencies.  
(5) Federal law enforcement agencies.  
As added by P.L.84-2010, SEC.1.
Sec. 5. Successful completion of the general education diploma (GED) shall be considered the equivalent of the following:

1. A tenth grade education for cosmetology applicants under IC 25-8-9-3(2).
2. A tenth grade education for esthetician applicants under IC 25-8-12.5-4(2).
3. An eighth grade education for manicurist applicants under IC 25-8-11-4(2).
4. An eighth grade education for shampoo operator applicants under IC 25-8-12-3(2).

820 IAC 2-1-6 Signs for cosmetology salons, electrology salons, manicurist salons, and esthetic salons

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

Sec. 6. (a) A person holding:

1. a cosmetology salon license;
2. an electrology salon license;
3. a manicurist salon license;
4. an esthetic salon license; or
5. a mobile salon license;

shall display a clearly visible sign at the main public entrance of the salon or the self-contained mobile salon.

(b) The sign must:

1. be clearly visible at the main public entrance;
2. state in legible printing the name of the establishment; and
3. state that the establishment is licensed as:
   (A) a cosmetology salon;
   (B) an electrology salon;
   (C) a manicurist salon;
   (D) an esthetic salon; or
   (E) a mobile salon.

820 IAC 2-1-6.5 License display requirements for mobile salons

Authority: IC 25-8-3-23; IC 25-8-4-13
Affected: IC 25-8

Sec. 6.5. In addition to the requirements of IC 25-8-4-13, a person holding a mobile salon license shall display the license in a conspicuous place in the mobile salon or the licensee's work space in a mobile salon that is not self-contained.

820 IAC 2-1-6.6 License display requirements for beauty culture professionals

Authority: IC 25-8-3-23; IC 25-8-4-13
Affected: IC 25-8

Sec. 6.6. In addition to the requirements of IC 25-8-4-13, a person holding a beauty culture professional license shall display the license in a conspicuous place in the mobile salon or the licensee's work space in a mobile salon that is not self-contained.
(State Board of Cosmetology and Barber Examiners; 820 IAC 2-1-6.6; filed Aug 30, 2012, 2:01 p.m.: 20120926-IR-820080935FRA)

820 IAC 2-1-7 Addresses for cosmetology salons, electrology salons, manicurist salons, and esthetic salons
Authority: IC 25-8-3-23
Affected: IC 25-8-4-2

Sec. 7. (a) Applications for cosmetology salon, electrology salon, manicurist salon, and esthetic salon licenses shall include both the applicant's mailing address and the actual location of the salon, if different than the mailing address.

(b) Applications for mobile salon licenses shall include both the applicant's mailing address and the permanent address where records of appointments and license numbers of employees are kept, if different than the mailing address.

(c) Applicants for mobile salon licenses shall provide the applicant's mobile telephone number.

Rule 2. Examinations
820 IAC 2-2-1 Examination for instructors
Authority: IC 25-8-3-23
Affected: IC 25-8-4-2

Sec. 1. (a) In addition to qualifying under the requirements of IC 25-8-4-2, an applicant for a beauty culture instructor license must pass an examination on Indiana statutes and rules before being licensed.

(b) The passing score for the examination is seventy-five percent (75%).

820 IAC 2-2-2 Personal examination
Sec. 1.1. (Repealed by State Board of Cosmetology Examiners; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 2-2-3 Teacher; examination fee
Sec. 1.1. (Repealed by State Board of Cosmetology Examiners; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 2-2-4 License examination; attire, equipment
Sec. 1.1. (Repealed by State Board of Cosmetology Examiners; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 2-2-5 Repeat examination
Authority: IC 25-8-3-23
Affected: IC 25-8-9-5

Sec. 5. (a) An applicant who does not receive a satisfactory grade on the applicant's second attempt on the beauty culture written examination as allowed by IC 25-8-9-5 shall only be allowed to take the written examination again upon submission of proof of completion of an additional one hundred (100) hours of instruction in the theory of beauty culture as a student in a cosmetology school.

(b) An applicant who does not receive a satisfactory grade on the sixth attempt of the written examination allowed by subsection (a) may take the written examination the seventh time.

(c) The requirements of subsection (a) concerning additional education apply for the eighth written examination attempt and every odd-numbered attempt thereafter.

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

820 IAC 2-2-7 Repeat examinations; manicurist
Sec. 7. (Repealed by State Board of Cosmetology Examiners; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 2-2-8 Repeat examinations; electrologist
Sec. 8. (Repealed by State Board of Cosmetology Examiners; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 2-2-9 Repeat examinations; shampoo operator
Sec. 9. (Repealed by State Board of Cosmetology Examiners; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 2-2-10 Repeat examinations; esthetician
Sec. 10. (Repealed by State Board of Cosmetology Examiners; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 2-2-11 Repeat examinations; instructor, electrologist, or esthetician license; reciprocity applicants
Sec. 11. (Repealed by State Board of Cosmetology Examiners; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

(b) All first attempt state board examinations must be taken within one (1) year after graduation from an applicable course in a cosmetology school. Any repeat examination must be successfully completed within three (3) years after graduation from the same course.

(c) The board may waive the requirements in subsection (b) if an applicant can show good cause.
ARTICLE 3. SANITARY AND EQUIPMENT REQUIREMENTS

Rule 1. Sanitary and Equipment Requirements for Cosmetology Salons, Electrology Salons, Manicurist Salons, and Cosmetology Schools

820 IAC 3-1-1 Scope
Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 1. (a) This rule establishes sanitary and equipment requirements for cosmetology schools, cosmetology salons, electrology salons, manicurist salons, and mobile salons.

(b) Unless otherwise stated, all the requirements in this rule are applicable to cosmetology schools, cosmetology salons, and mobile salons. Mobile salons that are not self-contained facilities shall have adequate equipment to perform the services at the temporary location.

(c) Sections 8, 12, 13, 14, and 17 of this rule apply to electrolysis salons and mobile salons offering electrolysis services.

(d) Sections 8 and 15 through 17 of this rule apply to manicurist salons and mobile salons offering manicuring services.

(20120926-IR-820120064FRA)

820 IAC 3-1-2 Water supply
Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 2. (a) Hot and cold running water shall be supplied.

(b) The water supply required in subsection (a) shall be connected with a pressure supply whenever it is available. (State Board of Cosmetology Examiners; 820 IAC 3-1-7; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, 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; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 3-1-3 Sanitizers; disinfectants
Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 3. (a) There must be at least:
(1) one (1) wet EPA registered bactericide, viricide, and fungicide disinfectant; and
(2) one (1) dry sanitizer;
on the premises.

(b) Each workstation must have at least:
(1) one (1) wet sanitizer or disinfectant; or
(2) one (1) dry sanitizer.

(20120926-IR-820120064FRA)

820 IAC 3-1-4 Workstations; covered waste receptacle

Sec. 4. (a) Cosmetology salons and self-contained mobile salons shall be supplied with at least one (1) covered waste receptacle for every four (4) workstations.

(b) As used in subsection (a), workstations refers to booths and chairs, other than waiting room chairs.

(820 IAC 3-1-5; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, 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; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)
820 IAC 3-1-8 Clean hands; uniforms
Affected: IC 25-8-3-23

Sec. 8. (a) Each:
(1) The instructor as an instructor or student instructor.
(2) The instructor’s or student instructor’s name.
(3) manicurist;
(4) esthetician; and
(5) instructor or student in a cosmetology school shall wear a clean, washable outer garment and badge identifying the following:
(a) All:
(1) cosmetologist;
(2) electrologist; and
(3) manicurists;
shall at all times, while serving customers, wear a clean, opaque, washable outer garment.
(b) All:
(1) manicurist;
(2) electrologist; and
(3) manicurists;
shall at all times, while serving customers, wear a clean, opaque, washable outer garment and badge identifying the following:
(1) The instructor’s or student instructor’s name.
(2) The instructor as an instructor or student instructor.

820 IAC 3-1-9 Combs, brushes, and towels
Affected: IC 25-8-3-23

Sec. 9. (a) Each cosmetologist, or student in a cosmetology school, shall be required to have an adequate supply of combs, brushes, and towels in order to service the needs of patrons.
(b) An adequate supply under subsection (a) shall be not fewer than eight (8) combs and three (3) brushes.
(c) An adequate supply under subsection (a) shall be not fewer than eight (8) combs and three (3) brushes.
(d) After each use on a customer, combs and brushes must be:
(1) thoroughly cleaned;
(2) completely immersed in an EPA registered bactericide, viricide, and fungicide disinfectant;
(3) rinsed in water and dried; and
(4) stored, until their next use, in a container that:
(A) is closed;
(B) is clean; and
(C) has nothing stored in it that has not been disinfected.

820 IAC 3-1-10 Towels
Affected: IC 25-8-3-23

Sec. 10. (a) Clean towels shall be:
(1) used for each customer; and
(2) stored in a sanitary manner or in a clean and closed cabinet or drawer.
(b) Soiled towels shall be stored in a covered hamper.

820 IAC 3-1-11 Hair capes, drapes, protective coverings
Affected: IC 25-8-3-23

Sec. 11. Whenever a hair cape or drape is used, a clean towel or other clean protection shall be placed around the customer's neck in such a manner to prevent the hair cape or drape from touching the skin.

820 IAC 3-1-12 Electrology; cleanliness
Affected: IC 25-8-3-23

Sec. 12. (a) All instruments, needles, and tweezers used by an electrologist shall be sterilized prior to use on a customer.
(b) Sterilization required under subsection (a) shall be as follows:
(1) Before putting into a sterilizer, needles/probes must be precleaned using a clean cotton ball moistened with a low residue detergent and cool water or a solution having at least seventy percent (70%) alcohol.
(2) Precleaning of needles/probes may also be accomplished by cleaning in an ultrasonic cleaning unit used according to manufacturer’s instructions.
(3) After precleaning, needles/probes should be rinsed thoroughly and dried.
(4) Sterilization must be accomplished by means of a dry heat sterilizer in which the instruments are heated to three hundred forty degrees Fahrenheit (340°F) for two (2) hours or by means of steam autoclave sterilizer in which the instruments are subjected to saturated steam at the pressure of fifteen (15) pounds per square inch for thirty (30) minutes at two hundred fifty degrees Fahrenheit (250°F).
(c) An electrologist or electrology student in a cosmetology school shall:
(1) wash his or her hands in fresh water with germicidal soap immediately before serving each customer; and
(2) while serving customers, wear gloves which must be disposed after use during the service of one (1) customer.
(d) The chair and table where a customer is receiving electrology services shall have clean coverings.
(e) There shall be a clean draping between the electrologist and the customer during an electrology session.
820 IAC 3-1-13 Electrology; separate room
Authority: IC 25-8-3-23
Affected: IC 25-8-7; IC 25-8-14

Sec. 13. (a) Where electrology is provided, the electrology salon, self-contained mobile salon, or electrology school shall maintain a separate room for the practice that is used exclusively for electrology services.

(b) The room required under subsection (a) shall be surrounded by ceiling to floor walls and accessed only by closing doors.

(State Board of Cosmetology and Barber Examiners; 820 IAC 3-1-13; 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 565; 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 Aug 30, 2012, 2:01 p.m.; 20120926-IR-820120064FRA)

820 IAC 3-1-14 Electrology equipment; salons
Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 14. (a) Electrology salons, cosmetology salons, or self-contained mobile salons practicing electrology shall have the following equipment:

1. At least one (1) sink or bowl with hot and cold running water.
2. At least one (1) treatment table.
3. At least one (1) treatment stool.
4. At least one (1) lamp.
5. At least one (1) closed cabinet for storage of clean linens.
6. At least one (1) closed hamper for storage of soiled linens.
7. At least one (1) covered waste receptacle.
8. At least twelve (12) pairs of disposable rubber gloves.
9. At least one (1) covered container each for supplies such as cotton, lip rolls, etc.
10. At least one (1) face mask.
11. At least twelve (12) sterile needles.
12. At least six (6) pairs of tweezers.
13. At least one (1) epilator.
14. At least twelve (12) clean coverings for chair and table where electrology is performed.
15. At least twelve (12) clean drapings for securing between ceiling to floor walls and accessed only by closing doors.
16. At least one (1) bottle for skin sanitizing agent.
17. At least one (1) bottle of residue detergent or one (1) bottle of solution having at least seventy percent (70%) isopropyl alcohol; or ten percent (10%) bleach solution.
18. At least one (1) covered container each for supplies such as cotton, lip rolls, etc.

(b) Mobile salons that are not self-contained facilities shall have adequate equipment to perform the services at the temporary location.

(c) Regardless of the minimum requirements established in subsection (a), electrology salons, or cosmetology salons practicing electrology, or self-contained mobile salons must have whatever equipment is needed to adequately serve their customers and otherwise comply with IC 25-8 and this title.

(State Board of Cosmetology and Barber Examiners; 820 IAC 3-1-14; filed Dec 3, 1991, 11:00 a.m.; 15 IR 565; 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 Aug 30, 2012, 2:01 p.m.; 20120926-IR-820120064FRA)
(d) Customers shall wash their hands with soap and water or waterless hand sanitizer before receiving manicure services. (State Board of Cosmetology Examiners; 820 IAC 3-1-15; filed Dec 3, 1991, 11:00 a.m.: 15 IR 565; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 323; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 3-1-16 Manicurist equipment; salons
Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 16. (a) Manicurist salons, cosmetology salons, or self-contained mobile salons practicing manicuring shall have at least the following equipment:

(1) One (1) sink or bowl with hot and cold running water.
(2) One (1) manicuring table.
(3) Two (2) chairs.
(4) One (1) lamp.
(5) One (1) wet disinfectant.
(6) One (1) manicure bowl.
(7) One (1) dry sanitizer.
(8) One (1) closed cabinet or drawer for storage of clean towels.
(9) One (1) closed hamper for storage of soiled towels.
(10) One (1) covered waste receptacle.
(11) Twelve (12) towels.
(12) One (1) pair of cuticle nippers.
(13) One (1) pair of fingernail clippers.
(14) One (1) pair of toenail clippers.
(15) Six (6) nail files.
(16) One (1) nail brush.
(17) One (1) nail pusher.
(18) If pedicure services are offered, one (1) pedicure basin, tub, or footbath.

(b) Mobile salons that are not self-contained facilities shall have adequate equipment to perform the services at the temporary location.

(c) Regardless of the minimum requirements established in subsection (a), manicuring salons, cosmetology salons, or self-contained mobile salons practicing manicuring must have whatever additional equipment is needed to adequately serve their customers and otherwise comply with IC 25-8 and this title.

(d) The use of razor devices to shave, reduce, or remove callouses or corns is prohibited. (State Board of Cosmetology and Barber Examiners; 820 IAC 3-1-16; filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 323; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; filed Aug 30, 2012, 2:01 p.m.: 20120926-IR-820120064FRA)

820 IAC 3-1-17 No pets; cosmetology schools, cosmetology salons, electrology salons, manicurist salons, and esthetic salons
Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 17. (a) Cosmetology schools, cosmetology salons, electrology salons, esthetician salons, manicurist salons, and self-contained mobile salons are prohibited from allowing pets on the premises.

(b) In compliance with the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), animals classified as service animals under 28 CFR 36.104 are not prohibited from being on the premises.

(c) A person holding a cosmetology school or cosmetology salon license, electrology salon license, esthetician salon license, manicurist salon license, or a mobile salon license shall display a sign at the entrance of the salon, self-contained mobile salon, or school that states “no pets allowed”. (State Board of Cosmetology and Barber Examiners; 820 IAC 3-1-17; filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 323; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA; filed Aug 30, 2012, 2:01 p.m.: 20120926-IR-820120064FRA)

820 IAC 3-1-18 Mobile salon application requirements
Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 18. (a) Any person, firm, or corporation applying for a mobile salon license that intends to practice in a self-contained mobile salon shall file a verified application with the board to include the following:

(1) Affirmation of compliance with applicable city, county, and state laws and ordinances, including fire and zoning.
(2) Affirmation of a valid Indiana driver license issued to the person responsible for driving the mobile salon.
(3) The permanent address of the physical location where records of appointments, license numbers of employees, and the vehicle identification number of the mobile salon that is self-contained are kept.
(4) The required fee.
(b) Any person, firm, or corporation applying for a mobile salon license that intends to practice without using a self-contained mobile salon shall file a verified application with the board to include the permanent physical address where records of appointments and license numbers of employees are kept.
(c) Mobile salons shall be inspected by the board prior to issuance of the license. (State Board of Cosmetology and Barber Examiners; 820 IAC 3-1-18; filed Aug 30, 2012, 2:01 p.m.: 20120926-IR-820120064FRA)

820 IAC 3-1-19 Self-contained mobile salon requirements
Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 19. (a) Each self-contained mobile salon shall be equipped with the following:

(1) A self-contained, portable water supply of at least one hundred (100) gallons in holding tanks with gauges indicating levels in the tanks and reserve capabilities. If the portable water supply is depleted, operation must cease until the supply is replenished.
(2) Continuous, on-demand hot water.
(3) At least one (1) state fire marshal approved fire extinguisher must be mounted in public view.
(b) A self-contained mobile salon shall:
(1) comply with all state, county, and local laws and ordinances; and
(2) follow the manufacturer’s instructions when the mobile facility is stationary to ensure it is securely parked and stable. (State Board of Cosmetology and Barber Examiners; 820 IAC 3-1-19; filed Aug 30, 2012, 2:01 p.m.: 20120926-IR-820120064FRA)

820 IAC 3-1-20 Self-contained mobile salon safety and sanitation requirements
Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 20. (a) A self-contained mobile salon shall be under the personal supervision of a person who has
at least six (6) months experience as a licensed beauty culture professional.

(b) No person having charge of a self-contained mobile salon, whether as an owner or an employee, shall permit any room, or part thereof, in which:

1. cosmetology;
2. manicuring;
3. esthetics;
4. electrology; or
5. barbering;

is practiced, to be used for residential purposes or for any other purpose that would tend to make the unit unsanitary, unsafe, or endanger the health and safety of the consumer.

(c) The:

1. floors;
2. carpeting;
3. walls;
4. ceiling;
5. furniture; and
6. equipment; and
7. contents;

of the self-contained mobile salon shall be kept clean and in good repair at all times.

(d) All storage cabinet doors must be secured by the use of spring struts or friction catches.

(e) All equipment must be securely anchored to the establishment.

(f) The self-contained mobile salon must be handicap accessible.

(g) No services may be performed while the self-contained mobile salon is in motion.

(820 IAC 3-1-20; filed Aug 30, 2012, 2:01 p.m.: 20120926-IR-820120064FRA)

Rule 2. Sanitary and Equipment Requirements for Esthetic Salons and Cosmetology Schools Teaching Esthetics

820 IAC 3-2-1 Scope
Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 1. (a) This rule establishes sanitary and equipment requirements for the following:

1. Esthetic salons.
2. Cosmetology salons where esthetic services are provided. and
3. Mobile salons where esthetic services are provided.
4. Cosmetology schools teaching esthetics.

(b) Unless otherwise stated, all the requirements in this rule are applicable to the following:

1. Esthetic salons.
2. Cosmetology salons where esthetic services are provided. and
3. Mobile salons where esthetic services are provided.
4. Cosmetology schools teaching esthetics.

(820 IAC 3-1-20; filed Aug 30, 2012, 2:01 p.m.: 20120926-IR-820120064FRA)

820 IAC 3-2-2 Sterilizers
Authority: IC 25-8-3-23
Affected: IC 25-8

Sec. 2. (a) Hot and cold running water shall be supplied.

(b) The water supply required in subsection (a) shall be connected with a pressure supply whenever it is available.

(820 IAC 3-1-20; filed Aug 30, 2012, 2:01 p.m.: 20120926-IR-820120064FRA)
Sec. 9. (a) All instruments, including:
(1) forceps;
(2) comedone extractors;
(3) tweezers;
(4) brushes; and
(5) facial rollers;
shall be sterilized prior to use on a customer.

(b) Sterilization required under subsection (a) shall be as follows:
(1) Instruments shall be:
(A) washed in a low residue detergent and rinsed prior to sterilization; and
(B) disinfected using an EPA registered bactericide, viricide, and fungicide disinfectant, used according to manufacturer's instructions.
(2) High frequency wands shall be cleaned using an EPA registered bactericide, viricide, and fungicide disinfectant, used according to manufacturer's instructions.
(3) Forceps, tweezers, and comedone extractors shall be sterilized using a steam autoclave or a dry heat sterilizer.
(4) All instruments, other than those instruments under subdivision (3), shall be sterilized or disinfected by means of:
(A) an EPA registered bactericide, viricide, and fungicide disinfectant;
(B) a steam autoclave using fifteen (15) pounds of pressure for thirty (30) minutes at two hundred fifty (250) degrees Fahrenheit or follow manufacturer's instructions; or
(C) a dry heat sterilizer.
(5) Sterilization shall be accomplished by placing instruments in one (1) or both of the following:
(A) A steam autoclave sterilizer in which the instruments are subjected to saturated steam of the pressure of fifteen (15) pounds per square inch for thirty (30) minutes at two hundred fifty (250) degrees Fahrenheit.
(B) A dry heat sterilizer in which instruments are heated for two (2) hours at three hundred forty (340) degrees Fahrenheit.
(c) An esthetician, or esthetics student in a cosmetology school, shall do the following:
(1) Wash his or her hands in fresh water with germicidal soap (antimicrobictic) immediately before serving each customer.
(2) When extracting blackheads, milia, or comedones, wear protective gloves, which must be disposed of after providing the service to a customer.
(3) When waxing, wear protective gloves, which must be disposed of after providing the service to a customer, and use a new applicator for each application of wax.
(d) The chair and table where a customer is receiving esthetician services shall have clean coverings.
(e) There shall be a secured draping between the esthetician or esthetics student in a cosmetology school and the customer during an esthetics session.
(f) All disposable items, including:
(1) cotton swabs;
(2) tissues;
(3) tongue depressors;
(4) spatulas;
(5) cellulose sponges;
(6) plastic or saran wraps; and
(7) gauze;
used by an esthetician or esthetics student in a cosmetology school shall be disposed of after serving a customer.
(g) An esthetician or an esthetics student in a cosmetology school shall dispense all products in a sanitary manner using:
(1) spatulas;
(2) pumps; or
(3) other sanitary devices.
(h) Lancets used by an esthetician or an esthetics student in a cosmetology school shall be disposed of in a lancet safety device (waste container) after serving a customer. (State Board of Cosmetology Examiners; 820 IAC 3-2-8; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA)

Sec. 10. (a) Cosmetology salons where esthetics services are provided, esthetic salons, and cosmetology schools where esthetics is provided shall maintain a separate room for such the practice which that is used exclusively for esthetic services.
(b) The room required under subsection (a) shall be:
(1) surrounded by ceiling to floor walls; and
(2) accessed only by doors which that shall remain closed when esthetic services are being performed.
(c) This section does not apply to mobile salons. (State Board of Cosmetology and Barber Examiners; 820 IAC 3-2-10; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; 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 Aug 30, 2012, 2:01 p.m.: 20120926-IR-820120064RFA)
(b) As an alternative to the requirement in subsection (a), one (1) continuous counter top may be used. (State Board of Cosmetology Examiners; 820 IAC 3-2-12; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA)

820 IAC 3-2-13 Esthetician's stool
Authority: IC 25-8-3-23
Affected: IC 25-8
Sec. 13. There shall be at least one (1) esthetician stool on the premises. (State Board of Cosmetology Examiners; 820 IAC 3-2-13; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA)

Sec. 15. There shall be at least one (1) container of an EPA registered bactericide, viricide, and fungicide disinfectant on the premises. (State Board of Cosmetology Examiners; 820 IAC 3-2-15; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted 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)

Sec. 17. There shall be at least one (1) storage hamper for storage of soiled linens on the premises. (State Board of Cosmetology Examiners; 820 IAC 3-2-17; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA)

Sec. 18. There shall be at least one (1) lancet safety device (waste container) on the premises. (State Board of Cosmetology Examiners; 820 IAC 3-2-18; 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)

ARTICLE 4. COSMETOLOGY SCHOOLS

Rule 1. General Requirements

22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA)

820 IAC 3-2-19 Protective gloves
Authority: IC 25-8-3-23
Affected: IC 25-8
Sec. 19. There shall be at least twelve (12) pair of protective gloves on the premises. (State Board of Cosmetology Examiners; 820 IAC 3-2-19; 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)

820 IAC 3-2-20 Spatulas; tongue depressors
Authority: IC 25-8-3-23
Affected: IC 25-8
Sec. 20. There shall be at least twelve (12) spatulas or tongue depressors on the premises. (State Board of Cosmetology Examiners; 820 IAC 3-2-20; 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)

820 IAC 3-2-21 Towels
Authority: IC 25-8-3-23
Affected: IC 25-8
Sec. 21. There shall be at least twelve (12) towels on the premises. (State Board of Cosmetology Examiners; 820 IAC 3-2-21; 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)

820 IAC 3-2-22 Draping
Authority: IC 25-8-3-23
Affected: IC 25-8
Sec. 22. There shall be at least twelve (12) clean drapings on the premises for securing between esthetician and customer as required by section 9(e) of this rule. (State Board of Cosmetology Examiners; 820 IAC 3-2-22; 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)

820 IAC 3-2-23 Additional requirements
Authority: IC 25-8-3-23
Affected: IC 25-8
Sec. 23. (a) Regardless of the minimum requirements established in sections 11 through 22 of this rule, esthetic salons, or cosmetology salons, and self-contained mobile salons practicing esthetics must have whatever additional equipment is needed to adequately serve their customers and otherwise comply with IC 25-8 and this title.

(b) Mobile salons that are not self-contained facilities shall have adequate equipment to perform the services at the temporary location. (State Board of Cosmetology and Barber Examiners; 820 IAC 3-2-23; 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 Aug 30, 2012, 2:01 p.m.: 20120926-IR-820120064FRA)
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).
  (2) Enroll students for more than the number of hours required by IC 25-8 and this article.
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 manicurist licenses in IC 25-8-9-3(2) (subject to the waiver provisions of IC 25-8-9-4).
  (3) Offer courses to licensees in order to provide advanced training.
  (4) The progress report.
  (5) Time records.
  (6) Grades awarded.
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.
(Station Board of Cosmetology Examiners; 820 IAC 4-1-5; filed Feb 23, 1999, 9:56 a.m.: 13 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 Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

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 manicurist licenses in IC 25-8-9-3(2) (subject to the waiver provisions of IC 25-8-9-4).
  (3) Offer courses to licensees in order to provide advanced training.
  (4) The progress report.
  (5) Time records.
  (6) Grades awarded.
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.
(Station Board of Cosmetology Examiners; 820 IAC 4-1-5; filed Feb 23, 1999, 9:56 a.m.: 13 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)

820 IAC 4-1-3 Electrologist training; necessity of cosmetologist or esthetician license
Authority: IC 25-8-3-23
Affected: IC 25-8-5
Sec. 3. Individuals may not enroll in electrologist training unless they have obtained a cosmetologist or esthetician license.
(Station Board of Cosmetology Examiners; 820 IAC 4-1-3; filed Feb 23, 1999, 9:56 a.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)

820 IAC 4-1-4 Age of students (Repealed)
Sec. 4. (Repealed by State Board of Cosmetology 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
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;
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; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA)

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.

(Rule 2. Equipment and Facilities)

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:

- The names of all new students.
- 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.
- 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; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA)

820 IAC 4-1-11 Graduation defined
Authority: IC 25-8-3-23
Affected: IC 25-8-5; 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.

(Rule 2. Equipment and Facilities)

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 2685)

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 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)

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; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA)

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 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)

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 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)

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 no 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 820 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 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)

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 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.
(14) A visible sign at the main entrance of the school designating:
   (A) The name of the school; and
   (B) 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 square footage. (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; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 4-2-4 Electrolysis equipment (Repealed)
Sec. 4. (Repealed by State Board of Cosmetology 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.
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:

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

1. Two (2) makeup sponges.
2. Six (6) disposable lip brushes.
3. Four (4) shadow brushes.
4. Two (2) blush brushes/powder brushes and two (2) powder brushes.
5. One (1) concealer.
6. Two (2) foundations of different color.
7. One (1) powder.
8. One (1) brow powder or brow pencil.
10. Two (2) each of light, medium, and dark eye shadow.
11. Six (6) lip pencils of different color.
12. Six (6) lipsticks.

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

1. Two (2) box of disposable lancets.
2. Two (2) highlight brushes of different color.
3. One (1) lancet safety device (waste container).
4. One (1) box of emery boards.

(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.

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 [sic, 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 or 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.
14. Two (2) contour blushes of different color.
15. Two (2) highlight brushes 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.
A textbook that meets this requirement is the Compendium of Study, issues in the practice of electrology as it currently exists.

One (1) or more textbooks that sufficiently address

In the teaching of theory and practice in electrology, schools shall use

(3) Workbooks.

(2) Textbooks.

(1) An electrology tool case.

An electrology tool case 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.

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.

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.

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.

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.

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.

Notwithstanding subsections (a) through (e), beauty culture instructor students may instruct other students provided a licensed beauty culture instructor is present.

820 IAC 4-3-3 Number of instructors

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.

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.

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.

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

Rule 3. Instructors

820 IAC 4-3-1 License

Cosmetology schools shall furnish the following to each student enrolled in electrology training:

(1) A manicurist tool case.
(2) Textbooks.
(3) Workbooks.

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.

The items required to be furnished to students under this section shall become the personal property of the students to be

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.

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.

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.

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.

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.
(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 576; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070708-IR-820070046RFA)

820 IAC 4-3-3 Cosmetology practice prohibited
Authority: IC 25-8-3-23
Affected: IC 25-8-5

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; readopted filed Jul 19, 2007, 1:01 p.m.: 20070708-IR-820070046RFA)

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 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.: 20070708-IR-820070046RFA)

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.

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; readopted filed Jul 19, 2007, 1:01 p.m.: 20070708-IR-820070046RFA)

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:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory and Demonstration</th>
<th>Sanitation and Actual Practice</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hair cutting</td>
<td>100</td>
<td>175</td>
<td>275</td>
</tr>
<tr>
<td>Sanitation</td>
<td>40</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Statutes and rules</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Salesmanship</td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Management</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Manicuring</td>
<td>5</td>
<td>25</td>
<td>30</td>
</tr>
<tr>
<td>Pedicuring</td>
<td>5</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>Hair removal (waxing)</td>
<td>5</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Eyebrow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper lip</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chin area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy and physiology</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Skin</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Hair</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Shampooing</td>
<td>5</td>
<td>30</td>
<td>35</td>
</tr>
<tr>
<td>Scalp performances</td>
<td>10</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Facials and makeup</td>
<td>20</td>
<td>45</td>
<td>65</td>
</tr>
<tr>
<td>Hair coloring</td>
<td>40</td>
<td>150</td>
<td>190</td>
</tr>
<tr>
<td>Texture services</td>
<td>70</td>
<td>250</td>
<td>320</td>
</tr>
<tr>
<td>Hair styling</td>
<td>70</td>
<td>210</td>
<td>280</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>575</strong></td>
<td><strong>925</strong></td>
<td><strong>1,500</strong></td>
</tr>
</tbody>
</table>

(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 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, 9:30 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)

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:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory and Demonstration</th>
<th>Sanitation and Actual Practice</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nail techniques with sanitation</td>
<td>30</td>
<td>160</td>
<td>190</td>
</tr>
</tbody>
</table>

(1) Basic preparation
   - Tips
   - Sculptures
   - Overlays

(2) Product application
   - Fiberglass
   - Gel nails
   - Nail wrapping
   - Acrylic nails

Manicuring

<table>
<thead>
<tr>
<th>10</th>
<th>50</th>
<th>60</th>
</tr>
</thead>
</table>

Pedicuring

<table>
<thead>
<tr>
<th>10</th>
<th>25</th>
<th>35</th>
</tr>
</thead>
</table>

Chemistry

<table>
<thead>
<tr>
<th>10</th>
<th>10</th>
</tr>
</thead>
</table>

Salesmanship

<table>
<thead>
<tr>
<th>5</th>
<th>10</th>
</tr>
</thead>
</table>

Electric drill/file

<table>
<thead>
<tr>
<th>10</th>
<th>10</th>
</tr>
</thead>
</table>

Discretionary hours

<table>
<thead>
<tr>
<th>45</th>
<th>45</th>
</tr>
</thead>
</table>

Totals

<table>
<thead>
<tr>
<th>195</th>
<th>255</th>
<th>450</th>
</tr>
</thead>
</table>

(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 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, 9:30 a.m.: 17 IR 393; 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 1498; 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)

820 IAC 4-4-6 Specific curriculum for shampoo operators (Repealed)
Sec. 6. (Repealed by State Board of Cosmetology 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:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory and Demonstration</th>
<th>Practice</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to electrology</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(1) Overview of school program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) State laws and rules</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Hair removal: past and present permanent, temporary, electronic tweezers, and laser</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infection control</td>
<td>35</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>(1) Microbiology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Personal hygiene</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Hand washing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Sanitation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) Antisepsis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6) Disinfection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(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)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(8) Aseptic techniques</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(9) Immunology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(10) Human immunodeficiency virus (HIV), hepatitis, and herpes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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       | 22                       | 22      |       |
| treatments                    |                          |         |       |
| (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|                       | 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 | | | |

820080935FRA)
(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 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; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA])

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:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory and Demonstration Practice</th>
<th>Actual Practice</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry of skin care</td>
<td>15</td>
<td>25</td>
<td>40</td>
</tr>
<tr>
<td>Physiology and histology</td>
<td>30</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>(1) Anatomy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Skin and gland structure and function</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Conditions and disorders of skin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Histology of skin; cells and tissue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bacteriology, disinfection, sterilization, and sanitation</td>
<td>15</td>
<td>20</td>
<td>35</td>
</tr>
<tr>
<td>(1) Personal hygiene</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Public health</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Sanitation, disinfection, and sterilization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Methods and procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction and operation to skin care</td>
<td>20</td>
<td>30</td>
<td>50</td>
</tr>
<tr>
<td>(1) Types of current</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Purpose and effects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to skin care</td>
<td>15</td>
<td>30</td>
<td>45</td>
</tr>
<tr>
<td>(1) Facial structure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Skin analysis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Patron appointments and consultation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skin care</td>
<td>35</td>
<td>120</td>
<td>155</td>
</tr>
<tr>
<td>(1) Massage and cleansing procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Movements in facial massage manipulations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Mask and packs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Massage and cleansing hands and feet</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

allowed for manicures and pedicures
(5) Extraction technique

<table>
<thead>
<tr>
<th>Makeup</th>
<th>15</th>
<th>40</th>
<th>55</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Contouring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Color accent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Purpose and effects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) Supplies and implements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6) Preparation and procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7) Eyelash application</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tweezing, waxing, and depilatories
(1) Eyebrow arching
(2) Lip, chin, and face
(3) Leg
(4) Body areas

Introduction to advanced spa techniques
(1) Exfoliation techniques
(2) Advanced techniques

Safety precautions
(1) In skin care
(2) Machinery (electrical)
(3) Facial treatments
(4) Makeup

Professional and personality development
(1) Professional ethics and practices
(2) Personality development
(3) Personal attitude and image

Salesmanship, marketing, salon management, and retailing
(1) Salon development
(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 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 1490; filed May 4, 2001, 9:56 a.m.: 24 IR 3236; 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)

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

Authority: IC 25-8-3-23

Affected: IC 25-8
Sec. 7.2. The following are the requirements for the one thousand (1,000) hour curriculum for instructor training:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory and Demonstration Practice</th>
<th>Actual Practice</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation and review of the pertinent curriculum</td>
<td>100</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Introduction to teaching</td>
<td>60</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Course outline and development</td>
<td>160</td>
<td>170</td>
<td>330</td>
</tr>
<tr>
<td>(1) Lesson planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Teaching techniques</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Teaching aids</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Developing, administering, and grading examinations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School administration</td>
<td>30</td>
<td>20</td>
<td>50</td>
</tr>
<tr>
<td>(1) Record keeping</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Law and rules</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td>150</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>(1) Assisting in the clinic and theory classrooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Practice teaching in the clinic and theory classrooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>300</td>
<td>700</td>
<td>1,000</td>
</tr>
</tbody>
</table>

(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; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA)

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 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)

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.
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.

COSMETOLOGY SCHOOLS
Indiana Administrative Code Page 19

(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 _______________ _____________________________

62
<table>
<thead>
<tr>
<th>Hair Styling (400 performances)</th>
<th>27 28 29 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13</td>
<td>14 15 16 17 18 19 20 21 22 23 24 25 26</td>
</tr>
<tr>
<td>Makeup Application (15 performances)</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13</td>
</tr>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13</td>
<td>14 15</td>
</tr>
<tr>
<td>Hair Cuts (250 performances)</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13</td>
<td>14 15 16 17 18 19 20 21 22 23 24 25 26</td>
</tr>
<tr>
<td>27 28 29 30 31 32 33 34 35 36 37 38 39</td>
<td></td>
</tr>
<tr>
<td>Hair Coloring (75 performances) – temporary, semipermanent, deposit, permanent</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13</td>
<td>14 15 16 17 18 19 20 21 22 23 24 25 26</td>
</tr>
<tr>
<td>27 28 29 30 31 32 33 34 35 36 37 38 39</td>
<td></td>
</tr>
<tr>
<td>Manicures (25 performances)</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13</td>
<td>14 15 16 17 18 19 20 21 22 23 24 25 26</td>
</tr>
<tr>
<td>Pedicures (15 performances)</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13</td>
<td>14 15</td>
</tr>
<tr>
<td>27 28 29 30 31 32 33 34 35 36 37 38 39</td>
<td></td>
</tr>
<tr>
<td>Hair Removal (30 performances)</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13</td>
<td>14 15 16 17 18 19 20 21 22 23 24 25 26</td>
</tr>
<tr>
<td>27 28 29 30</td>
<td></td>
</tr>
</tbody>
</table>

(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; readopted filed Jul 19, 2007, 1:01 p.m.: 20070809-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)
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

64
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.

COSMETOLOGY SCHOOLS

Indiana Administrative Code Page 22

(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 ____________________
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 | 51 | 52 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---
Electrology Progress Report

The progress report reads as follows:

All performances listed in this progress report are to be completed in accordance with 820 IAC 3.

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

The purpose of the progress report is 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.

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

Acne Treatments (5 performances)

Hand and Foot Treatments (25 performances)

Makeup Application (50 performances)

Eyelash Applications (15 performances)

Strip or Individual

Advanced Techniques (10 performances)

Waxing (100 performances)

Lip, chin, face (30)

Eyebrow (40)

Body areas (25)

Sterilization and sanitation (50 performances)

Salesmanship (50 performances)

(arms, underarms, upper thigh-bikini, or back)

Leg (15)


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

Authority: IC 25-8-3-23

Affected: IC 25-8

COSMETOLOGY SCHOOLS

Indiana Administrative Code Page 24

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 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 ________________________________
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 - 175 total hours

(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
- 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 3 4 5 6 7 8
- Neck
  - 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
Facial Areas (50 performances)

<table>
<thead>
<tr>
<th>Area</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyebrow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hairline</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Chin</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Upper Lip</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Ears</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neck</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Body Areas (54 performances)

<table>
<thead>
<tr>
<th>Area</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underarm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bikini – Abdomen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bikini – Upper Thigh</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Legs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fingers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) Blend</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Facial Areas (104 performances)

<table>
<thead>
<tr>
<th>Area</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyebrow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hairline</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Chin</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Upper Lip</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Ears</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neck</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Body Areas (100 performances)

<table>
<thead>
<tr>
<th>Area</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underarm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bikini – Abdomen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bikini – Upper Thigh</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Legs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fingers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; 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.
(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) Overtakes 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 _______________ _______________________________
Manicures (40 performances)

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>32</td>
<td>33</td>
<td>34</td>
<td>35</td>
<td>36</td>
<td>37</td>
<td>38</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Nail Techniques (28 performances)

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Nail Repair (15 performances)

(1 performance per patron)

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pedicures (15 performances)

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Salesmanship (20 performances)

Services or Retail

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Electric File/Drill (20 performances)

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)
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)

Article 5. Tanning Facilities

Rule 1. Sanitation and Safety

820 IAC 5-1-1 Repealed
Sec. 1. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-1.5 “Board” defined
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4
Sec. 1.5. As used in this rule, “board” means the Indiana board of cosmetology examiners or its authorized representative. (State Board of Cosmetology Examiners; 820 IAC 5-1-1.5; filed Sep 17, 1998, 3:55 p.m.: 22 IR 456; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-2) to the State Board of Cosmetology Examiners (820 IAC 5-1-5) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-2 “Customer” defined
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4
Sec. 2. As used in this rule, “customer” means a person receiving the services of a tanning facility. (State Board of Cosmetology Examiners; 820 IAC 5-1-2; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA)

820 IAC 5-1-3 Repealed
Sec. 3. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-4 “Inspection” defined
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4
Sec. 4. As used in this rule, “inspection” means an official examination or observation, including, but not limited to, tests, surveys, and monitoring, to determine compliance with orders, requirements, and conditions. (State Board of Cosmetology Examiners; 820 IAC 5-1-4; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; filed Sep 17, 1998, 3:55 p.m.: 22 IR 456; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-4) to the State Board of Cosmetology Examiners (820 IAC 5-1-4) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-5 “Interference with board agent” defined
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4
Sec. 5. As used in this rule, “interference with board agent” means, but is not limited to, physical obstruction, attack, or threatened attack on a representative of the department while that representative is conducting inspection, licensing, or enforcement activities. (State Board of Cosmetology Examiners; 820 IAC 5-1-5; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; filed Sep 17, 1998, 3:55 p.m.: 22 IR 456; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-3) to the State Board of Cosmetology Examiners (820 IAC 5-1-5) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-6 “Operator” defined
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4
Sec. 6. (a) As used in this rule, “operator” means an individual eighteen (18) years of age or older, designated by the owner or licensee to control operation of the tanning facility and to instruct and assist the consumer in the proper operation of its sunlamp products. The operator is responsible for running the sunlamp products, exercising control over the kill switches, cleaning the equipment, cleaning the protective eyewear, providing protective eyewear to the users, and giving instructions to the person using the equipment.
(b) The person who is at the tanning facility to use the tanning equipment shall not be the operator.
(c) There must be at least one (1) operator on the premises at all times that the tanning facility is open. However, the tanning facility may have working at the tanning facility an employee who is not an operator. (State Board of Cosmetology Examiners; 820 IAC 5-1-6; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; filed Sep 17, 1998, 3:55 p.m.: 22 IR 456; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-6) to the State Board of Cosmetology Examiners (820 IAC 5-1-6) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-7 “Person” defined
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4
Sec. 7. As used in this rule, “person” means any individual, partnership, copartnership, firm, company, corporation, association, trust, estate, or any other legal entity, its or their successors or assigns or agents of the aforesaid. (State Board of Cosmetology Examiners; 820 IAC 5-1-7; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-7) to the State Board of Cosmetology Examiners (820 IAC 5-1-7) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-8 “Protective eyewear” defined
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4
Sec. 8. As used in this rule, “protective eyewear” means any device designed to be worn by users of sunlamp products to reduce the exposure of the eyes to radiation. (State Board of Cosmetology Examiners; 820 IAC 5-1-8; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-
820 IAC 5-1-9 “Radiation machine” defined
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4
Sec. 9. As used in this rule, “radiation machine” means any device capable of producing radiation, including ultraviolet radiation used for tanning. (State Board of Cosmetology Examiners; 820 IAC 5-1-9; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; filed Sep 17, 1998, 3:55 p.m.: 22 IR 456; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RAFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-9) to the State Board of Cosmetology Examiners (820 IAC 5-1-9) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-10 Repealed
Sec. 10. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-11 Repealed
Sec. 11. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-12 “Sunlamp product” defined
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4
Sec. 12. As used in this rule, “sunlamp product” means any electronic product designed to incorporate one (1) or more ultraviolet lamps and intended for irradiation of any part of the living human body, by ultraviolet radiation with wavelength in air between two hundred (200) and four hundred (400) nanometers, to induce skin tanning. (State Board of Cosmetology Examiners; 820 IAC 5-1-12; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RAFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-12) to the State Board of Cosmetology Examiners (820 IAC 5-1-12) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-13 “Tanning facility” defined
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4
Sec. 13. As used in this rule, “tanning facility” means a facility that provides persons access to use a sunlamp product and charges a fee for a membership or usage. The term includes any club or association that provides access to a sunlamp to its members. The term does not include a medical treatment facility that uses ultraviolet radiation under the supervision of a licensed physician or other licensed medical practitioner in the treatment of disease. (State Board of Cosmetology Examiners; 820 IAC 5-1-13; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; filed Sep 17, 1998, 3:55 p.m.: 22 IR 457; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RAFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-13) to the State Board of Cosmetology Examiners (820 IAC 5-1-13) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-14 “Ultraviolet radiation” defined
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4
Sec. 14. As used in this rule, “ultraviolet radiation” includes radiation in the wavelengths between two hundred (200) and four hundred (400) nanometers. (State Board of Cosmetology Examiners; 820 IAC 5-1-14; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RAFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-14) to the State Board of Cosmetology Examiners (820 IAC 5-1-14) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-15 “Violation” defined
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4-5

820 IAC 5-1-16 License to operate required
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4-5
Sec. 16. A person may not charge a fee for the use of sunlamp products unless the person has a license from the board of cosmetology examiners to operate a tanning facility. A separate license must be obtained for each tanning facility the person operates. (State Board of Cosmetology Examiners; 820 IAC 5-1-16; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; filed Sep 17, 1998, 3:55 p.m.: 22 IR 457; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RAFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-16) to the State Board of Cosmetology Examiners (820 IAC 5-1-16) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-17 License period
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4-9
Sec. 17. A license to operate a tanning facility under this rule shall expire on July 1 of the second succeeding year following the date the license was issued. (State Board of Cosmetology Examiners; 820 IAC 5-1-17; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RAFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-17) to the State Board of Cosmetology Examiners (820 IAC 5-1-17) by P.L.142-1995, SECTION 33, effective July 1, 1995.
820 IAC 5-1-18 License transfers
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4-9
Sec. 18. A license can only be transferred when the tanning facility has moved location. Changing ownership of the tanning facility requires a new license. (State Board of Cosmetology Examiners; 820 IAC 5-1-18; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; filed Sep 17, 1998, 3:55 p.m.: 22 IR 457; readopted filed Jul 19, 2007, 1:01 p.m.: 24 IR 4236; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-20) to the State Board of Cosmetology Examiners (820 IAC 5-1-20) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-19 Repealed
Sec. 19. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-20 License application required
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4
Sec. 20. To obtain a license to operate a tanning facility, a person must do the following:
(1) File an application with the board on a form prescribed by the board. Such information shall include the following:
(A) The name, address, and telephone number of the following:
(i) The tanning facility.
(ii) The owner of the tanning facility.
(iii) If the licensee is a corporation, all shareholders owning five percent (5%) or greater who own a sunlamp product.
(iv) If the licensee is a partnership, all partners of a business who own a sunlamp product.
(v) All settors, trustees, and beneficiaries of trusts who own a sunlamp product.
(B) If the facility is mobile, the location, by address, at which the facility will be parked during the hours it is open for business.
(C) A signed and dated certification that the applicant has read and understands the requirements of this rule.
(D) All additional information requested by the department to substantiate that the proposed facility can reasonably be expected to provide access to sunlamp products without causing a health or safety hazard to its customers.
(2) Pay a fee of two hundred dollars ($200).
(3) Each person operating a tanning facility on the effective date of this rule shall apply for a permit no later than sixty (60) days following the effective date of this rule.
(4) Each person establishing or acquiring a tanning facility after the effective date of this rule shall apply to the board for a license and obtain such license prior to operating the facility.
(5) The owner shall maintain and make available for inspection written records that must include the:
(A) manufacturer;
(B) year and month of manufacture;
(C) model number;
(D) serial number; and
(E) type;

820 IAC 5-1-21 License to be displayed
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4-10
Sec. 21. A person holding a tanning facility license issued under this rule shall display the license in a manner that is clearly visible to customers using the tanning facility. (State Board of Cosmetology Examiners; 820 IAC 5-1-21; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1379; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-21) to the State Board of Cosmetology Examiners (820 IAC 5-1-21) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-22 Notification of changes
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4-7
Sec. 22. The operator of a tanning facility shall notify the board in writing before making any changes to the facility or its operating procedures which would require amendment of any information previously submitted to the board in accordance with this rule. Changing ownership of the tanning facility requires the new owner to obtain a new license. (State Board of Cosmetology Examiners; 820 IAC 5-1-22; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1379; filed Sep 17, 1998, 3:55 p.m.: 22 IR 458; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-22) to the State Board of Cosmetology Examiners (820 IAC 5-1-22) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-23 Equipment construction
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4-14
Sec. 23. Sunlamp products shall meet the following codes:
(1) All sunlamp product electrical circuits shall be listed by the Underwriter Laboratories (UL) or the Electrical Testing Laboratories (ETL).
(2) Defective or burned out lamps or filters shall be replaced with a type intended for use in that device as specified on the product label or certified by the manufacturer to be equivalent to those specified on the product label. (State Board of Cosmetology Examiners; 820 IAC 5-1-23; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1379; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-23) to the State Board of Cosmetology Examiners (820 IAC 5-1-23) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-24 Consumer protection
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4-14
Sec. 24. Sunlamp products shall meet the following codes:
Sec. 24. There shall be physical barriers to protect customers from injury induced by touching or breaking the lamps in a sunlamp product. Each customer shall be shown how to use suitable physical aids. Each customer shall be shown how to maintain the proper exposure distance recommended by the manufacturer. There shall also be the following requirements:

1. The construction of a tanning booth shall be such that it will withstand the stress of use and the impact of a falling person.
2. There shall be physical barriers or other means such as handrails or floor markings to indicate the proper exposure distance between ultraviolet lamps and the customer's skin in upright tanning booths.
3. Each ultraviolet lamp contained within the sunlamp product shall be shielded to prevent contact with the customer. A screen or transparent cover shall be used for this purpose.
4. Body contact surfaces of each sunlamp product shall be sanitized by the operator between each customer use by swabbing the body contact surfaces with a chemical sanitizing solution of at least twice the strength required for that particular sanitizing solution as stated in section 25(d)(1), 25(d)(2), 25(d)(3), or 25(d)(4) of this rule. The swabbing shall be accomplished with single use towels. Exposure to the ultraviolet radiation produced by the tanning equipment itself is not a sanitizing agent for the purposes of this rule.
5. The operator of a tanning facility shall keep a list of emergency telephone numbers in view at each tanning facility. This list shall include the telephone numbers of the following:
   - Closest hospital.
   - Fire department.
   - Emergency medical services or, if the service is available, 911.


820 IAC 5-1-25 Protective eyewear

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 25. (a) No person shall be allowed to use a sunlamp product unless protective eyewear is worn.
(b) Each consumer shall be provided with protective eyewear and instructions for its use.
(c) The spectral transmittance of the protective eyewear required by this section shall not exceed a value of one-thousandth (0.001) over the wavelength through a range of greater than two hundred (200) nanometers through three hundred twenty (320) nanometers, and a value of one-hundredth (0.01) over the wavelength range of greater than three hundred twenty (320) nanometers through four hundred (400) nanometers, and shall be sufficient over the wavelength greater than four hundred (400) nanometers to enable the user to see clearly enough to prevent injury and to turn the timer off.
(d) Protective eyewear provided by the operator shall be sanitized by the operator before each use by:
   - (1) immersion for at least one (1) minute in a clean solution containing at least two hundred (200) milligrams per liter (two hundred (200) parts per million) of available quaternary ammonium compound at a temperature of at least seventy-five (75) degrees Fahrenheit;
   - (2) immersion for at least one (1) minute in a clean solution containing at least fifty (50) milligrams per liter (fifty (50) parts per million) of available chlorine as a hypochlorite and at a temperature of at least seventy-five (75) degrees Fahrenheit;
   - (3) immersion for at least one (1) minute in a clean solution containing at least twelve and one-half (12.5) milligrams per liter (twelve and one-half (12.5) parts per million) of available iodine and at a pH of which the efficacy has been demonstrated to be effective by the manufacturer and at a temperature of at least seventy-five (75) degrees Fahrenheit;
   - (4) immersion in a clean solution containing any other chemical sanitizing agent approved by the department that will provide the equivalent bactericidal effect of a solution containing at least fifty (50) milligrams per liter of available chlorine as hypochlorite at a temperature of at least seventy-five (75) degrees Fahrenheit for one (1) minute; or
   - (5) swabbing with a chemical sanitizing solution of the same strength required under subdivision (1) if quaternary ammonium compounds are used or at least twice the strength required for that particular sanitizing solution if halogens are used under subdivisions (2) through (4).
(e) A test kit or other device that accurately measures the concentration of the sanitizing solution in parts per million shall be provided and used to measure the strength of the sanitizing solution at least once each day of tanning facility operation.
(f) Exposure to the ultraviolet radiation produced by the tanning equipment itself is not considered a sanitizing agent.
(g) Each sunlamp product shall be accompanied by at least the number of sets of protective eyewear that is equal to the number of customers who can simultaneously use the facility. Eyewear shall be provided and shall meet or exceed the sunlamp product manufacturer's recommendations. (State Board of Cosmetology Examiners; 820 IAC 5-1-25; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1379; filed Sep 17, 1998, 3:55 p.m.: 22 IR 458; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-25) to the State Board of Cosmetology Examiners (820 IAC 5-1-25) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-26 Limiting exposure

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 26. Each customer shall be limited to less than or equal to the maximum exposure time recommended by the manufacturer of the sunlamp product. However, in no event shall exposure at a tanning facility be allowed for more than the manufacturer's recommended exposure time for a given skin type in any twenty-four (24) hour period. (State Board of Cosmetology Examiners; 820 IAC 5-1-26; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1380; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-26) to the State Board of Cosmetology Examiners (820 IAC 5-1-26) by P.L.142-1995, SECTION 33, effective July 1, 1995.
820 IAC 5-1-27 Equipment controls  
Authority: IC 25-8-15.4-23  
Affected: IC 25-8-15.4-14

Sec. 27. (a) A control or kill switch must be incorporated on each sunlamp product which enables the customer to manually terminate radiation without disconnecting the electrical plug or coming into contact with the ultraviolet lamp.

(b) The electric power supply for each sunlamp product must run through a control or kill switch that will enable the operator to manually terminate the radiation. There must be a clear wide path to the kill switches. There shall be no obstructions of any kind in front of the kill switches, including, but not limited to, a circuit breaker cover, chairs, or any boxes or storage on the floor. The controller kill switch must be outside of the room that contains the sunlamp products. (State Board of Cosmetology Examiners; 820 IAC 5-1-27; filed Mar 17, 1992, 10:20 a.m.; 15 IR 1380; filed Sep 17, 1998, 3:55 p.m.; 22 IR 459; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-27 to the State Board of Cosmetology Examiners (820 IAC 5-1-27) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-28 Sunlamp product maintenance  
Authority: IC 25-8-15.4-23  
Affected: IC 25-8-15.4-14

Sec. 28. (a) No customer shall be allowed to use a sunlamp product having a defective timer.

(b) All sunlamp products shall be maintained in compliance with this rule concerning repair, labeling, and alteration and accessibility of timing devices. If a part must be replaced, the defective part shall be replaced with a part which complies with 21 CFR of timing devices. If a part must be replaced, the defective part

(1) For each sunlamp product and ultraviolet lamp, the ratio of the irradiance within the wavelength range of greater than two hundred (200) nanometers through two hundred sixty (260) nanometers to the irradiance within the wavelength range of greater than two hundred sixty (260) nanometers through three hundred twenty (320) nanometers shall not exceed three-thousandths (0.003) at any distance or direction from the product or lamp.

(2) Each sunlamp product shall incorporate a timing device with multiple timer settings adequate for the manufacturer’s recommended exposure intervals as follows:

(A) The timer may not automatically reset and cause radiation emission to resume for a period greater than the unused portion of the timer cycle when emission from the sunlamp product has been terminated.

(B) The timing device shall not automatically reset when emission from the sunlamp product has been terminated. This requirement does not preclude the ability of the customer to reset the time.

(C) The maximum timer interval shall not exceed the manufacturer’s maximum recommended exposure time. No timer shall have an error greater than ten percent (10%) of the maximum timer interval for the product.

(State Board of Cosmetology Examiners; 820 IAC 5-1-28; filed Mar 17, 1992, 10:20 a.m.; 15 IR 1380; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-29 to the State Board of

820 IAC 5-1-29 Warning sign  
Authority: IC 25-8-15.4-23  
Affected: IC 25-8-15.4-12; IC 25-8-15.4-13

Sec. 29. An operator of a tanning facility shall conspicuously display warning signs in accordance with the following:

(1) A warning sign shall be posted in each tanning facility room where customers arrange for the use of a sunlamp product, in each tanning facility room where customers wait to use a sunlamp product, and in the immediate proximity of and no less than one (1) meter or thirty-nine (39) inches from each sunlamp product. The warning sign shall be readily legible, clearly visible, and not obstructed by any barrier, equipment, or other item present so that the customer can easily view the warning sign before energizing the ultraviolet light generating equipment. The warning sign shall meet the following requirements:

(A) The upper case letters on the warning sign in the room where the customers pay for the use of a sunlamp product and in the room where the customers wait to use a sunlamp product shall be at least eighteen (18) millimeters or eleven-sixteenths (11/16) inch tall and the lowercase letters shall be at least thirteen (13) millimeters or one-half (1/2) inch tall.

(B) The upper case letters on the warning sign in the immediate proximity of the sunlamp product shall be at least ten (10) millimeters or seven-sixteens (7/16) inch tall and the lowercase letters shall be five (5) millimeters or one-fourth (1/4) inch tall.

(2) The warning signs required by subdivision (1) shall state the following:

WARNING: ULTRAVIOLET RADIATION
FAILURE TO USE PROTECTIVE EYEWEAR MAY RESULT IN SEVERE BURNS OR LONG-TERM INJURY TO THE EYES

1. Protective eyewear is required by law.
2. Follow instructions.
3. Avoid overexposure. As with natural sunlight, exposure can cause eye and skin injury and allergic reactions. Repeated exposure may cause skin cancer or chronic sun damage characterized by wrinkling, dryness, fragility and bruising of the skin.
4. Ultraviolet radiation from sunlamps will aggravate the effects of the sun. Therefore, do not sunbathe before or after exposure to ultraviolet radiation.
5. Medication or cosmetics may increase sensitivity to ultraviolet radiation. Consult a physician before using a sunlamp if you are using medications, have history of skin problems, or believe you are especially sensitive to sunlight. Individuals on birth control medication who use this product may develop discolored skin.

IF YOU DO NOT TAN IN THE SUN IT IS UNLIKELY THAT YOU WILL TAN FROM THE USE OF THIS DEVICE

(State Board of Cosmetology Examiners; 820 IAC 5-1-29; filed Mar 17, 1992, 10:20 a.m.; 15 IR 1381; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-29 to the State Board of
Cosmetology Examiners (820 IAC 5-1-29) by P.L.142-1995, 
SECTION 33, effective July 1, 1995.

820 IAC 5-1-30 Customer warning 
Authority: IC 25-8-15.4-23 
Affected: IC 25-8-15.4-11 
Sec. 30. Before a person uses a tanning device in a tanning facility, the operator, owner, or employee of the operator or owner of the tanning facility shall require the person to read and sign a written statement approved by the department that contains the following information:

(1) A person who uses a tanning device in this tanning facility must use protective eyewear.
(2) If the provided eye protection is not worn, use of a tanning device in this tanning facility may cause damage to the eyes.
(3) Overexposure to the ultraviolet radiation produced by a tanning device in this tanning facility may cause burns.
(4) Exposure to the ultraviolet radiation produced by the tanning devices in this tanning facility may cause premature aging of the skin and skin cancer.
(5) Abnormal skin sensitivity to ultraviolet radiation or burning may be caused by certain foods, cosmetics, or medication, including the following:
   (A) Tranquilizers.
   (B) Diuretics.
   (C) Antibiotics.
   (D) High blood pressure medication.
   (E) Birth control medication.
   (F) Other photosensitizing agents as determined under rules adopted by the board.
(6) An individual who is taking a prescription drug or over-the-counter drug should consult a physician before using a tanning device.


820 IAC 5-1-31 Parental supervision 
Authority: IC 25-8-15.4-23 
Affected: IC 25-8-15.4-15 
Sec. 31. (a) A person who is less than sixteen (16) years of age must be accompanied by a parent or guardian while the child is using a sunlamp product in a tanning facility and while that sunlamp product is in use.

(b) A person who is less than eighteen (18) years of age may not use a sunlamp product in a tanning facility unless the parent or guardian of the person has also signed the written statement under section 34 of this rule in the presence of the operator of the tanning facility. (State Board of Cosmetology Examiners; 820 IAC 5-1-31; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1382; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-31) to the State Board of Cosmetology Examiners (820 IAC 5-1-31) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-32 Records 
Authority: IC 25-8-15.4-23 
Affected: IC 25-8-15.4-14 
Sec. 32. The operator shall require each customer to fill out a form specifying home address, phone number, and age. This form shall be kept as a permanent record of the individual’s attendance. (State Board of Cosmetology Examiners; 820 IAC 5-1-32; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1382; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-32) to the State Board of Cosmetology Examiners (820 IAC 5-1-32) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-33 Assurance of notification 
Authority: IC 25-8-15.4-23 
Affected: IC 25-8-15.4 
Sec. 33. (a) Each time a customer uses a tanning facility, or each time a customer executes or renews a contract to use a tanning facility, the customer must, before using a sunlamp product, sign a written statement that he or she:
   (1) has read and understood the warnings specified in sections 29 through 30 of this rule before using the device;
   (2) agrees to use the protective eyewear that the tanning facility provides;
   (3) understands that some people who are not susceptible to tanning under natural sunlight may also not be susceptible to tanning under artificial light; and
   (4) has not used a tanning device within the past twenty-four (24) hours.
   (b) For visually handicapped persons, the warning statement shall be read by the operator in the presence of a witness. Both the witness and the operator shall sign the statement.
   (c) The owner or operator must maintain for a period not less than twenty-four (24) months, a record signed by the customer that he or she has read and understood the warning required in sections 29 through 30 of this rule.
   (d) Records of each customer’s total number of tanning visits and tanning times must be kept at the tanning facility and available for inspection for one (1) year. In addition, records up to five (5) years old must be provided to the board on request, although they need not be kept at the tanning facility. It is recommended that records be kept permanently, as potentially adverse health effects from tanning may not become apparent within five (5) years. (State Board of Cosmetology Examiners; 820 IAC 5-1-33; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1382; filed Sep 17, 1998, 3:55 p.m.: 22 IR 460; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-33) to the State Board of Cosmetology Examiners (820 IAC 5-1-33) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-34 Training 
Authority: IC 25-8-15.4-23 
Affected: IC 25-8-15.4-14 
Sec. 34. (a) Each operator must be adequately trained prior to serving the customers. Training shall include the following:
   (1) The requirements of sections 22 through 33 of this rule.
   (2) Procedures for correct operation of the facility.
   (3) How to recognize injury or overexposure.
(4) Manufacturer's procedures for operation and maintenance of sunlamp products.
(5) Emergency procedures in case of injury.

(b) A list of operators trained in accordance with this section shall be maintained and available at the facility during employment and for a period of one (1) year after termination. The list shall include the name, last known mailing address, and home telephone number of each operator. (State Board of Cosmetology Examiners; 820 IAC 5-1-34; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1382; filed Sep 17, 1998, 3:55 p.m.: 22 IR 460; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-34) to the State Board of Cosmetology Examiners (820 IAC 5-1-34) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-35 Local zoning requirements
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4-7

Sec. 35. Tanning facilities shall meet all requirements of the local zoning commission and shall be approved by said commission before construction or operation begins. (State Board of Cosmetology Examiners; 820 IAC 5-1-35; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1382; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-35) to the State Board of Cosmetology Examiners (820 IAC 5-1-35) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-36 Safe water supply
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4-14

Sec. 36. A tanning facility shall be provided with safe, potable water. (State Board of Cosmetology Examiners; 820 IAC 5-1-36; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1383; filed Sep 17, 1998, 3:55 p.m.: 22 IR 460; errata, 22 IR 3420; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA)NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-36) to the State Board of Cosmetology Examiners (820 IAC 5-1-36) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-37 Repealed
Sec. 37. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-38 Repealed
Sec. 38. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-39 Repealed
Sec. 39. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-40 Repealed
Sec. 40. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-41 Repealed

Sec. 41. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-42 Repealed
Sec. 42. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-43 Repealed
Sec. 43. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-44 Repealed
Sec. 44. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-45 Repealed
Sec. 45. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-46 Repealed
Sec. 46. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-47 Repealed
Sec. 47. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-48 Advertising requirements
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4-13

Sec. 48. A tanning facility owner or operator shall not claim, or distribute promotional material that claims, that using a sunlamp product is safe or free from risk. A tanning facility owner or operator shall not advertise or promote special unlimited use of the tanning facilities that encourage customers to repetitively use the facility beyond the manufacturer's recommended limits for a twenty-four (24) hour period. (State Board of Cosmetology Examiners; 820 IAC 5-1-48; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1384; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-48) to the State Board of Cosmetology Examiners (820 IAC 5-1-48) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-49 Levying civil penalties
Authority: IC 25-8-15.4-23

Sec. 49. (a) The board may commence an action to levy civil penalties against the owner or operator of a tanning facility who does either of the following:
(1) Fails to comply with any federal, state, or local statute, rule, or ordinance regarding sunlamp products or the operation of any enterprise that owns sunlamp products.
(2) Interferes with or obstructs the board or its designated agent in the performance of its duties.

(b) A civil penalty shall not exceed one thousand dollars ($1,000) per violation and the absence of harm will not result in assessment of a lower penalty for a violation.

(c) In the determination of the seriousness of the violation and the specific amount of the civil penalty to be sought for each violation, the department will consider the following:
(1) The potential for harm or imminent threat to public health.
(2) The extent of deviation from statutory or regulatory requirements.
(3) The degree of willfulness or negligence.
(4) Any history of noncompliance.

(d) After determining the appropriate penalty based on the schedule in this section, the department may adjust the penalty to reflect a good faith effort to comply by the owner or operator of a tanning facility.
(e) Each individual penalty may be multiplied by the number of days the particular violation occurred.

(f) After filing an action under IC 4-21.5, and in an attempt to resolve violations without resort to a hearing, the department may negotiate and enter into agreed orders. An agreed order may suspend all or part of the civil penalty calculated under the requirements and deadlines established in the agreed order. (State Board of Cosmetology Examiners; 820 IAC 5-1-49; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1384; readopted filed Jul 17, 2001, 9:57 a.m.: 22 IR 460; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-49) to the State Board of Cosmetology Examiners (820 IAC 5-1-49) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-50 Incorporation by reference
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4


820 IAC 5-1-51 Injuries
Authority: IC 25-8-15.4-23
Affected: IC 25-8-15.4

Sec. 51. Operators must promptly report any injury that:
(1) would be considered life threatening;
(2) could result in permanent injury; or
(3) could necessitate any form of medical treatment or first aid. (State Board of Cosmetology Examiners; 820 IAC 5-1-51; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA)
ARTICLE 8. Barber Schools and Shops

NOTE: IC 25-7 was repealed by P.L.84-2010, SECTION 102, effective July 1, 2010.

Rule 1. Sanitary Requirements for Barber Schools and Shops

820 IAC 8-1-1 Sanitary requirements established

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-11; IC 25-7-12

Sec. 1. (a) This rule establishes sanitary requirements to be followed by barbers, barbering instructors, barber shops, and barber schools.

(b) Violations of this rule shall subject the violator or violators to appropriate sanctions under IC 25-7-1-13. (Repealed by P.L.234-1995, SECTION 30, effective July 1, 1995.), IC 25-31-1-16.1 [sic], or IC 25-31-2-2 [sic]. (State Board of Cosmetology and Barber Examiners; Preamble; filed Jan 2, 1946, 9:45 a.m.: Rules and Regs. 1947, p. 693; filed Nov 28, 1988, 5:30 p.m.: 12 IR 921; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-1-1) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-1-1) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-1-2 Keeping in clean and sanitary condition, well lighted, and ventilated

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-5

Sec. 2. All barber shops, barber schools, together with all furniture, equipment, tools, utensils, floors, walls, and ceilings, shall at all times be kept in a clean and sanitary condition, well lighted, and well ventilated. Barbers and barber students shall use a clean towel and either a clean hair cloth or neck strip for each patron. (State Board of Cosmetology and Barber Examiners; Rule 1; filed Jan 2, 1946, 9:45 a.m.: Rules and Regs. 1947, p. 693; filed Nov 28, 1988, 5:30 p.m.: 12 IR 921; filed Sep 16, 1998, 4:02 p.m.: 22 IR 455; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-1-1) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-1-2) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-1-3 Hands to be washed before serving customer; smoking prohibited while serving customer

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7

Sec. 3. Every barber and student shall wash his hands with soap and water immediately before serving each patron, and no smoking while serving a customer. (State Board of Cosmetology and Barber Examiners; Rule 4; filed Jan 2, 1946, 9:45 a.m.: Rules and Regs. 1947, p. 693; filed Nov 28, 1988, 5:30 p.m.: 12 IR 921; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-1-5) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-1-3) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-1-4 Cleaning of shaving mugs and brushes

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7

Sec. 4. Shaving mugs and brushes shall be thoroughly rinsed with hot water before each patron is served. (Shaving powder or cream is preferable.) (State Board of Cosmetology and Barber Examiners; Rule 5; filed Jan 2, 1946, 9:45 a.m.: Rules and Regs. 1947, p. 693; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-1-6) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-1-4) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-1-5 Storage of clean towels

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7

Sec. 5. Clean towels must be kept in closed compartments at all times. (State Board of Cosmetology and Barber Examiners; Rule 7; filed Jan 2, 1946, 9:45 a.m.: Rules and Regs. 1947, p. 694; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-1-8) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-1-5) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-1-6 Storage of tools; disinfection

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7

Sec. 6. All instruments shall be properly sterilized. (State Board of Cosmetology and Barber Examiners; Rule 9; filed Jan 2, 1946, 9:45 a.m.: Rules and Regs. 1947, p. 694; filed Oct 22, 1997, 8:45 a.m.: 21 IR 1003; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-1-10) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-1-6) by P.L.84-2010, SECTION 103, effective July 1, 2010.

Rule 2. Barber School Approval; Requisites; Curriculum

820 IAC 8-2-1 Student registration records; filing with board

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7

Sec. 1. (a) No later than the fifteenth day of each month, a barber school shall submit a verified report to the board of barber examiners (board), including 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 barber 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.

(3) The medical findings must be attached.

(b) Barber schools are not required to send enrollment cards to the board. (State Board of Cosmetology and Barber Examiners; Rule 14; filed Jan 2, 1946, 9:45 a.m.: Rules and Regs. 1947, p. 694; filed Sep 16, 1998, 4:02 p.m.: 22 IR 455; readopted filed Jun
22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-2-1) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-2-1) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-2-2 Services by students only; instructors’ duties

**Authority:** IC 25-7-5-14; IC 25-7-5-15

**Affected:** IC 25-7-2-1

Sec. 2. All service rendered in schools on patrons must be done by students only. Instructors shall be allowed to teach and aid the students in performing the various services; however, they shall not be permitted to finish up the patrons after the students have completed their work. (State Board of Cosmetology and Barber Examiners; Rule 15; filed Jan 2, 1946, 9:45 am: Rules and Regs. 1947, p. 694; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-2-2) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-2-2) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-2-3 Signs

**Authority:** IC 25-7-5-14; IC 25-7-5-15

**Affected:** IC 25-7-2-1

Sec. 3. Each barber school shall display a sign indicating that it is a barber school—said sign to be displayed at the main entrance of said place; also there must be a sign on the inside stating that all work is done by students only. (State Board of Cosmetology and Barber Examiners; Rule 16; filed Jan 2, 1946, 9:45 am: Rules and Regs. 1947, p. 694; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-2-3) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-2-3) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-2-4 Daily hours for lectures and demonstrations

**Authority:** IC 25-7-5-14; IC 25-7-5-15

**Affected:** IC 25-7-7

Sec. 4. All students shall receive not less than one hour and thirty minutes of lectures and demonstrations each day, with the exception of Saturdays, Sundays and holidays. (State Board of Cosmetology and Barber Examiners; Rule 17; filed Jan 2, 1946, 9:45 am: Rules and Regs. 1947, p. 694; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-2-4) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-2-4) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-2-5 Attendance

**Authority:** IC 25-7-5-14; IC 25-7-5-15

**Affected:** IC 25-7-7

Sec. 5. Students must be on time for all class studies and work, and shall not take any time off or leave the school without permission. (State Board of Cosmetology and Barber Examiners; Rule 18; filed Jan 2, 1946, 9:45 am: Rules and Regs. 1947, p. 695; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-2-5) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-2-5) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-2-6 Classrooms

**Authority:** IC 25-7-5-14; IC 25-7-5-15

**Affected:** IC 25-7-7

Sec. 6. Each accredited school shall have a suitable classroom to be used for demonstration and study, said room to have necessary charts and equipment to carry out the curriculum and provisions of the law. (State Board of Cosmetology and Barber Examiners; Rule 19; filed Jan 2, 1946, 9:45 am: Rules and Regs. 1947, p. 695; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-2-6) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-2-6) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-2-7 Clothing of students and teachers

**Authority:** IC 25-7-5-14; IC 25-7-5-15

**Affected:** IC 25-7-7

Sec. 7. All students and teachers must be attired in clean, washable coverall outer garments, preferably smocks, which must be in a clean state at all times. (State Board of Cosmetology and Barber Examiners; Rule 20; filed Jan 2, 1946, 9:45 am: Rules and Regs. 1947, p. 695; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-2-7) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-2-7) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-2-8 Curriculum

**Authority:** IC 25-7-5-14; IC 25-7-5-15

**Affected:** IC 25-7-7

Sec. 8. (a) This section establishes the curriculum for barber training. The first column in subsection (c) states the subject matter of training. The second column lists the number of hours required in classroom theory training and demonstration practice required for each student. The third column lists the actual practice required for each student. The fourth column lists the total number of hours of training required in each subject.

(b) The hours required in classroom theory training identified in subsection (a) are 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.

(c) The following are the requirements for barber training:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory and Demonstration Practice</th>
<th>Actual Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanitation, bacteriology, and</td>
<td>40</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>sterilization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laws and rules</td>
<td>20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Salesmanship</td>
<td>5</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Management</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Skin</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Hair</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
Facials | 20 | 25 | 45
Hair styling, (includes air waving, fingerwaves, and thermal curling) | 75 | 150 | 225
Electricity/light therapy
High frequency
UV/infrared | 10 | 10
Chemistry | 10 | 10
Shampoo/massage | 20 | 50 | 70
Scalp treatment | 10 | 25 | 35
History of barbering | 10 | 10
Shaving/shaping (includes mustache and beard) | 20 | 25 | 45
Honoring and stropping | 15 | 15
Personal hygiene/professional ethics | 10 | 10
Equipment care | 10 | 10
Hair coloring | 60 | 70 | 130
Semipermanent
Permanent
Permanent waving and chemical relaxing | 55 | 210 | 265
Haircuts | 100 | 200 | 300
Anatomy and physiology | 15 | 15
Hairpieces
Full, partial, facial | 50 | 50
Discretionary hours | 50 | 100 | 150
TOTAL HOURS 635 865 1,500

### REQUIREMENTS FOR USE OF PROGRESS BOOK

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

2. The amount of performances is equal to the hours outlined by the state board of barber 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 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. Any overages in any area may not be applied to any other area.

5. All items in the sales category must be completed on patrons, since this is to help the student to develop sales ability.

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

7. The progress book must never be taken home by the student and must remain in the school at all times.

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

#### 820 IAC 8-2-9 Student progress book

**Authority:** IC 25-7-5-14; IC 25-7-5-15

**Affected:** IC 25-7-7

Sec. 9. (a) Students in barber 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, barber school, and Indiana state board of barber 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 barber school to keep the progress book up to date.

(d) Students shall be required to complete practice performances provided in the progress book as listed in subsection (e).

(e) The progress book reads as follows:

| OFFICIAL STUDENT PROGRESS BOOK |
| STATE OF INDIANA |
| BOARD OF BARBER EXAMINERS |

---

**Student Name**

**Date Issued**

**Date Completed**
25% of performances must be done on live models

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

Hair Color, Permanent or Semipermanent (35 performances equal 70 hours)

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
Indiana Administrative Code Page 7
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

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

Salesmanship (40 performances equal 10 hours)

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

Facials (50 performances equal 25 hours)

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

Hair Styling (300 performances equal 75 hours)

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

Shaving/Shaping (50 performances equal 25 hours)

25% of performances must be done on live models

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

(Indiana Administrative Code Page 7)

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

Facial Services (300 performances equal 75 hours)

25% of performances must be done on live models

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

(Indiana Administrative Code Page 7)

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
Sec. 16. Curriculum. In order for a barber school to operate as a barber school, it must have on file with the Board an updated copy of its curriculum and tuition rates with the curriculum clearly showing the sequence in which various subjects are to be taught and the number of sessions or hours for each subject. (State Board of Cosmetology and Barber Examiners; Rule 27; filed Feb 6, 1981, 4:10 pm: 4 IR 375; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-2-15) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-2-15) by P.L.84-2010, SECTION 103, effective July 1, 2010.

Sec. 17. Loss of License. The State Board of Barber Examiners may suspend or revoke a barber school license for any of the following reasons:

(1) Failure to fulfill the terms of contracts made with students.
(2) Violation of the rules and regulations of the State Board of Barber Examiners having to do with barber schools;
(3) Violation of the Indiana Barber Law insofar as it is applicable to the operation of barber schools;
(4) Misrepresentation;
(5) Violation of the Schedule of Classes. In order for a barber school licensee to operate a barber school, there must be a definite schedule of classes which must be posted in a conspicuous place in the school by the licensee. (State Board of Cosmetology and Barber Examiners; Rule 26; filed Feb 6, 1981, 4:10 pm: 4 IR 375; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-2-13) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-2-14) by P.L.84-2010, SECTION 103, effective July 1, 2010.

Sec. 13. Seminars. In order for a barber school licensee to operate a barber school, there must be no seminars permitted by the school under its auspices and control except by notification to the State Board of Barber Examiners. (State Board of Cosmetology and Barber Examiners; Rule 25; filed Feb 6, 1981, 4:10 pm: 4 IR 375; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-2-12) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-2-13) by P.L.84-2010, SECTION 103, effective July 1, 2010.

Sec. 12. Facilities. In order for a barber school to operate as a barber school, the barber school must be maintained as follows:

(1) Not less than two well lighted and well ventilated rooms, one for the clinic or service department and one for the classroom; unless one room only is provided for classroom and service then only one operation can be performed at a time.
(2) Linoleum or asphalt tile floors or their equivalent.
(3) One (1) licensed barber instructor must be physically present at all times where and while:
   (a) Students are engaged in the practice of barbering.
   (b) Every instructor in a licensed school shall:
      (1) Devote his or her entire time during school or class hours to that of instructing the students; and
      (2) Not apply time to the private practice of barbering for compensation.

(4) Failure to fulfill the terms of contracts made with students.

(5) Violation of the rules and regulations of the State Board of Barber Examiners having to do with barber schools;
(6) Violation of the Indiana Barber Law insofar as it is applicable to the operation of barber schools;
(7) Misrepresentation;
(8) Failure to fulfill the terms of contracts made with students.

820 IAC 8-2-16 Seminars
Authority: IC 25-7-5-14; IC 25-7-5-15
Affected: IC 25-7-11; IC 25-7-12
Sec. 13. Seminars. In order for a barber school licensee to operate a barber school, there must be no seminars permitted by the school under its auspices and control except by notification to the State Board of Barber Examiners. (State Board of Cosmetology and Barber Examiners; Rule 25; filed Feb 6, 1981, 4:10 pm: 4 IR 375; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-2-12) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-2-13) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-2-17 Loss of license
Authority: IC 25-7-5-14; IC 25-7-5-15
Affected: IC 25-7-11; IC 25-7-12
Sec. 17. Loss of License. The State Board of Barber Examiners may suspend or revoke a barber school license for any of the following reasons:

(1) Violation of the Indiana Barber Law insofar as it is applicable to the operation of barber schools;
(2) Violation of the rules and regulations of the State Board of Barber Examiners having to do with barber schools;
(3) Misrepresentation;
(4) Failure to fulfill the terms of contracts made with students.
(State Board of Cosmetology and Barber Examiners; Rule 29; filed Feb 6, 1981, 4:10 pm: 4 IR 376; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Apr 16, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-2-16) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-2-17) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-2-18 Application for new barber school licensure
Authority: IC 25-7-5-14; IC 25-7-5-15
AFFECTED: IC 25-7-11; IC 25-7-12
Sec. 18. Application for New Barber School Licensure.
Applications for barber school licensure shall include the following:
(1) Full name of applicant and the type of business entity;
(2) The exact location of where the school or college is located or proposed to be located;
(3) The name and address of the owner of the school premises, and if they are leased the name and address of the lessor of the school premises;
(4) The names and addresses of all the directors and stockholders of the applicant, if the applicant is a corporation;
(5) A detailed drawing of the premises where the instruction is to take place, including the size of the building and the number of barber chairs available;
(6) The number and qualifications of the instructors on the staff and proposed number of students;
(7) A statement, certified by a public accountant licensed to practice in the State of Indiana of the assets and liabilities and net worth of the person or firm making the application;
(8) Evidence that a performance bond of twenty five thousand dollars ($25,000.00) guaranteeing the operation of the school for three years and conditioned on compliance with barbering laws and regulations applicable to the school has been secured.
(9) Some reliable proof that the community will support the proposed barber school;
(10) The biennial license fee;
(11) Complete copy of the curriculum and tuition rates with the curriculum organized in a written form showing the sequence in which various subjects are to be taught and the number of sessions or hours for each subject.
(State Board of Cosmetology and Barber Examiners; Rule 30; filed Feb 6, 1981, 4:10 pm: 4 IR 376; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Apr 16, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-2-17) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-2-18) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-2-19 Transferred students
Authority: IC 25-7-5-14; IC 25-7-5-15
AFFECTED: IC 25-7
Sec. 19. If a student wishes to transfer to another barber school, the student must do the following:
(1) Notify the school in which the student is presently enrolled of the student's withdrawal.
(2) Submit a transcript of his or her grades and hours to the new barber school.
(3) Complete and submit the school entry form to the new school.
A student cannot transfer to another school until all financial arrangements have been satisfactorily settled with the school from which the student is transferring, a transcript of hours has been received by the new school, and the school entry form is completed. The board may order the issuance of the grade transcript by the forwarding school upon complaint of affected student. (State Board of Cosmetology and Barber Examiners; Rule 31; filed Feb 6, 1981, 4:10 p.m.: 4 IR 377; filed Feb 20, 1986, 3:00 p.m.: 9 IR 1660; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Jul 31, 2006, 8:50 a.m.: 20060830-IR-816050223RFA; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-2-19) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-2-19) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-2-20 Licensing examination
Authority: IC 25-7-5-14; IC 25-7-5-15
AFFECTED: IC 25-7-5
Sec. 20. (a) A barber student must pass the licensing examination within three (3) years of graduation. If a barber student fails to pass the licensing examination within three (3) years of graduation, the student must successfully complete the barber instruction again, in compliance with the standards in place at the time of reentry to barber school, before being permitted to sit for the barber examination.
(b) The board of barber examiners may waive the requirement in subsection (a) if an applicant is unable to meet the deadline and shows good cause. (State Board of Cosmetology and Barber Examiners; 820 IAC 8-2-20; filed Sep 16, 1998, 4:02 p.m.: 22 IR 455; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-2-19) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-2-20) by P.L.84-2010, SECTION 103, effective July 1, 2010.

Rule 3. Fees and Examinations

820 IAC 8-3-1 Fees (Repealed)
Sec. 1. (Repealed by State Board of Cosmetology and Barber Examiners; filed Oct 1, 2010, 3:53 p.m.: 20101027-IR-820090865RFA)

820 IAC 8-3-2 Examination scores
Authority: IC 25-7-5-14; IC 25-7-5-15
AFFECTED: IC 25-7
Sec. 2. The board examination shall be a standardized examination for the testing of barbers. An applicant shall be deemed to have passed the barber examination upon attaining a passing score of 75% on the written portion and a passing score of 75% on the practical portion of the examination. The same passing scores shall apply to the barbering instructor examination. (State Board of Cosmetology and Barber Examiners; 820 IAC 8-3-2; filed Feb 20, 1986, 3:00 p.m.: 9 IR 1660; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-3-2) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-3-2) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-3-3 Practice limitations
Authority: IC 25-7-5-14; IC 25-7-5-15
Sec. 3. No licensee of the board shall perform permanent waving or hair coloring without benefit of adequate training qualifying the licensee to use these techniques. (State Board of Cosmetology and Barber Examiners; 820 IAC 8-3-3; filed Feb 20, 1986, 3:00 pm: 9 IR 1660; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-3-3) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-3-3) by P.L.84-2010, SECTION 103, effective July 1, 2010.

Rule 4. Barbering Instructors

820 IAC 8-4-1 Barbering instructors; education, training; experience requirements
Authority: IC 25-7-5-14; IC 25-7-5-15
Affected: IC 25-7-5

Sec. 1. To qualify for licensure as a barbering instructor, an individual must:
(1) be an Indiana licensed barber;
(2) be a graduate of an accredited high school or have received a high school equivalency certificate (GED); and
(3) have completed at least nine hundred (900) hours in instructor training from a school of barbering.

(State Board of Cosmetology and Barber Examiners; 820 IAC 8-4-1; filed Nov 28, 1988, 5:30 p.m.: 12 IR 922; filed Sep 18, 1998, 11:46 a.m.: 22 IR 454; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA; filed Oct 1, 2010, 3:53 p.m.: 20101027-IR-820090865FRA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-4-1) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-4-1) by P.L.84-2010, SECTION 103, effective July 1, 2010.

820 IAC 8-4-2 Barber instructor training
Authority: IC 25-7-1-25
Affected: IC 25-7-1-1

Sec. 2. (a) Section 3 of this rule establishes the curriculum for barber instructor training. The first column in section 3 of this rule states the subject matter of training. The second column lists the number of hours required in classroom and demonstration practice required for each student. 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.

(b) The hours required in classroom theory training identified in subsection (a) are 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 and Barber Examiners; 820 IAC 8-4-2; filed Jan 5, 1994, 5:00 p.m.: 17 IR 998; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045RFA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-4-2) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-4-2) by P.L.84-2010, SECTION 103, effective July 1, 2010.
<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory and Demonstration Practice</th>
<th>Actual Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation and review of the curriculum for barber training as established in 816 IAC 1-2-8</td>
<td></td>
<td>30</td>
<td>50</td>
</tr>
<tr>
<td>Introduction to teaching</td>
<td></td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Course outline and development</td>
<td></td>
<td>160</td>
<td>170</td>
</tr>
<tr>
<td>(1) Lesson planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Teaching techniques</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Teaching aids</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Developing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) Administering and grading examinations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laws and rules</td>
<td></td>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td>(1) Record keeping</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) School administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Assisting in the clinic and theory classrooms</td>
<td></td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>(2) Practice teaching in the clinic and theory classrooms</td>
<td></td>
<td>260</td>
<td>260</td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td></td>
<td>250</td>
<td>650</td>
</tr>
</tbody>
</table>

(State Board of Cosmetology and Barber Examiners; 820 IAC 8-4-3; filed Jan 5, 1994, 5:00 p.m.: 17 IR 998; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; readopted filed Oct 4, 2007, 3:36 p.m.: 20071031-IR-816070045FRA) NOTE: Transferred from the Board of Barber Examiners (816 IAC 1-4-3) to the State Board of Cosmetology and Barber Examiners (820 IAC 8-4-3) by P.L.84-2010, SECTION 103, effective July 1, 2010.

Rule 5. Fees

820 IAC 8-5-1 Application/issuance fees
Authority: IC 25-1-8-2; IC 25-8-13
Affected: IC 25-8
Sec. 1. The board shall charge and collect the following application/issuance fees:
(1) Barber license: $40
(2) Barber instructor license: $40
(3) Barber shop license: $40
(4) Barber school license: $300
(State Board of Cosmetology and Barber Examiners; 820 IAC 8-5-1; filed Oct 1, 2010, 3:53 p.m.: 20101027-IR-820090865FRA)

820 IAC 8-5-2 Examination fees
Authority: IC 25-1-8-2; IC 25-8-13
Affected: IC 25-1-8-5; IC 25-8
Sec. 2. (a) If the board administers the examination, the examination or repeat examination fee is fifty dollars ($50).
(b) If the board elects to use a professional examination service under IC 25-1-8-5, an applicant for licensure by examination shall pay the examination or repeat examination fee assessed by the professional examination service that administers the examination directly to the professional examination service. (State Board of Cosmetology and Barber Examiners; 820 IAC 8-5-2; filed Oct 1, 2010, 3:53 p.m.: 20101027-IR-820090865FRA)

820 IAC 8-5-3 Temporary work permit fee

Authority: IC 25-1-8-2; IC 25-8-13
Affected: IC 25-8
Sec. 3. The board shall charge and collect a ten dollar ($10) fee for a temporary work permit. (State Board of Cosmetology and Barber Examiners; 820 IAC 8-5-3; filed Oct 1, 2010, 3:53 p.m.: 20101027-IR-820090865FRA)