

Board of Cosmetologist Examiners**Proposed Permanent Rules Relating to Education, Licensing, and Practice of Cosmetology****2110.0010 DEFINITIONS.**

[For text of subparts 1 to 12, see Minnesota Rules]

Subp. 12a. **Course completion certificate.** "Course completion certificate" means a notarized form that a student must use to obtain a license in Minnesota. A course completion certificate must include a student's program completion information, including the number of clinical service exercises that the student has completed and the results of the practical skills test.

[For text of subparts 13 to 13b, see Minnesota Rules]

Subp. 14. [See repealer.]

Subp. 15. [See repealer.]

[For text of subparts 15a to 17e, see Minnesota Rules]

Subp. 17f. **Introductory service skills.** "Introductory service skills" means any service performed during preclinical instruction, including student practice on mannequins or other students and instructor demonstrations.

[For text of subparts 18 to 18c, see Minnesota Rules]

Subp. 18d. **Practical instruction.** "Practical instruction" means instruction dedicated to learning the hands-on application of service methods, student practice, and completing clinical service exercises related to a program discipline.

Subp. 18e. **Preclinical instruction.** "Preclinical instruction" means the foundational, beginning portion of a training program that consists of theory instruction related to a program discipline and introductory service skills.

Subp. ~~18d.~~ 18f. **Simple braiding devices.** "Simple braiding devices" include clips, combs, curlers, curling irons, hairpins, rollers, scissors, needles, and thread.

Subp. 19. [Repealed, 41 SR 305]

Subp. 19a. **Theory instruction.** "Theory instruction" means instruction dedicated to learning science and service methods related to a program discipline, including student observations of service demonstrations. Theory instruction does not include practical instruction or hands-on practice.

[For text of subpart 20, see Minnesota Rules]

2110.0125 INSPECTIONS.

Subpart 1. **Protocol.**

[For text of item A, see Minnesota Rules]

B. An item, a tool, or a piece of equipment on school premises that the school or a student may use for regulated services is subject to inspection, even if the school or student does not intend to use the item, tool, or piece of equipment for services regulated by the board or if a student or school staff person intends to use the item for personal use.

~~B.~~ C. Board inspectors must carry board-issued photo identification.

[For text of subparts 2 to 5, see Minnesota Rules]

2110.0190 REINSTATEMENT AFTER SUSPENSION OR REVOCATION.

Subpart 1. **Licensure after suspension.** A school with a license that was suspended ~~or revoked~~ by the board under Minnesota Statutes, chapter 155A, must apply for relicensure as follows:

[For text of item A, see Minnesota Rules]

B. meet the requirements for reinstatement identified in the order ~~revoking or~~ suspending the license, and meet any requirements for renewing a license under this chapter as if the license had not been ~~revoked or~~ suspended but had expired from the date of ~~revocation or~~ suspension; and

C. pay the fees required ~~of a new applicant~~ for renewal of a school license in Minnesota Statutes, section 155A.25.

Subp. 2. **Licensure after revocation.** A school with a license that was revoked by the board under Minnesota Statutes, chapter 155A, must apply for relicensure by:

A. using forms provided by the board;

B. meeting the requirements for reinstatement identified in the order revoking the license and meeting any requirements for an initial school license under this chapter; and

C. paying the fees required for initial school licensure in Minnesota Statutes, section 155A.25.

2110.0310 SCHOOL LICENSURE.

Subpart 1. **Application contents.** An applicant for a cosmetology school must apply on forms supplied by the board, giving the following information:

A. the school name and the legal name of the school and ~~its~~ the school's owners, and the ~~physical~~ school's address, telephone number, e-mail address, and website;

[For text of items B and C, see Minnesota Rules]

D. an active certificate of assumed name from the secretary of state if the school ~~is doing~~ will conduct business under a name that is different than the full legal name of the owner;

[For text of items E and F, see Minnesota Rules]

G. current certificate of insurance of professional liability insurance of at least \$150,000 for each policy year for the school, ~~its~~ the school's employees, and students, except that a school in the Minnesota State Colleges and Universities system must demonstrate compliance with the professional liability insurance requirements of their institution;

H. current certificate of workers' compensation insurance, except that a school in the Minnesota State Colleges and Universities system must demonstrate compliance with the workers' compensation requirements of their institution;

[For text of items I and J, see Minnesota Rules]

K. a statement attesting to the school's compliance with ~~applicable building codes~~ the Minnesota State Building Code, the Minnesota State Fire Code, and applicable OSHA requirements;

[For text of item L, see Minnesota Rules]

M. a roster of all instructors, including each instructor's license number, type of license, designation of employment status (as full time or part time) and, the days of the week and hours scheduled for instruction, and the training programs that each instructor will teach;

N. a ~~diagram~~ floor plan of the school drawn to scale, ~~providing that provides~~ the dimensions of the school as a whole, the location and dimensions of all areas and facilities required under this chapter, and designating the size and location of all entrances and exits, and the location and dimensions of all required areas and facilities. The floor plan must demonstrate that the school building complies with the requirements of this chapter, including the requirements of clinic and classroom space for each student assigned to training;

O. a complete inventory of ~~facilities, all equipment, and machines supportive of instructional and clinical operations, as required by this chapter~~ and supplies provided by the school;

P. a complete inventory of the student kit that the school provides to a student for each training program that the school offers;

~~P. Q.~~ a proposed schedule of all courses to be offered programs that the school will offer in the first year, including start dates and completion dates for each course. If concurrent courses are to be offered, the school must demonstrate it has available classroom and clinical space as well as instructors for each course program;

~~Q. the maximum number of students the school will be able to accommodate for each course scheduled the first year;~~

R. for each course offered the curriculum for each program that the school intends to offer including:

(1) the course name and of the training program, anticipated first offering start date, and maximum enrollment per start date;

(2) a detailed outline weekly schedule of the course, including a daily lesson plan, designating the preclinical and clinical curriculum, and program, including:

(a) all required training topics of the units of instruction as required in this chapter;

(b) for each unit, identifying the hours devoted to the unit and designating the hours as theory, preclinic, or clinic hours the hours devoted to each training topic, designating hours as preclinical theory instruction, theory instruction, practical instruction, or instruction on unregulated services; and

(c) for each unit, identifying the unit prerequisites necessary for a student to have completed prior to beginning the unit any theory instruction delivered online;

(d) for each unit, identifying the textbook and supplementary instructional resources; and

~~(e) an indication of whether or not the school's instructors will use the instructor's manual associated with the textbook curriculum;~~

(3) ~~textbook~~ all textbooks and supportive materials supplementary instructional materials that the school intends to use; and

(4) ~~classroom and clinical space to be used~~ any distance education technologies required to complete the training program;

S. ~~copies of all financial aid and refund policies;~~ the following documents:

(1) all advertisements that a school uses to solicit prospective students that must comply with part 2110.0110;

(2) the school's enrollment contract that complies with part 2110.0640;

(3) the school's refund policy that complies with part 2110.0650;

(4) the school's student handbook that complies with part 2110.0660; and

(5) all school-created templates that the school will use to fulfill student records requirements in parts 2110.0670 and 2110.0671;

~~T. copies of all student rules, disciplinary policies, and student handbook;~~

~~U. a copy of the standard enrollment contract;~~

~~V. copies of all written material used to solicit prospective students, including but not limited to tuition, refund, and fee schedules, catalogs, brochures, and all recruitment advertisements; and~~

~~W. T. a current balance sheet, income statement, and pro forma income and cash flow projections for the first three years of operation. The applicant must establish sufficient financial worth to conduct a school and to meet its financial obligations; and~~

U. a written description of the process that the school may use to record and certify student hours and completed clinical service exercises in compliance with parts 2110.0400 and 2110.0680.

[For text of subparts 2 and 3, see Minnesota Rules]

Subp. 4. **Additional classroom or clinic space.** Additional noncontiguous classroom or clinic space must be located within 500 feet of the school. Advertising and signage for additional classroom space must include the school's name. All rules in this chapter apply to a school's additional classroom or clinic space.

2110.0320 MAINTAINING A SCHOOL LICENSE.

[For text of subparts 1 to 3, see Minnesota Rules]

Subp. 4. **Change of school name.** The school owner ~~or school manager~~ must ~~inform~~ notify the board, in writing on a form provided by the board, of ~~a~~ the school's intent to change the school's name before changing the school's name. Within 60 days after the name change within 60 days of the effective date of the change, the school owner or designated school manager must provide legal documentation of the name change, to the board and pay the fees required in Minnesota Statutes, section 155A.25. Upon receiving legal documentation of a school's name change, the board must issue a license ~~must be issued to the school~~ in the new name for the remaining term of the school's old license, ~~which must be returned to the board upon receipt of the license in the new name.~~

[For text of subparts 5 to 7, see Minnesota Rules]

Subp. 8. **Change of designated school manager.** ~~Within ten days of the departure or resignation of the designated school manager (DSM)~~ When a designated school manager (DSM) departs or resigns from the designated school manager's role, the school owner must:

A. ~~appoint a licensed instructor or licensed school manager as acting DSM within five business days of the former DSM's departure,~~ appoint a licensed instructor or licensed

school manager as the acting designated school manager and notify the board of the appointment in writing, including the appointee's full name and license number; and

~~B. notify the board by e-mail of the last day of the DSM's employment, and the name and license number of a licensed instructor appointed as the acting school manager. The school has 30 days from the departure to register a new DSM with the board by submitting a DSM change form within 30 business days of the former DSM's departure,
register the new DSM with the board by submitting a form provided by the board.~~

Subp. 9. [See repealer.]

Subp. 10. **Change or addition of courses and of curriculum.**

A. A school planning that plans to discontinue any course offering program must notify the board via e-mail in writing.

~~B. A school planning to add a new course offering or a change to the curriculum for a currently approved course must apply for and receive board approval prior to offering the new or changed course. Application must include:~~

~~(1) the course name and anticipated first offering date;~~

~~(2) a detailed outline of the course or lesson plan, including:~~

~~(a) topics of the units of instruction;~~

~~(b) for each unit, identifying the hours devoted to the unit and designating the hours as theory, preclinic, or clinic hours;~~

~~(c) for each unit, identifying the unit prerequisites necessary for a student to have completed prior to beginning the unit;~~

~~(d) for each unit, identifying the textbook and supplementary instructional resources; and~~

~~(e) an indication of whether or not the school's instructors will use the instructor's manual associated with the textbook curriculum; and~~

~~(3) an inventory of each device, equipment, instrument, or tool to be used by students. For each item, indicate:~~

~~(a) how many students will share the use of the item;~~

~~(b) whether students will use it in mannequin practice, student-student practice, or clinical practice; and~~

~~(c) whether the item will be used in services offered and listed on the service menu in the school clinic.~~

B. A school must apply for and receive board approval before offering a new training program or implementing a change to the curriculum of a previously approved training program. To obtain board approval, a school must apply by submitting the following information in an application:

(1) the name of the training program, anticipated first start date, and maximum enrollment per start date;

(2) a detailed weekly schedule of the program that specifies:

(a) all required training topics of instruction as required in this chapter;

(b) the hours devoted to each training topic, designating which hours are preclinical theory instruction, theory instruction, practical instruction, or instruction on unregulated services; and

(c) any theory instruction that a school will provide online;

(3) all textbooks and supplementary instructional materials that the school will use for the program;

(4) any distance education technology that the school requires to complete the training program and how students may access the distance learning technology;

(5) a complete inventory of all equipment and supplies provided by the school and a complete inventory of the student kit relevant to the training program; and

(6) a list of all instructors who will teach the training program, including each instructor's full name, license number, and type of license.

Subp. 11. [See repealer.]

Subp. 12. [See repealer.]

Subp. 13. **Location of training.**

A. Instruction must take place within a licensed school building ~~except as provided in item B and part 2110.0500.~~

B. Schools may offer online ~~board-approved~~ theory-based classes. Practice-based classes must not be offered online.

Subp. 14. **License display.** A cosmetology school must not operate without an active and conspicuously displayed school license.

Subp. 15. **Insurance and surety bond.** A school must maintain current professional liability insurance of at least \$150,000 for each policy year, must maintain a current Certificate of Workers' Compensation Insurance, and must maintain a corporate surety bond of \$10,000 running to the state board.

[For text of subpart 16, see Minnesota Rules]

Subp. 17. **Disruptions to school establishment or instruction.** If an emergency disrupts scheduled instruction, a school must notify the board of the emergency and the school's response within five business days. An emergency is an event that closes the school, such as a snowstorm, loss of power, lack of hot water, or natural disaster.

2110.0330 SCHOOL LICENSE RENEWAL.

Subpart 1. **Requirements.** The requirements of subparts ~~3~~ 2 to 6 must be met in order to renew a school license.

Subp. 2. **School license expiration and renewal.**

[For text of item A, see Minnesota Rules]

B. The school must submit a complete renewal application at least ~~30~~ 45 days prior to the expiration date to ensure that a renewed license is issued before the expiration date. Not receiving a notice of renewal from the board does not constitute a valid excuse for not renewing the license.

Subp. 2a. **Renewal application contents.** An applicant seeking renewal of a cosmetology school license must apply on forms provided by the board with the following information:

A. the school name and the legal name of the school and the school's owners, the school's current license number, and the school's address, telephone number, e-mail address, and website;

B. the current certificate of insurance of professional liability insurance of at least \$150,000 for each policy year for the school, the school's employees, and students, except that schools in the Minnesota State Colleges and Universities system must demonstrate compliance with the professional liability insurance requirements of their institution;

C. the current certificate of insurance of professional liability insurance of at least \$150,000 for each policy year for the school, the school's employees, and students, except that schools in the Minnesota State Colleges and Universities system must demonstrate compliance with the professional liability insurance requirements of their institution;

D. documentation of a continuous corporate surety bond as required in Minnesota Statutes, section 155A.30, subdivision 5;

E. the name and license number of the designated school manager;

F. a roster of all instructors, including license number, type of license, designation of employment status (full time, part time, or substitute), the days of the week and hours scheduled for instruction, and programs each instructor teaches. Instructor staffing must demonstrate compliance with the requirements of part 2110.0630;

G. a list of all training programs offered by the school and an attestation from the designated school manager that the curriculum for each program has not changed since the most recent approval date on file with the board. A school seeking approval of a curriculum change or approval of a new program curriculum as part of the license renewal process must additionally satisfy the requirements of part 2110.0320, subpart 10; and

H. the following documents:

(1) all advertisements that the school uses to solicit prospective students that comply with part 2110.0110;

(2) the school's enrollment contract that complies with part 2110.0640;

(3) the school's refund policy that complies with part 2110.0650;

(4) the school's student handbook that complies with part 2110.0660; and

(5) all school-created templates that the school uses to fulfill the student record requirements in parts 2110.0670 and 2110.0671.

Subp. 3. [See repealer.]

Subp. 4. [See repealer.]

Subp. 5. [See repealer.]

[For text of subpart 6, see Minnesota Rules]

Subp. 7. **Failure to renew before license expiration date.**

[For text of item A, see Minnesota Rules]

B. If a renewed school license has not been issued by the expiration date, the school is considered delinquent. The school licensee and DSM are subject to inspection fines detailed in part 2110.0125, and penalties as described in Minnesota Statutes, section ~~155A.22~~ 155A.25.

[For text of items C and D, see Minnesota Rules]

2110.0390 PHYSICAL REQUIREMENTS.

Subpart 1. **Space.**

~~A. The school must have a combined clinic and classroom size of at least 25 square feet for each student to be accommodated. Office space, storage areas, break rooms, and restrooms are not clinic or classroom space.~~

A. The school must have enough classroom and clinic space and workstations on the clinic floor to support the school's scheduled instruction and training programs.

B. The school classrooms must have chairs and ~~table~~ work space for the maximum number of students scheduled for class at any one time.

[For text of item C, see Minnesota Rules]

D. The school must ~~meet applicable building codes, fire codes~~ comply with the Minnesota State Building Code, the Minnesota State Fire Code, and zoning codes as determined by local zoning and building officials and the state fire marshal.

[For text of item E, see Minnesota Rules]

[For text of subparts 2 and 2a, see Minnesota Rules]

Subp. 3. **Electrical requirements.** The school's electrical infrastructure must comply with safety standards under Minnesota Statutes, section 326B.35. The school's use of electrical equipment and appliances must comply with the State Fire Code adopted according to Minnesota Statutes, chapter 299F.

[For text of items A to C, see Minnesota Rules]

~~D. Each classroom must be clearly lit and shall have at least two electrical outlets and clinic area must be equipped with enough lighting and electrical outlets to support the scheduled instruction and technology requirements of the school's approved training programs. Use of Using extension cords shall is not be an acceptable means of meeting this requirement.~~

Subp. 3a. [See repealer.]

Subp. 3b. **Designated sinks and disinfecting areas.**

A. Each school must have at least one designated sink for handwashing and for cleaning and disinfecting tools and implements. The sink must not be in the student break room.

B. A designated sink for handwashing and for cleaning and disinfecting tools and implements must not be a restroom sink, water fountain, mop sink, pedicure tub, or shampoo bowl.

C. Each designated sink must:

- (1) have hot and cold running potable water plumbed in;
- (2) be equipped with liquid or foam soap and single-service paper or cloth towels and have a receptacle for discarded towels; and
- (3) be large enough to wash the tools and implements that the school uses in training programs that the school offers.

D. At least one designated sink in the school must be immediately adjacent to a disinfecting area with a workspace sufficiently large enough for the wet disinfectant containers used to disinfect tools and implements used in the school.

E. All students and school instructors in a school must have access to one or more designated sinks and disinfecting areas.

F. Each classroom and clinic area must have a sink or must be equipped with an alcohol-based hand sanitizer containing a minimum of 60 percent alcohol. The hand sanitizer dispenser must be wall-mounted or visible at all times.

[For text of subpart 4, see Minnesota Rules]

Subp. 5. **Ventilation.** School ventilation must comply with ~~applicable building codes~~ the Minnesota State Building Code, the Minnesota State Fire Code, local ordinances, ~~the State Fire Code~~, and state and federal OSHA requirements. If a school does not have an exhaust system, the heating, ventilation, and air conditioning (HVAC) thermostat fan switch must always be on during school hours.

[For text of subpart 6, see Minnesota Rules]

2110.0395 INFECTION CONTROL REQUIREMENTS.

Schools are subject to the infection control requirements in part 2105.0375.

2110.0400 FIXTURES, FURNITURE, EQUIPMENT.

A school must ~~meet the following requirements:~~

~~A. one work station with chair, storage, and mirror for each student assigned to the clinic floor~~ provide every student assigned to the classroom or clinic floor with a workspace and equipment that is appropriate for the student's required training;

~~B. at least one standard or hand-held blow hair dryer, clean, in good repair, and operational, for each six work stations;~~

~~C. at least one facial chair, clean and in good repair, for each ten students. This may be a work station chair with a reclining back and attachable headrest;~~

~~D. at least one manicure table, clean and in good repair, for each ten students;~~

~~E. at least one skin care machine or models or diagrams sufficiently detailed to allow instruction in their use and operation;~~

~~F. B. a time clock or other reliable method of recording time to be used by the students when checking in and out of school and in and out of lunch~~ utilize an electronic time clock or electronic timekeeping system to record student attendance hours in accordance with part 2110.0680;

~~G. at least one shampoo bowl for each six hair stations. All shampoos must be given in a shampoo bowl that has plumbing that includes hot and cold water;~~

~~H. C. provide locker space available for students requesting it to a student upon the student's request; and~~

~~I. D. ensure that all furniture and, fixtures, and equipment in the school clinic must have washable finishes or coverings, be are clean, and be are in good repair.~~

2110.0410 SUPPLIES AND MATERIALS.

Subpart 1. **Basic Supplies and student kits.** The school must provide the following:

A. a beginning ~~professional~~ student kit for each student, containing the tools and implements and the majority of equipment required for the course of training for which the student has enrolled. The school must clearly indicate the cost shall be clearly indicated of the student kit to the student prior to in the enrollment contract, even if it the cost is included in the basic tuition fee;

B. all supplies and materials necessary to perform all clinical services and classroom exercises, at no additional cost to the student. A school must have a sufficient

quantity of supplies based on student enrollment and classroom and clinic service volume, to ensure that each student is provided with supplies and materials relevant to the student's training program; and

C. ~~at least one mannequin with hair for each cosmetology student, and one mannequin without hair for each esthetician student~~ if a mannequin is required for the student's training program.

Subp. 2. [See repealer.]

Subp. 3. **Instructional materials.** ~~A copy of all textbooks to be used in the course; a copy of this chapter and chapter 2105; a copy of Minnesota Statutes, chapter 155A; and copies of all other necessary instructional materials must be provided to each student. The laws and rules, workbooks, and textbooks become the property of the student. The cost of these materials shall be clearly indicated to the student in the enrollment contract, unless the cost is included in the tuition fee.~~

A. A school must ensure that all instructional materials that the school provides to a student are current to industry standards and are relevant to a student's training program. Published materials that the school provides to each student must be the most recent edition or the edition previous to the most recent edition.

B. A school must provide each student with instructional materials, including all textbooks that the student will use in the student's program, and access to chapters 2105 and 2110 and Minnesota Statutes, chapter 155A.

C. Physical copies of instructional materials for which a student pays are the student's permanent property. A school must guarantee a student's access to electronic copies of instructional materials for the duration of the student's training program as specified in the student's enrollment contract.

D. A school must clearly indicate the cost of all instructional materials to a student in the enrollment contract.

Subp. 4. [Repealed, 41 SR 305]

Subp. 5. [See repealer.]

2110.0500 CURRICULUM APPROVAL AND CONTENT.

Subpart 1. **Curriculum approval.** Training offered by cosmetology schools must have a ~~board-approved~~ curriculum divided into ~~daily~~ weekly lesson plans. The curriculum must include theory and practical application of skills, including the instruction in parts 2110.0510 to 2110.0530 instruction, practical instruction, student practice, and the training requirements in this chapter.

Subp. 2. **Field trips and extracurricular activities.** Schools may offer field trips and extracurricular activities related to the ~~course~~ curriculum for industry educational purposes when students are accompanied by instructors, ~~for a maximum of one percent of the total training hours required for cosmetologists, estheticians, or nail technicians. Eyelash technician courses must not include field trips.~~ Effective September 1, 2024, field trips do not count toward instruction hours.

[For text of subpart 3, see Minnesota Rules]

Subp. 4. **Unregulated services.** No more than ~~one~~ three percent of the total curriculum time may be dedicated to teaching unregulated services, except that eyelash technician training courses and instructor training must not include instruction in unregulated services. Each school must clearly identify any instruction in unregulated services that the school includes in the school's programs.

2110.0505 INSTRUCTOR TRAINING.

A. Instructor training must consist of at least 45 hours of theory training and must address the following topics:

- (1) lesson planning and development;
- (2) pedagogy and teaching methodologies;
- (3) classroom and clinic-floor management;
- (4) student evaluation and assessment;
- (5) social equity and cultural responsiveness;
- (6) remote learning strategies; and
- (7) Minnesota statutes and rules.

B. A student enrolled in an instructor training program must not serve as an instructor in a cosmetology school.

C. The board approves courses for three years.

2110.0510 COSMETOLOGIST TRAINING.

A. ~~Cosmetologist training must consist of at least 1,550 hours of coursework and include the full nail technician course content, the full esthetician course content, and the balance in hair services~~ instruction as described in this part and instruction on the training topics in parts 2110.0520, 2110.0530, and 2110.0580.

B. ~~The cosmetology course~~ A cosmetologist program must include:

(1) 1,130 hours of practical instruction in applied science and skills and student practice in:

- (a) shampooing;
- (b) scalp and hair conditioning;
- (c) hair texture;
- (d) hair styling;

- (e) hair design and shaping, cutting;
 - (f) chemical hair control;
 - (g) hair coloring;
 - (h) hair styling, skin care and basic esthiology, including facials, and
body treatments;
 - (i) makeup;
 - (j) waxing, and manicuring and eyebrow and eyelash services;
 - (k) application and removal of eyelash extensions;
 - (l) nonpermanent hair removal;
 - (m) nail care of 1,130 hours; and
- (2) instruction in related theory and sciences of 420 hours.

C. The first 240 hours of ~~the cosmetology course~~ a cosmetologist program must consist of be preclinical instruction in:

- (1) the theory of sciences of anatomy, dermatology, trichology, ~~manicuring,~~
and chemistry as related to cosmetology; ~~electricity and light;~~
- (2) nail technology;
- (3) client consultation and analysis;
- (4) contraindications, including diseases and disorders of the hair, skin, nails,
and eyes;
- (5) safe use of electric tools and equipment;
- (6) infection control;
- (7) safety procedures related to the practice of cosmetology; and

(8) Minnesota statutes and rules ~~which pertain~~ related to the regulation of the practice of cosmetology; ~~student orientation~~; and

(9) elementary introductory service skills.

D. Elementary Introductory service skills must be limited to the observation of an instructor demonstration, student use of mannequins, or student-to-student application of basic services related to cosmetology. A school must provide a student with theoretical and safety instruction for a service before the student may offer the service to a person.

~~D. E. The cosmetology course~~ A cosmetologist program must also include planned ~~clinical instruction and experience in the applied sciences~~ practical instruction and student practice. Each student is ~~required to~~ must complete the following ~~minimum number of~~ clinical service exercises in ~~column II~~. ~~Clinical exercises may be performed upon customers in the school clinic, fellow students, models, or mannequins in the classroom.~~ the following categories:

	Column I Hours	Column II Service Exercises
(1) shampooing	50	300
(2) scalp and hair conditioning	80	150
(3) hair design shaping	150	75
(4) chemical hair control (including 6 chemical relaxing exercises)	200	60
(5) hair coloring	100	50
(6) hair styling	200	300
(7) facials, makeup, and waxes (including 60 facials, 40 makeup applications, 20 facial waxes, and 20 body waxes with one-half of all waxes being soft and one-half of all waxes being hard)	200	140

(8) manicures (including 10 applications of artificial nails, of which 3 are sculptured on the nail)	150	50
skill hours	1130	
related theory and lecture	420	
	total	1550

- (1) hair styling;
- (2) hair cutting;
- (3) chemical texture services;
- (4) color services;
- (5) facials;
- (6) body treatments;
- (7) eyebrow and eyelash services;
- (8) makeup;
- (9) hair removal;
- (10) manicuring, pedicuring, and artificial nail applications;
- (11) eyelash extensions; and
- (12) blood exposure incidents.

E. Documentation of the student's completion of the required quotas in each category in item D must be sent to the board with the documentation of successful completion of the entire course of training.

[For text of item F, see Minnesota Rules]

2110.0520 ESTHETICIAN TRAINING.

A. Esthetician training must consist of ~~a course of training of at least 600 hours of training and include training as described in this part.~~

B. An esthetician program must include practical instruction and at least 180 hours of student practice in facials, makeup, nonpermanent hair removal, eyebrow and eyelash services, application and removal of eyelash extensions, and instruction in related theory and sciences.

B. C. The first ~~120~~ 90 hours of an esthetician program must be preclinical instruction in:

(1) the theory of sciences of anatomy, dermatology, and chemistry as related to ~~skin care~~ esthiology;

(2) client consultation and analysis;

(3) contraindications, including diseases and disorders of the skin and eyes;

(4) safe use of electric tools and equipment;

(5) infection control;

(6) safety procedures related to the practice of ~~skin care~~ esthiology; and

(7) Minnesota statutes and rules ~~that pertain~~ related to the regulation of the practice of ~~skin care~~; ~~student orientation~~ esthiology; and

(8) elementary introductory service skills.

D. Elementary Introductory service skills must be limited to the observation of an instructor demonstration, student use of mannequins, or student-to-student application of basic services related to ~~esthetics~~ esthiology. A school must provide a student with theoretical and safety instruction for a service before the student may offer the service to a person.

~~C. There must be instruction in applied science and skills in the procedures of cosmetic care of the skin, client consultation and skin analysis, applications of facials and makeup, and waxing.~~

~~D.~~ E. ~~There must be~~ A school must provide ~~planned clinical~~ practical instruction and ~~experience of 200 hours in the applied sciences.~~ student practice. Each student must complete clinical service exercises in:

(1) ~~Each student must complete at least 60 facials, 40 makeup applications, and 20 face waxes and 20 body waxes with one-half of all waxes being hard waxes, and one-half of all waxes being soft waxes.~~

(2) ~~Documentation of the student's completion of the required facials, makeup applications, and waxing applications must be sent to the board with the documentation of successful completion of the entire course of training.~~

(1) facials;

(2) body treatments;

(3) eyebrow and eyelash services;

(4) makeup;

(5) hair removal;

(6) eyelash extensions; and

(7) blood exposure incidents.

~~E.~~ F. ~~There must be~~ A school must provide instruction in business practices and in the Minnesota laws regulating those practices and labor relations.

2110.0525 ADVANCED PRACTICE ESTHETICIAN TRAINING.

A. An advanced practice (AP) esthetician training program must consist of a board-approved curriculum of 500 hours that includes items B to E and include training as described in this part. A prerequisite for the training is completion of the esthetician or cosmetologist training ~~in part 2110.0520~~ at a board-licensed cosmetology school within the past five years or an active Minnesota cosmetologist or esthetician license ~~as a cosmetologist or esthetician.~~

B. Part 2110.0500, ~~subparts 2 and subpart 3, do~~ does not apply to AP esthetician ~~curriculums~~ training. Up to five percent of the AP esthetician ~~curriculum~~ training may be accomplished ~~through field trips, and up to five percent of the AP esthetician curriculum may be provided by using~~ guest presenters ~~when accompanied by the instructor. If the regular course instructor is not in attendance when a guest presenter is present, the limitations of part 2110.0630 apply unless the guest presenter holds an active instructor license. If a licensed instructor or substitute instructor as permitted by part 2110.0630, item A, subitem (1), is not in attendance or when a guest presenter is presenting to the class, student hours do not qualify toward program completion.~~

C. A school may offer a combined esthetician and AP esthetician program approved by the board may be offered to any student and must include. A combined esthetician and AP esthetician program must consist of at least 1,100 hours, including both the esthetician training in this part and part 2110.0520 and AP esthetician training in this part. ~~Students A student who partially complete~~ completes a combined program under this item ~~are~~ is not eligible for an esthetician license unless the student's partial training ~~received~~ meets the requirements of part 2110.0520.

D. ~~There must be~~ An AP esthetician program must include at least 150 hours of theoretical instruction in the following:

- (1) advanced cell histology of the skin;

- (2) lymphatic system;
- (3) wound healing;
- (4) skin classification systems;
- (5) dermatological disorders and terminology;
- (6) advanced practice skin care treatments within the scope of practice of AP esthetics defined in part 2110.0105;
- (7) chemistry and biochemistry of product ingredients and modalities;
- (8) electrical and light energy;
- (9) client consultation with skin classifications and medical history;
- (10) infection control; and
- (11) health and safety.

E. A school must provide a student with theoretical and safety instruction for a service before the student may offer the service to a person.

~~E. F. There must be clinical~~ An AP esthetician training course must include planned practical instruction in the following; and student practice. Each student must complete clinical service exercises in:

- ~~(1) skin analysis;~~
- ~~(2) client consultation;~~
- ~~(3) dermaplaning or a machine exfoliation service;~~
- ~~(4) chemical peels to include alpha hydroxy acids, beta hydroxy acids, trichloroacetic acids, and blended acid peels;~~

~~(5) electrical energy services to include services using direct current, indirect current, sound energy, and light energy;~~

~~(6) advanced facial treatments using lymphatic drainage and advanced extractions;~~

~~(7) skin needling; and~~

~~(8) infection control and safety procedures.~~

(1) advanced exfoliation chemical peels;

(2) advanced exfoliation machine or device treatments;

(3) electrical energy treatments;

(4) skin needling treatments;

(5) advanced extractions; and

(6) lymphatic drainage treatments.

2110.0530 NAIL TECHNICIAN TRAINING.

A. Nail technician training ~~consists~~ must consist of a course of training of at least 350 hours of training and include training as described in this part.

B. A nail technician training program must include practical instruction and at least 105 hours of student practice in manicures, pedicures, artificial nails and nail enhancements, the repair and removal of artificial nails, and instruction in related theory and sciences.

~~B.~~ C. The first 50 hours of a nail technician program ~~must be~~ consist of preclinical instruction in:

(1) the theory of sciences of anatomy, dermatology, and chemistry as related to manicuring; electricity and lights nail care;

- (2) client consultation and analysis;
- (3) contraindications, including diseases and disorders of the nails and skin;
- (4) infection control;
- (5) safety procedures related to the practice of ~~manicuring~~ nail technology;

~~and~~

(6) Minnesota statutes and rules which ~~pertain~~ related to regulating the practice of ~~manicuring~~ nail technology; and

- (7) elementary introductory service skills.

D. ~~Elementary~~ Introductory service skills must be limited to the observation of an instructor demonstration, mannequins, or student-to-student application of basic services related to nail ~~services~~ technology. A school must provide a student with theoretical and safety instruction for a service before the student may offer the service to a person.

~~C. There must be instruction on applied science and skills in the cleaning, conditioning, shaping, reinforcing, coloring, and enhancing of nails and in the application and repair of artificial nails.~~

~~D. E. There must be~~ Nail technician training must include planned ~~clinical~~ practical instruction and ~~experience of 150 hours in applied sciences and skills.~~ student practice. Each student must complete clinical service exercises in:

~~(1) Each student is required to complete at least 50 manicures, including at least ten applications of artificial nails, of which three are sculptured applications on the nail.~~

~~(2) The documentation of the student's completion of the required manicures must be sent to the board with documentation of successful completion of the course of training.~~

- (1) manicuring, pedicuring, and artificial nail applications; and
- (2) blood exposure incidents.

~~E. F.~~ There must be instruction in business practices and in the Minnesota laws regulating those practices and labor relations.

2110.0545 SKILLS COURSES.

A. A school must offer a cosmetologist skills course, an esthetician skills course, an advanced practice esthetician skills course, a nail technician skills course, or an eyelash technician skills course ~~must be offered in person and that is~~ taught by an instructor licensed in the course subject.

[For text of item B, see Minnesota Rules]

C. Each skills course must begin with ~~an initial board-approved~~ all sections of the practical skills test relevant to the type of license that an individual is seeking. ~~The school must use board-approved scoring of the skills test and a board skills test form.~~

(1) ~~Attendees~~ An individual who pass passes the practical skills test have has completed the skills course. Upon passing the practical skills test, a school must issue an individual a signed and dated skills course certificate specifying the license field to the attendee. The skills course certificate must be on a form provided by the board.

(2) ~~Attendees who do~~ If an individual does not pass the initial practical skills test, a school must complete the school's skills course curriculum provide the individual with remedial training for each skills section of the test area not passed that the individual did not pass. ~~The attendee has completed the skills course when the attendee passes~~ When an individual has passed all relevant sections of the practical skills test for the licensure field, the individual has completed the skills course and the school must issue the individual a skills course certificate. The skills course certificate must be on a form provided by the board.

~~D. Each licensee or applicant must attend a skills course specific to the licensure field held or sought by the licensee or applicant.~~

~~E. D. Schools A school must provide attendees with a skills course certificate showing successful completion of the skills test, and must retain skills course records of attendees for ~~five~~ at least ten years as required under part 2110.0670.~~

~~F. E. The board is authorized to may audit or participate in a skills course and skills test at any time, and board staff or a representative may take a skills class at any time at no cost for the purposes of auditing the course. Board approval of a skills course is subject to revocation if the board determines a that the skills course ~~or skills test~~ does not reflect current professional standards or practices, or if the board finds just cause. The disciplinary provisions of Minnesota Statutes, section 155A.33, apply.~~

2110.0550 CREDIT TOWARD ANOTHER LICENSE.

~~A. A licensed esthetician ~~or~~, advanced practice esthetician, nail technician ~~who~~ completed licensure training within the last five years, or eyelash technician may receive up to the following credit for ~~that~~ training that the esthetician or technician completed toward another license:~~

~~A. (1) esthetician or advanced practice esthetician training = 550 hours credit toward a cosmetologist license;~~

~~B. (2) nail technician training = 300 hours credit toward a cosmetologist license;~~

~~C. (3) nail technician training = 200 hours credit toward an esthetician license;~~

~~D. (4) esthetician or advanced practice esthetician training = 100 hours credit toward a nail technician license; and~~

~~(5) eyelash technician training = 38 hours credit toward a cosmetologist or esthetician license.~~

B. The applicant's existing license must be current and active at the time that the school gives the credit and at the time that the applicant applies for a subsequent license.

C. A licensed esthetician, an advanced practice esthetician, a nail technician, or an eyelash technician who pursues another license must not complete clinical service exercises or the practical skills test sections in the subject in which the esthetician or technician is already licensed.

2110.0580 EYELASH TECHNICIAN TRAINING.

A. Eyelash technician training must consist of a ~~board-approved~~ curriculum of 38 hours, including items B and C.

B. ~~There must be~~ Eyelash technician training must include 24 hours of preclinical theoretical instruction in the following:

- (1) the structure, function, and disorders of the eye and orbital area;
- (2) eyelash growth cycles;
- (3) contraindications and allergic reactions;
- (4) infection control;
- (5) eye shapes and eyelash ~~evaluation~~ evaluations;
- (6) product ingredients;
- (7) health and safety; and
- (8) applicable laws and rules.

C. ~~There must be~~ Eyelash technician training must include 14 hours of clinical instruction in the practical application of eyelash extensions, including client consultation, design, cleansing the eye area, applying eyelash extensions, and removing eyelash extensions.

Clinical instruction must not begin until the student has completed all of the theoretical instruction hours.

D. Part 2110.0500, subparts 2 and 3, do not apply to eyelash technology ~~curriculum~~ curriculum, which must not include field trips or guest presenters.

E. Each student is required to complete clinical service exercises in:

- (1) eyelash extensions;
- (2) the chemical removal of eyelash extensions; and
- (3) eyelash extension service patch tests.

2110.0590 TESTING.

A. A school must administer the practical skills test to each enrolled student who completes initial licensure training and a skills course and to a license applicant as required by chapter 2105. The practical skills test must be administered in person at a licensed cosmetology school by an instructor licensed in the subject of the test section that the instructor is administering.

B. A student who has a Minnesota license and who returns to school to complete an additional training course must only complete the sections of the practical skills test that are relevant to the student's training program and the additional license that the student is seeking.

C. A student must not take the practical skills test before completing:

- (1) 1,350 hours of the cosmetology program;
- (2) 500 hours of the esthetician program;
- (3) 315 hours of the nail technician program; or
- (4) 38 hours of the eyelash technology program.

D. A student in an advanced practice esthetician program may complete the advanced practice esthetician practical skills test sections at any time during the student's program.

2110.0625 DESIGNATED SCHOOL MANAGER.

[For text of items A to C, see Minnesota Rules]

D. A former designated school manager who is no longer serving as the DSM must notify the board in writing ~~via e-mail or mail~~, and is liable under Minnesota Statutes, section 155A.33, for the compliance of the ~~salon and licensees~~ school, instructors, and students until the written notice is received by the board.

[For text of item E, see Minnesota Rules]

2110.0630 INSTRUCTORS.

~~A. There must be at least two licensed instructors on the school premises whenever students are present; and The~~ A licensed instructor must provide all training to each student at a school. A licensed instructor must be available to each student for the duration of the student's scheduled in-person classroom, online classroom, and clinic time. A school must maintain a minimum ratio of one instructor for each 1 to 20 per 15 students present each day. All students must be under the supervision of an instructor at all times when in a classroom or clinic and whenever the student is performing cosmetology services on the school's premises.

(1) A school may use an unlicensed instructors instructor who hold a salon manager holds an active practitioner license as substitutes a substitute for a licensed instructors instructor for no more than ~~30~~ 15 full or partial calendar days in ~~12~~ a consecutive ~~months~~ 12-month period. ~~Whenever an unlicensed substitute instructor is present, at least one licensed instructor must be on the school premises.~~ When these conditions are met, the substitute instructor is considered an instructor for the instructor ~~quota~~ ratio requirement.

(2) The designated school manager (DSM) must notify the board ~~each day that an unlicensed substitute instructor is present by e-mailing the board with "substitute instructor" in the subject line. The e-mail must contain the substitute's name, the name of the absent instructor, the dates the substitute will be working, and the name and license number of the supervising instructor, and the number of days in the past 12 months that a substitute has been used~~ when the school uses an unlicensed substitute instructor to satisfy the instructor ratio requirement. The DSM must notify the board using a form provided by the board within five business days of using an unlicensed substitute instructor.

(3) The DSM must ~~e-mail~~ notify the board ~~by the end of the day each day when the school fails to~~ does not meet the required instructor quota, with "instructor quota failure" and the school name in the subject line. ~~The e-mail must contain the names and license numbers of the absent instructors, and the names and license numbers of the instructors present~~ ratio requirement using a form provided by the board within five business days of the incident.

B. If a school is not in compliance with ~~item A~~ this part, the board must ~~notify the school that it will not accept~~ student hours accrued by students during the any period of noncompliance. The school must notify the students in writing of the board's decision and provide the board a copy of the required notification to each student that the hours accumulated during the period of noncompliance will not be accepted by the board. When a school uses an unlicensed substitute instructor to satisfy the instructor ratio requirement, the school must notify the board using a form provided by the board within five business days of the incident and provide the board with a copy of the notification that the school sent to students within five business days of using an unlicensed substitute instructor.

C. ~~Instructors must devote the entire instructional time scheduled to training and must not have any additional noninstructional duties or responsibilities during class or~~

~~clinical time.~~ Any of an instructor's noninstructional duties or responsibilities must occur outside of scheduled classroom or clinic training hours.

~~D. Schools must maintain instructor payroll and time records showing hours worked each day for each pay period for three consecutive calendar years.~~

~~E. D.~~ Instructors are restricted to instruction in the area of their practitioner license and may not instruct in other disciplines.

~~F. E.~~ All instructors must wear identification badges at all times stating their name and "Instructor." These badges must be at least two inches by one inch.

2110.0640 ENROLLMENT CONTRACTS.

~~The student or the student's parent or guardian must receive a fully executed copy of the contract at the time the contract is signed.~~

~~A. The contract must state the starting date of schooling and anticipated completion date.~~

~~B. The contract must include the class schedule of days and hours for the course.~~

~~The school and a student who has enrolled for additional training after failing the required state licensing tests, and transfer applicants must enter into a contract which specifies the precise nature of theory and clinical experience to be covered during the training course.~~

~~C. The contract must identify all conditions that must be met by the student before the school will issue a transcript of the curriculum and hours completed by the student.~~

A. A school must execute an enrollment contract with each student before the beginning of the student's training program. A school must provide a student or a student's parent or guardian with a fully executed copy of the student's enrollment contract at the time that the contract is signed. Disputes between a student and a school over the enforcement of an enrollment contract are not subject to the board's regulatory authority, except that

schools in the Minnesota State Colleges and Universities system must demonstrate compliance with the enrollment contract requirements of their institution.

B. An enrollment contract must include:

(1) the name of the student's training program and the total training hours required. An enrollment contract for a transfer student must specify the number of hours of theory and clinical experience that the training will cover;

(2) the start date and anticipated completion date of training;

(3) the schedule for the student's training program, including the days and hours of attendance;

(4) the cost of required tuition and fees;

(5) all conditions that the student must meet before the school will provide the student with a transcript or a copy of the student's records;

(6) a statement acknowledging that the student received and understood the school's refund policy as required by part 2110.0650 and the student handbook as required by part 2110.0660; and

(7) the dated signature of the student acknowledging the enrollment contract.

2110.0650 REFUND POLICY.

Subpart 1. **Written policy.** Each school must have a ~~definite~~, written policy on the refund of tuition and fees when students terminate training. The policy must include the following requirements:

A. each school must provide an applicant or an applicant's parent or guardian with a complete refund of all money that the applicant or the applicant's parent or guardian paid if the school rejects the applicant, or if the applicant cancels the enrollment contract, in writing or in person, within three business days of the date that the contract was signed by

both the ~~student~~ applicant and agent of the school and ~~prior to entering~~ before the applicant enters classes. The enrollment contract must include a "Notice of Cancellation"; that explains how to cancel the contract;

B. each school must provide an applicant or an applicant's parent or guardian with a refund of all money that the applicant or applicant's parent or guardian paid except a registration or enrollment processing fee up to 15 percent of the contract price if the applicant cancels the enrollment contract more than three business days after conclusion of the contract but ~~prior to entering~~ before the applicant enters classes;

C. if a student has started classes, the school must not withhold more than the following maximum tuition withholding limits:

Percentage of Total Program Represented by the Hours of Training Completed	Maximum Amount of Total Tuition School Must <u>May</u> Receive or Retain
0 to 4.9 percent	20 percent
5 to 9.9 percent	30 percent
10 to 14.9 percent	40 percent
15 to 24.9 percent	45 percent
25 to 49.9 percent	70 percent
Over 50 percent	100 percent

D. This part does not apply to schools governed by the Minnesota State Colleges and Universities (~~MnSCU~~) system, schools licensed by the Office of Higher Education, and secondary schools licensed by the board.

Subp. 2. **Refund deductions.** A school may deduct fees for the student kit, textbooks, and workbook ~~may be deducted~~ before application of applying the percentages in refund computations; if these fees are included in the tuition and if these items become the property of the student. This deduction must be clearly stated in the refund policy contained in the enrollment contract.

2110.0660 STUDENT REGULATIONS HANDBOOK.

~~Student regulations must be in writing and a copy given to all students. A copy and any changes must be readily available in the student lounge. All rule changes must be discussed with the student body.~~ A school must maintain a student handbook that includes the school's rules, attendance policies, and disciplinary policies. A school must provide each student with ongoing access to the most recent student handbook. A school must notify each student of any change to the student handbook at least ten days prior to before the effective date and of the change. A school must provide each student must be given a copy of any changes change.

2110.0670 STUDENT RECORDS RECORD MAINTENANCE AND RETENTION.

A. ~~All~~ A school must maintain records relating related to students and instructors as required in this part. Each record must be maintained legible, current, and up-to-date, in a secure and orderly fashion and must be kept on the accessible from school premises. All student records must be legible and available for inspection by a representative of the board during normal business hours of the school or provided to the board at the board's request. At the board's request, a school must provide the board with any records within three business days of the request.

B. ~~The school must maintain complete, accurate, and detailed records of all payments from and financial transactions with students, showing the date, amount, and source of income or disbursement.~~ Each student record must include a current and detailed account of each financial transaction related to the student, including the date, amount, and type of transaction.

C. ~~The school must maintain daily and monthly records of completed student hours, work clinical service exercises, and progress, examination assessments, and daily clinical experience records toward program completion for each student enrolled.~~

~~D. All student records must be maintained by the school, or a custodian if the school ceases operation, for at least five years from the date of the student's termination or completion of training. In addition, a transcript of the course work of each student must be kept, which must contain the student's name, the date student enrolled, the date of termination of enrollment and the circumstances of termination, the total number of hours completed, and the school owner's or designated school manager's (DSM's) notarized signature verifying the contents of the transcript. When requested by a student or former student, copies of the student records must be provided at the cost of duplication, unless the student has not met school requirements identified in the enrollment contract regarding tuition payments and transcripts. A school must designate a custodian of records if the school ends the school's operations or closes. A school must provide information relevant to retrieving student records to the board before ending the school's operations, closing the school, or upon the board's request. A school must ensure that all records remain available to the board and students upon the board's or student's request and must maintain all records as required in this part. A school must not designate the board as a custodian of records.~~

~~E. The school must maintain the following reports for each student:~~

~~(1) a student registration form containing the student's full legal name, course of training for which enrolled, and start date. The status of the student must be stated as full-time or part-time, day or night classes;~~

~~(2) certification of completion of preclinical courses. Documentation signed by the school owner or DSM must indicate that the student has successfully completed the required hours of preclinical work. A student must not be allowed to perform any portion of a service in the school clinic on a client until this certification has been completed;~~

~~(3) a progress evaluation report. After a student has completed at least one-third of the total required hours and before one-half of the total required hours, the~~

~~school must give the student a written progress evaluation assessing the student's progress towards successful fulfillment of the license requirements;~~

~~(4) certification of readiness to take the written examination. Documentation signed by the school owner or DSM must indicate that the student has successfully completed 1,350, 500, and 315 hours, for cosmetologist, esthetician, and nail technician respectively, of preclinical and clinical training, and is prepared to take the written state licensing examinations;~~

~~(5) documentation signed by the school owner or DSM must indicate that the student has successfully completed the course of training, including documentation of the student's completion of the practical exercises, as required by parts 2110.0510, item D; 2110.0520, item D, subitem (1); and 2110.0530, item D, subitem (1), or as required by the board-approved curriculum; and documentation of the student's successful completion of the skills certification review, on a form acceptable to the board; and~~

~~(6) a certification must be written and maintained by the school if a student withdraws, is suspended, or expelled from the student's course of training. The certification must be signed by the school owner or DSM, and must indicate the last day on which the student was enrolled, the total number of hours the student has successfully completed as of that date, a transcript detailing the nature of those hours, and the reason for the withdrawal, suspension, or revocation. A copy of a student's termination certification and/or completion of course of training certification must be provided to the student within ten days of the termination from or completion of the cosmetology training, unless the student has not met school requirements identified in the enrollment contract regarding tuition payments and transcripts.~~

E. When a student or former student requests a transcript or a copy of the student's records, the school must fulfill the student's request for no more than the cost of the

transcript's or records' duplication within ten business days, unless the student has not met the school's requirements in the enrollment contract for tuition payments or transcripts.

F. A school must maintain all records related to individuals who complete a skills course, including any enrollment contract and agreement, record of financial transactions, verification of the skills course completion on a skills course certificate provided by the board and, if applicable, attendance records verifying the student's completion of the school's skills course curriculum. Skills course records are student records. A school must maintain skills course records as required in this part.

G. A school must maintain all records related to transfer students according to part 2110.0705. A school must maintain records as required in this part and part 2110.0671.

H. A school must maintain records relating to instructors, including:

(1) a current instructor roster demonstrating ongoing compliance with part 2110.0630; and

(2) instructor payroll and time records showing the hours that an instructor worked each day for each pay period. A school must maintain each instructor record for five years.

I. A school must maintain all records for enrolled students for at least ten years from the last date of a student's enrollment or date of training completion. A school must maintain records relating to prospective students if a student has made a payment to the school, and the school must maintain the prospective student records for at least five years from the last date of payment.

2110.0671 STUDENT RECORDS.

Subpart 1. **Student records.** A school must maintain the following documentation for each student in the student's records:

A. an enrollment contract required under part 2110.0640;

B. verification that the student has completed preclinical training hours.

Documentation must be signed by the school's owner or designated school manager and must verify that the student has completed the preclinical training hours required for the student's training program. A school must not allow a student to perform any portion of a service in the school clinic until after verifying that the student has completed the required number of preclinical training hours. This documentation is not required for students who are enrolled in the 500-hour advanced practice esthetician training program who have completed the cosmetologist training in part 2110.0510 or esthetician training in part 2110.0520;

C. verification of completion of training on a course completion certificate provided by the board that documents the student's completed hours, clinical service exercises relevant to the student's training program, and the student's completion of the practical skills test. A course completion certificate must be notarized;

D. documentation of all accrued student hours on a daily basis as required in part 2110.0680;

E. documentation of all accrued clinical service exercises on a daily and monthly basis as required in part 2110.0680. A school must maintain all clinical service exercise documentation on a form prescribed by the board;

F. documentation of all practical skills test results. A school must use the board-issued practical skills test results form for documenting a student's attempt at passing or passing score after taking the practical skills test; and

G. a transcript for each student that must, at minimum, include the student's full legal name and date of birth, the student's training start date, training end date, and the number of training hours and clinical service exercises that the student has completed. If a

school terminates a student's enrollment, the transcript must include the date that the student's enrollment was terminated.

Subp. 2. **Exemptions.** A school is exempt from maintaining the information in subpart 1, items B, C, E, and G, for skills course participants. A school is exempt from maintaining the information in subpart 1, items D and E, for a transfer student who the school determines does not need further training to obtain a course completion certificate.

2110.0680 CERTIFICATION OF STUDENT HOURS AND CLINICAL SERVICE EXERCISES.

A. A school must record all student hours ~~must be recorded~~, and completed clinical service exercises on a daily and a monthly basis, and accurately identify the actual attendance hours and lunch breaks. Accrued student hours and clinical service exercises are valid for a maximum of five years from the last date of the student's attendance.

~~B. Accrued student hours are valid for a maximum of five years. A school may establish an earlier expiration date if included in the school enrollment agreement.~~

~~C. B.~~ The daily record of documentation of accrued hours must list include the number of hours earned by each student and, the nature of training that the student received, designating all clinical experiences; and identify the attendance hours that the student spent in training. This documentation must be signed or confirmed daily by the instructor who provided or supervised the training; and ~~must be signed or confirmed~~ by the student. The documentation must also be signed at the end of each month by the designated salon manager and student. A school must maintain the documentation as required under parts 2110.0670 and 2110.0671.

~~D. The school must complete and maintain a monthly report for each student, summarizing the hours completed for that month, and signed by the school owner or designated school manager (DSM). A copy of the report must be given to the student within~~

~~five days of the end of each month. Corrections of any errors must be signed by the DSM and student.~~

C. The daily documentation of accrued clinical service exercises must include the number and types of exercises that each student has completed and be on a form provided by the board. The form must be initialed or approved electronically daily by the instructor who provided or supervised the completed clinical service exercise and by the student. The form must also be signed at the end of each month by the designated school manager and the student. The school must maintain the form as required under part 2110.0670.

~~E. D.~~ Except as provided in part 2110.0500, students must receive credit only for hours spent in training for licensed cosmetology services.

~~F. E.~~ Students must not receive credit for more than ten hours of training per calendar day.

~~G. F. Each student must be given a morning and afternoon break and at least one-half hour for lunch, or one hour for lunch and no breaks. A school must give each student breaks as required by applicable federal and state laws and guidelines. Break time must not be documented as training hours.~~

2110.0690 STUDENT DEADLINE TO BECOME LICENSED.

A student must ~~be~~ become licensed within five years from the date of ~~successful completion of the~~ completing the student's required training. A student who does not meet this requirement is ~~required to~~ must complete a skills course as required in part 2110.0545 and meet all other requirements for licensure in chapter 2105.

2110.0705 TRANSFER STUDENTS.

Subpart 1. ~~Domestic transfers from another school or state.~~ Students ~~An individual seeking licensure who have completed a portion of required~~ has received previous training at ~~another school or~~ a licensed school in another state or ~~country~~ in a United States territory

~~may apply enroll as a transfer student to at a board-licensed cosmetology school to complete the required training. Accrued student hours are valid for five years and apply to students who have partially completed a school program in or out of state. The school must include in the student's records documentation of any transfer of credits, and copies of student transcripts and records from the original school. Any records from another country, including records in English, must be evaluated by a board-approved credentialing agency at the student's or school's expense. for a training evaluation to identify any further training necessary to obtain a course completion certificate.~~

A. Before enrolling an individual as a transfer student, a school must assess the individual's previous training by reviewing the student's transcripts and training records from the student's previous school.

B. Upon a transfer student's enrollment, a school must document any transfer credit that the school gave to the student and maintain all documentation that the school used in the school's evaluation, including copies of the student's transcripts and training records as required in parts 2110.0670 and 2110.0671. The school's evaluation of a transfer student must identify any specific additional training necessary for the school to issue the transfer student a course completion certificate based on the applicable training requirements in this chapter and the school's assessment of the student's previous training.

C. Training accepted from another board-licensed school or a licensed cosmetology school in another state must meet the requirements in part 2110.0680, item A.

Subp. 2. ~~Practitioners~~ Transfers ~~from other countries applying as a transfer student for an evaluation.~~

A. Individuals ~~An individual who have~~ has received training or practiced cosmetology in other countries ~~another country~~ and who are ~~is~~ seeking licensure must ~~may~~ enroll as a transfer student at a board-licensed cosmetology school for a training evaluation to identify any further training necessary for the individual to obtain a course completion

~~certificate by a licensed cosmetology school as a requirement to become licensed. The applicant may apply as a transfer student and request an evaluation to identify any further training necessary to obtain the course completion certificate.~~

B. Before enrolling an individual as a transfer student, a school must assess the individual's previous training by reviewing the individual's cosmetology school records and cosmetology work experience, if applicable. A school must administer a practical skills test to the individual as part of the individual's evaluation.

C. Upon an individual's enrollment as a transfer student, a school must document any transfer credit that the school gave to the student and maintain all documentation that the school used in the school's evaluation, including copies of the student's transcripts and training records as required in parts 2110.0670 and 2110.0671. A school's evaluation of a transfer student must identify any specific additional training necessary for the school to issue the transfer student a course completion certificate based on the applicable training requirements in this chapter and the school's assessment of the student's previous training and experience.

Subp. 3. **Evaluation of transfer students.** Any records that are not in English must be translated into English at the student's or school's expense. Any records from another country must be evaluated by a board-approved credentialing agency at the student's or school's expense.

~~A. The method of evaluation must include a review of the student's records, training, and work experience, and must include a skills test. Any records from another country, including records in English, must be evaluated by a board-approved credentialing agency at the student's or school's expense.~~

~~B. The evaluation results must identify any specific additional training necessary for the issuance of the course completion certificate, based on the applicable training~~

~~requirements identified in this chapter and the school's assessment of the student's training and experience.~~

~~C. The school must maintain in the student's record the evidence and documentation of the school's evaluation, including the method of evaluation, the dates and location of the student's original training, any testing results, copies of any transcripts or diplomas used in the evaluation, and an explanation of the typical training or apprenticeship required in the country where the student previously practiced.~~

2110.0730 PREENROLLMENT DISCLOSURES.

~~The A school must provide the following information ~~must be given~~ to prospective students ~~along with any materials designed to solicit their enrollment~~:~~

~~A. the minimum requirements for licensing licensure in this chapter and in the fields in which the school offers may offer instruction;~~

~~B. the cost of required tuition and all fees;~~

~~C. the school's enrollment contract;~~

~~D. the school's refund policy; and~~

~~E. the school's student regulations. ~~Prior to enrollment, written materials regarding refund policies must be discussed with and acknowledged as being understood by anyone enrolling in a cosmetology school. All written materials used to solicit prospective students must comply with part 2110.0110. Copies of all solicitation materials must be retained by the school for a period of five years from the last date of use.~~ handbook as required by this chapter.~~

2110.0740 SCHOOL CLINICS.

[For text of item A, see Minnesota Rules]

~~B.~~ A new school must not offer clinical services until the minimum preclinical hours required for students has been met.

~~C.~~ B. A school must not operate a student clinic at any location other than the school.

~~D.~~ C. A sign stating, "All services performed by students," in type at least 2-1/2 inches in height must be conspicuously displayed in each reception area of the school and in each clinic.

~~E.~~ D. Instructors must not perform services on any client in the school clinic except to the extent necessary to demonstrate or instruct students. The student must be physically present, observing the instruction or demonstration and must participate in the learning experience by actual performance of the complete service.

~~F.~~ E. Students must not perform clinic services until the required hours of preclinical training have been completed.

~~G.~~ F. All services performed by students must be supervised by instructors and checked before, during, and after performance.

~~H.~~ G. All students are required to wear an identification badge at all times. The badges must be at least two inches by one inch; state the student's name; and state "Student." Badges must be furnished by the school as part of tuition costs.

~~I.~~ H. Each student and each instructor must wash hands with soap and hot water before providing or demonstrating any service on a student, mannequin, or client. An alcohol-based hand rub with a minimum of 60 percent alcohol may be used in lieu of hand washing only when the hands are free of lotions, ointments, product, and visible soil. Gloves and hand wipes are not an acceptable substitute for hand washing.

~~J.~~ I. A school may charge clients for services performed by students. These prices must be conspicuously posted in the clinic reception area.

REPEALER. Minnesota Rules, parts 2110.0010, subparts 14 and 15; 2110.0100; 2110.0320, subparts 9, 11, and 12; 2110.0330, subparts 3, 4, and 5; 2110.0390, subpart 3a; 2110.0410, subparts 2 and 5; and 2110.0710, are repealed.