

## **SUBCHAPTER 14T – COSMETIC ART SCHOOLS**

### **SECTION .0100 - SCOPE AND SCHOOL APPLICATIONS**

#### **21 NCAC 14T .0101      SCOPE AND DEFINITIONS**

(a) These Rules apply to existing and new schools as follows:

- (1) Rules in this Subchapter apply to all cosmetic art schools making initial application to operate a cosmetic art school after the effective date of these Rules.
- (2) Schools with a letter of approval dated prior to the effective date of the rules in this Subchapter may choose to comply with Section .0100 and .0200, Rules .0302-.0305 of this Subchapter.
- (3) Schools with a letter of approval dated prior to the effective date of the rules in this Subchapter must comply with Rule .0301, Section .0400, Rules .0602-.0610, .0614, and .0615 of this Subchapter upon the enrollment of students after the effective date of these Rules.
- (4) Schools with a letter of approval dated prior to the effective date of the rules in this Subchapter must comply with Rules .0501, .0502, .0601, .0611-.0613, .0616, .0901 upon the effective date of the rules in this Subchapter.

(b) The following definitions apply to this Subchapter:

- (1) "Client consultation" is the review and discussion of client needs and preferences, assessment of client skin, hair, and nails, and assessment of product reactions.
- (2) "Clinic" is the area for performance of all cosmetic art services. The clinic may also be used for practice.
- (3) "Conceptual Education" consists of lectures, research, reading, online learning, videos, instructional clips, and other non-tactile forms of instruction.
- (4) "Demonstration" is when a teacher shows the hands-on systematic completion of the steps for a safe and effective cosmetic art service.
- (5) "Evaluation" is the assessment of a student's independent completion of a practice or performance evaluation plan by a teacher.
- (6) "Evaluation plan" is a document that outlines the infection control, tool safety, draping, safe application, and steps for systematic completion of a cosmetic art service.
- (7) "Guided practice" is when a teacher and student work together on systematic completion of the steps for a safe and effective cosmetic art service.
- (8) "Guided theory" is when a teacher lectures, instructs, and coaches the factual basis for mechanical operations performed in cosmetic art services.
- (9) "Hands-on Education" is the repeated physical completion of practice and performances, to provide students with the tactile interaction of different hair, skin, nail types and shapes for the purpose of providing experience to safe and effective cosmetic art services despite variable circumstances.
- (10) "Independent Theory" is the student study of the factual basis for mechanical operations performed in cosmetic art services.
- (11) "Online instruction" is off-site conceptual education.
- (12) "Performance" is the hands-on execution of the systematic completion of the steps for a safe and effective cosmetic art service on a live individual by a student. Performance is monitored during the execution and checked by a teacher upon completion for the purpose of pointing out errors in order that the errors may be corrected.
- (13) "Performance station" for each cosmetic art discipline consists of:
  - (A) cosmetology – hydraulic styling chair, mirror, and work space for supplies;
  - (B) manicuring – manicuring table, client chair, and student chair;
  - (C) esthetics – reclining facial treatment table with leg support and student stool, work space for supplies; and
  - (D) natural hair care - hydraulic styling chair, mirror, and work space for supplies.
- (14) "Practice" is the independent hands-on execution of the systematic completion of the steps for a safe and effective cosmetic art service on a mannequin by a student. Practice is monitored during the execution and checked by a teacher upon completion for the purpose of pointing out errors in order that the errors may be corrected.
- (15) "Practice station" is a minimum of 24 inches deep by 36 inches wide of workspace surface in an area with hot and cold running water.

- (16) Required Evaluations" are mannequin practice evaluations that must be passed prior to student performances on a live model. The list of required evaluations is specific to each discipline and established in rules 21 NCAC 14T .0602-.0606.
- (17) "Safe and effective" is the completion of the systematic steps for a cosmetic art service following infection control regulations, manufacturer's instructions, and equipment handling.
- (18) "Service" is the action of hands-on systematic steps for the safe and effective completion of a cosmetic art procedure that alters the hair, skin, or nails.
- (19) "Theory" is the factual basis for mechanical operations performed in cosmetic art services.
- (20) "Tool safety" is the factual basis for the safe handling and operation of any tool or device used in a cosmetic art service.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
 Eff. January 1, 2012;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
 Amended Eff. April 1, 2023.

## **21 NCAC 14T .0102 NEW SCHOOL APPLICATIONS**

(a) Persons desiring to operate a cosmetic art school in the state of North Carolina shall make application for licensure by submitting to the Board the Board's School Application. The Board's School Application shall include:

- (1) School name;
- (2) Cosmetic Art discipline(s) to be taught;
- (3) Physical address and mailing address;
- (4) Phone number;
- (5) Email address;
- (6) Ownership type;
- (7) Reason for application;
- (8) Owner name;
- (9) School contact person with phone number and email address; and
- (10) List of teachers with cosmetic art license number.

(b) School application forms must be submitted along with supporting documents as follows:

- (1) Proof of bond as required by G.S. 88B-17;
- (2) Diagram with location of equipment placement and marking square footage of all areas including classrooms, dispensary, water supplies, stations, locker room or dressing room, office areas, reception areas, and restroom facilities;
- (3) Course curriculum and required evaluation plans for each cosmetic art discipline and teacher trainee program to be taught in the school;
- (4) Plans for record keeping for compliance with 21 NCAC 14T .0502;
- (5) The qualifications for passing required evaluations and techniques for grading of performances;
- (6) Handbook for students containing student policies on attendance, leave of absence policy, performance assignment, and a plan for instruction of students to achieve the required minimum hours, practice, and performances per 21 NCAC 14T .0602 through .0610 and any additional academic requirements established by the school;
- (7) A raised seal identifying the school name and physical location to be used on all Board forms, reports, and other official papers;
- (8) Documentation of local municipality fire, mechanical code, occupancy, electrical and plumbing approval;
- (9) School operation schedule including days, hours, and observed holidays; and
- (10) Signed statement that the school owner has read and understands the Board's rules in this Subchapter.

(c) The Board shall not approve an application for a license until all plans, furniture, supplies and equipment as prescribed by the rules in this Subchapter have been installed.

(d) The Board shall issue a license to any cosmetic art school that meets the requirements of this Subchapter.

*History Note:* Authority G.S. 88B-4; 88B-16; 88B-17;  
 Eff. January 1, 2012;

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
Amended Eff. April 1, 2023; March 1, 2022; October 1, 2019; December 1, 2016.*

## **SECTION .0200 - PHYSICAL REQUIREMENTS FOR COSMETIC ART SCHOOLS**

### **21 NCAC 14T .0201 ALL COSMETIC ART SCHOOLS**

- (a) Cosmetology schools must have the following physical departments:
- (1) Practice Department – a minimum of 200 square feet with practice stations to accommodate at least 10 students.
  - (2) Clinic Department – a minimum of 1200 square feet of clinic floor with performance stations for performance of all cosmetic art services. Within the clinic area each school shall have:
    - (A) 48 inches of space from the center to the center of each styling chair, esthetics table or manicuring table;
    - (B) 24 inches from the center of the chair forward;
    - (C) 48 inches from the backrest behind the chair to any other styling chair, reclining or flat facial treatment table with leg support or manicuring table; and
    - (D) at least 30 inches of space from the back of each styling chair, reclining or flat facial treatment table to the wall of the school.
  - (3) Dispensary – a room or area to organize and maintain supplies, equipment for disinfection of all implements and a plumbed sink with hot and cold running water. All cosmetic art schools must have the required equipment to carry out disinfection procedures per 21 NCAC 14H .0403 and .0404;
  - (4) Theory classroom – classroom with a minimum of 300 square feet including desks and chairs for each student.
  - (5) Office – administrative office with a locking door for the secure and locked facilitation of student records and files. This office shall be outfitted with a locking cabinet, electronic office equipment suitable for scanning, printing and secure document storage and a minimum of one desk and one chair;
  - (6) Reception area – a reception area for clients to wait prior to receiving services;
  - (7) Break room for student use;
  - (8) Restrooms for student, school personnel, and school customer use;
  - (9) Locker or room for students to secure and lock personal belongings throughout the day; and
  - (10) All stations as defined in Rule .0302 of this Subchapter must be numbered numerically.
- (b) Manicuring, esthetics and natural hair care schools must have the following physical departments:
- (1) Clinic Department – the clinic floor with performance stations for performance of all cosmetic art services. Within the clinic area each school shall have:
    - (A) 48 inches of space from the center to the center of each styling chair, esthetics table or manicuring table;
    - (B) 24 inches from the center of the chair forward;
    - (C) 48 inches from the backrest behind the chair to any other styling chair, reclining or flat facial treatment table with leg support or manicuring table; and
    - (D) at least 30 inches of space from the back of each styling chair or reclining or flat facial treatment table with leg support to the wall of the school.
  - (2) Dispensary – a room or area to organize and maintain supplies, equipment for disinfection of all implements, and a plumbed sink with hot and cold running water. All cosmetic art schools shall have the required equipment to carry out disinfection procedures per 21 NCAC 14H .0403 and .0404;
  - (3) Theory/practice classroom – a room or area with equipment for theory training appropriate to both practical and theory learning including practice stations and chairs.
  - (4) Office – administrative office with a locking door for the secure and locked facilitation of student records and files. This office shall be outfitted with a locking cabinet, electronic office equipment suitable for scanning, printing and secure document storage and a minimum of one desk and one chair;
  - (5) Reception area – a reception area for clients to wait prior to receiving services;
  - (6) Break room for student use;

- (7) Restrooms for student, school personnel, and school customer use;
  - (8) Locker or room for students to secure and lock personal belongings throughout the day; and
  - (9) All stations as defined in Rule .0304 of this Subchapter must be numbered numerically.
- (c) Each cosmetic art school must display a sign in the reception area meeting the requirements of this Paragraph. The sign cannot be smaller than 12 inches by 18 inches, with lettering at least one and one half inches in size and must read as follows: "Cosmetic Art School Work Done Exclusively by Students."
- (d) Each of the requirements listed within this Rule must be located within the same building with the exception of the theory classroom, which may be located in an adjacent building or another building within 500 feet of the main cosmetic art building and a proctored examination center, which may be located on the school campus. Theory classrooms located in an adjacent building or another building within 500 feet of the main cosmetic art building shall not be used for student practice.
- (e) All Cosmetic Art schools must post hours of operation per cosmetic art discipline and submit this information to the Board. Any changes to the hours of operation must be posted and submitted to the Board. A school shall be considered open by the Board when cosmetic art instruction, services, or performances are provided.
- (f) Cosmetic art schools may not offer student hours, practice, or performances unless they are in compliance with Paragraph (a) or (b) of this Rule.
- (g) All cosmetic art schools must adhere to any federal, state and local government regulation or ordinance regarding fire safety codes, mechanical codes, plumbing, and electrical work.
- (h) All cosmetic art schools must maintain a ventilation system with temperature control. During school operating hours the temperature must be maintained between 60 and 85 degrees Fahrenheit.
- (i) All equipment in cosmetic art schools shall be in working order; kept in repair; and installed in such a manner as to facilitate usage.
- (j) All cosmetic art school buildings shall be maintained. Maintenance includes the safe and working condition of the physical building, furniture, equipment and supplies.
- (k) All cosmetic art schools must maintain a bulletin board in sight of the clinic floor. The bulletin board shall be used to display at all times the Board Infection Control rules in 21 NCAC 14H .0200, .0300, .0400, and .0500 and the sanitation grade card issued to the school.
- (l) All cosmetic art schools must post together the school letter of approval, the school license, and all cosmetic art licenses issued to the teachers on staff.
- (m) Each room in a cosmetic art school must be labeled according to its assigned purpose.
- (n) If a school and shop are located in the same building, they must be separated by a solid wall of at least seven feet in height; separate restrooms, separate entrances and visitor reception areas shall be maintained. If a school and another business are located in the same building, they must be separated by a solid wall of at least seven feet in height; separate entrances and visitor reception areas shall be maintained. If the restroom is in a common area of the building a separate restroom need not be provided.
- (o) All schools and shops shall have separate public information releases, advertisements, names, and advertising signs.
- (p) A cosmetic art school must maintain space and equipment appropriate to both practical and theory learning, including desks, chairs, and station requirements so that each student in attendance has a location within which to complete assigned tasks. Each station or desk space shall be designated for only one student at a time.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
 Eff. January 1, 2012;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
 Amended Eff. April 1, 2023; March 1, 2022; September 1, 2021; October 1, 2019; January 1, 2016.

## **21 NCAC 14T .0202 COSMETOLOGY SCHOOLS**

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
 Eff. January 1, 2012;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
 Repealed Eff. April 1, 2023.

**21 NCAC 14T .0203 ESTHETICS SCHOOLS**  
**21 NCAC 14T .0204 MANICURING SCHOOLS**  
**21 NCAC 14T .0205 NATURAL HAIR CARE SCHOOLS**

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;*  
*Eff. January 1, 2012;*  
*Amended Eff. October 1, 2012;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015 (.0203,.0204);*  
*Readopted Eff. January 1, 2016 (.0205);*  
*Repealed Eff. December 1, 2016.*

**SECTION .0300 - SCHOOL EQUIPMENT AND SUPPLIES**

**21 NCAC 14T .0301 EQUIPMENT FOR ALL COSMETIC ART SCHOOLS**

- (a) All cosmetic art schools shall maintain for student use, in a dispensary, supplies for all cosmetic art services in the school. Simulated products may be used for demonstrations and practice. Simulated products may not be used for required evaluation plan assessments with the exception of sodium hydroxide relaxers.
- (b) All cosmetic art schools shall maintain equipment for student use for all cosmetic art services offered and for all required evaluations in the school.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;*  
*Eff. January 1, 2012;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;*  
*Amended Eff. April 1, 2023; March 1, 2022.*

**21 NCAC 14T .0302 EQUIPMENT FOR COSMETOLOGY SCHOOLS**

- (a) The practice department in a cosmetology school shall be equipped with the following equipment:
- (1) One shampoo bowl with hot and cold running water and chair;
  - (2) Visual aids; and
  - (3) One practice station to accommodate each student in the practice department.
- (b) The clinic department in a cosmetology school shall be equipped with the following for up to 40 students in the department:
- (1) 20 stations. Each station shall include one mirror, one electrical outlet, and one hydraulic chair;
  - (2) Four hooded floor type dryers and chairs;
  - (3) Four shampoo bowls with hot and cold running water and chairs.
    - (A) each side approach shampoo bowl shall be at least 40 inches apart, center of bowl to center of bowl;
    - (B) each free standing shampoo bowl shall be at least 31 inches apart, center of bowl to center of bowl;
    - (C) all other types of shampoo bowls shall be at least 31 inches apart, center of bowl to center of bowl;
  - (4) Two manicure tables and stools;
  - (5) One pedicure station that shall include a chair, a foot bath, and a stool; and
  - (6) One reclining or flat facial treatment table with leg support and a stool; and
  - (7) One facial vaporizer.
- (c) The clinic department in a cosmetology school shall be equipped with the following equipment if there are more than 40 enrolled advanced students:
- (1) One station for each additional two students;
  - (2) One shampoo bowl with hot and cold running water for each additional 20 students; and
  - (3) One reclining or flat facial treatment table with leg support or chair for each additional 60 students.
- (d) Cosmetology schools that also offer the disciplines of esthetics, and manicuring shall be equipped with one additional station (as defined in this section per discipline) per two students and the equipment requirements specific to the discipline.

(e) The theory department in a cosmetology school shall be equipped with desks and chairs.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January  
13, 2015;  
Amended Eff. April 1, 2023; January 1, 2016.*

### **21 NCAC 14T .0303 EQUIPMENT FOR ESTHETICS SCHOOLS**

(a) The practice department in an esthetics school shall be equipped with one mannequin practice table or stand to accommodate each student in the practice department. If the practice department is separate from the clinic, in another room with a door, the practice department must also have one hand washing sink with hot and cold running water, separate from restrooms.

(b) The clinic department in an esthetics school shall be equipped with the following for up to 20 students:

- (1) Ten stations: a station shall include a reclining facial treatment table with leg support and one stool;
- (2) a waste container at each station;
- (3) One facial vaporizer;
- (4) One galvanic current apparatus;
- (5) One infra-red lamp;
- (6) One woods lamp or skin scope;
- (7) One magnifying lamp;
- (8) One hard wax hair removal system;
- (9) One soft wax system;
- (10) One pore vacuum machine;
- (11) Two stations with electrical outlet;
- (12) One exfoliation machine with brushes; and
- (13) One plumbed hand washing sink with hot and cold running water, separate from restrooms.

(c) The clinic department in an esthetics school shall be equipped with the following if there are more than 20 enrolled students:

- (1) One station for each additional two students: a station shall include one reclining facial treatment table with leg support and one stool; and
- (2) Two plumbed hand washing sinks with hot and cold running water, separate from restrooms.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Amended Eff. October 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January  
13, 2015;  
Amended Eff. April 1, 2023; January 1, 2016.*

### **21 NCAC 14T .0304 EQUIPMENT FOR MANICURING SCHOOLS**

(a) The practice department in a manicuring school shall be equipped with one mannequin practice table or stand to accommodate each student enrolled in the practice department. If the practice department is separate from the clinic, in another room with a door, the practice department must also have one hand washing sink with hot and cold running water, separate from restrooms.

(b) The clinic department in a manicuring school shall be equipped with the following for up to 20 students:

- (1) Two plumbed hand washing sinks with hot and cold running water, separate from restrooms, located in or adjacent to the clinic area;
- (2) Ten manicuring tables with two chairs per table;
- (3) Ten pedicure chairs and basins;
- (4) Two stations with electrical outlet;
- (5) A waste container at each station; and
- (6) A covered container for soiled or disposable towels located in the clinic area.

(c) The clinic department in a manicuring school shall be equipped with the following if there are more than 20 enrolled students:

- (1) One station for each additional two students, a station shall include one manicuring table and two chairs; and
- (2) Two plumbed hand washing sinks with hot and cold running water, separate from restrooms.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17; Eff. January 1, 2012; Amended Eff. October 1, 2012; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015; Amended Eff. April 1, 2023; January 1, 2016.*

## **21 NCAC 14T .0305 EQUIPMENT FOR NATURAL HAIR CARE STYLING SCHOOLS**

- (a) The practice department in a natural hair care styling school shall be equipped with the following:
- (1) Styling equipment for the purpose of natural hair care;
  - (2) Visual aids; and
  - (3) Practice station to accommodate each student.
  - (4) If the practice department is separate from the clinic, in another room with a door, the practice department must also have one hand washing sink with hot and cold running water, separate from restrooms.
- (b) The clinic department in a natural hair care styling school shall be equipped with the following for up to 16 students:
- (1) Two shampoo bowls and chairs as follows:
    - (A) each side approach shampoo bowl shall be 40 inches apart center of bowl to center of bowl; and
    - (B) each free standing shampoo bowl shall be 31 inches apart center of bowl to center of bowl;
  - (2) Eight stations. A station shall include one mirror and one hydraulic chair;
  - (3) One station with electrical outlet;
  - (4) One hooded floor type dryer; and
  - (5) Styling equipment for the purpose of natural hair care.
- (c) The clinic department in a natural hair care styling school shall be equipped with an additional station for every two students if there are more than 16 enrolled students.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17; Eff. January 1, 2012; Amended Eff. October 1, 2012; Readopted Eff. January 1, 2016; Amended Eff. April 1, 2023.*

## **SECTION .0400 - STUDENT EQUIPMENT**

### **21 NCAC 14T .0401 COSMETOLOGY AND APPRENTICE STUDENT EQUIPMENT**

Each cosmetology and apprentice cosmetology student shall be supplied with following equipment:

- (1) 12 combs;
- (2) two capes;
- (3) six brushes;
- (4) assorted clips;
- (5) hard rubber or nonflammable comb for heat protection used in thermal styling;
- (6) one electric marcel iron;
- (7) one razor and one clipper;
- (8) one thinning shears;
- (9) one shaping shears;
- (10) one mannequin with hair; and
- (11) one blow dryer.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;*

*Eff. January 1, 2012;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;*  
*Amended Eff. September 1, 2020.*

#### **21 NCAC 14T .0402 ESTHETICS STUDENT EQUIPMENT**

Each esthetics school shall make available to students the use of the following items while the students are in class:

- (1) Draping;
- (2) Spatulas;
- (3) Tweezers;
- (4) Make up supplies; and
- (5) One mannequin with head, neck and shoulders.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16;*  
*Eff. January 1, 2012;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;*  
*Amended Eff. January 1, 2024.*

#### **21 NCAC 14T .0403 MANICURING STUDENT EQUIPMENT**

Each manicuring school shall provide each manicurist student with the following:

- (1) A manicurist bowl;
- (2) Nail brushes;
- (3) A tray for manicuring supplies;
- (4) One mannequin hand;
- (5) A manicuring kit containing proper implements for manicuring and pedicuring; and
- (6) Implements for artificial nails, nail wraps and tipping.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;*  
*Eff. January 1, 2012;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.*

#### **21 NCAC 14T .0404 NATURAL HAIR CARE STYLING STUDENT EQUIPMENT**

Each natural hair care school shall make available to students the use of the following items while the students are in class:

- (1) Six combs;
- (2) Six brushes;
- (3) Ten clips;
- (4) Mannequin with hair;
- (5) One electric flat iron;
- (6) One blowdryer;
- (7) One hard rubber or nonflammable comb for heat protection used in thermal styling; and
- (8) Two capes.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16;*  
*Eff. January 1, 2012;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;*  
*Amended Eff. January 1, 2024.*

### **SECTION .0500 - RECORD KEEPING**

#### **21 NCAC 14T .0501 SUBMISSION OF RECORDS**



All cosmetic art schools shall submit to the Board the completed, original Board form as defined in Rule .0502 of this Subchapter for each student including enrollment, transfer, withdrawal and graduation. Cosmetic art student forms shall be submitted to the Board within the required time frame established in the following table.

15 Days	30 Days
Esthetics, Manicuring, Natural Hair Care and Teacher trainee forms including: enrollments, and transfers	Cosmetology forms including: enrollments, withdrawals, transfers and graduations
	Esthetics, Manicuring, Natural Hair care and Teacher trainee, withdrawal and graduation forms

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; Eff. January 1, 2012; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015; Amended Eff. December 1, 2023.*

**21 NCAC 14T .0502 PERMANENT RECORDS, FORMS, AND DOCUMENTATION**

(a) Cosmetic art schools must maintain locked storage for the permanent files of all enrolled students and students who have withdrawn or graduated together in one room within the approved square footage of the cosmetic art school. Withdrawal and graduation forms reviewed by the Board or an agent of the Board may be removed from this and stored in accordance with Paragraph (i) of this Rule. The permanent file shall include a copy of:

- (1) All Board Enrollment Forms with student original signature;
- (2) Documentation of student receipt of evaluation plans, school policies, school handbook, school and student contract; the Board Infection Control rules as set forth in 21 NCAC 14H .0200, .0300, .0400, and .0500 and 21 NCAC 14I .0401, and 21 NCAC 14T .0612 and .0703.
- (3) Social security card for any individual who has a social security number or tax ID card or Department of Homeland Security ID;
- (4) Government issued photo ID and proof of date of birth;
- (5) Documentation of field trip hours, grades for all required evaluation plans with date of completion and teacher signature.
- (6) Documentation for any leave of absence over 30 days. Documentation shall include an anticipated return date and updated notes every 30 days if the return date exceeds the anticipated return date;
- (7) Transfer of hours form documenting hours earned in other schools for hours accepted by current school;
- (8) All Board Withdrawal Forms;
- (9) Internship Form; and
- (10) Graduation Form.

(b) The school shall keep onsite, records for all enrolled students:

- (1) daily attendance in school;
- (2) daily online hours;
- (3) daily field trip hours;
- (4) weekly guided theory and demonstration;
- (5) weekly subtotal of attendance in school;
- (6) weekly subtotal of online hours;
- (7) running grand total of all earned hours through the prior week; and
- (8) performances;

(c) Upon withdrawal or graduation the daily records, weekly subtotals, and grand total shall be placed in the student's permanent file.

(d) When a student enrolled in a cosmetic art school withdraws from the school, the cosmetic art school shall report the withdrawal to the Board.

(e) If a student withdraws from a cosmetic art discipline within the first five days, the school need not submit the enrollment to the Board. The unsubmitted enrollment must be maintained in the student file until reviewed by the Board or an agent of the Board after which, it may be removed.

(f) The graduation form documentation must be signed by on site school staff or on site school administrators and must have the seal of the school affixed. The original graduation form documentation must be prepared on the Board form and shall indicate that the applicable requirement of this Chapter have been met. The cosmetic art school shall

securely submit the graduation form to the Board at the Board's address set forth in Rule 14A .0104 or submit the graduation form via the Board's school documents portal at [www.nccosmeticarts.com](http://www.nccosmeticarts.com) within 30 days of the student's graduation date.

(g) All forms submitted to the Board must be sealed originals or a digital scan of sealed originals and a copy shall be maintained in the school permanent file storage. Except for student signatures, all forms submitted to the Board must be completed by on site school staff or on site school administrators. Board forms shall be used for the sole purpose of documenting to the Board student records and shall not be used to notify students of enrollment, transfer of hours, withdrawal, or graduation.

(h) Changes or corrections made by the school to any Board form must be submitted to the Board with supporting documentation.

(i) All cosmetic art schools must maintain on file at the school an original daily record of enrolled students' hours and performances. This record must be kept in a secured location under lock and key but made available for review by the Board or its agent at any time.

(j) All records kept by a cosmetic art school on a student who has withdrawn or graduated must be kept in the school's locked files for future reference until the date the student is accepted for the Board examination or five years after the date the student first enrolled in the school, whichever occurs earlier. Forms reviewed by the Board or an agent of the Board may be removed from this room.

(k) The record of all hours and performance evaluation plans must be documented in writing. Credit issued to students that cannot be verified shall be eliminated from the student record by an agent of the Board.

(l) Access to student records must be limited to agents of the Board, teachers, and administrators of the school. Electronic versions of student records must be kept secure and may only be accessed through school authorized equipment. Personal devices may not be used to access student records. Records shall not be altered offsite. Records that are altered must be altered onsite and must have documentation supporting the change attached. The format, school name, and school code on Board forms cannot be altered.

(m) All individuals in a cosmetic art school receiving cosmetic art education, earning hours, or performing or practicing cosmetic art services must be enrolled in the school.

(n) Only teachers reported to the Board as employees of a cosmetic art school may grade evaluation plans. Only on site teachers, on site school administrators, or on site school staff shall record student hours grade examinations, and determine completion and record credit.

(o) Minimum scores required for examinations and the successful completion of practice or performances as determined through the school's evaluation plan that is approved by the Board at the time of application shall be disclosed to students at the time of enrollment. Teachers must use the evaluation plan approved by the Board to assess student competency. Passing grades and performances shall not be credited to students who fail to meet the requirements of the evaluation plan.

(p) The names of students with unsatisfied academic obligations shall not be submitted to the Board as graduates but may be submitted as withdrawn.

(q) Cosmetic art schools shall not prevent the graduation of students who have met the Board minimum requirements and passed all school academic requirements.

(r) Records of hours must be rounded to no more than the nearest quarter hour. Cosmetic art schools shall not give or deduct hours or performances as rewards or penalties.

(s) An applicant shall receive credit for instruction taken in another state if the applicant's record is certified by the state agency or department that issues licenses to practice in the cosmetic arts. If this agency or department does not maintain any student records or if the state does not give license to practice in the cosmetic arts, then the records may be certified by any state department or state agency that does maintain such records and is willing to certify their accuracy. If no state department or board will certify the accuracy of the student's records, then the Board shall review the student's records for validity on a case-by-case basis using the documentation provided by the out-of-state school and submitted to the Board by the accepting NC school.

(t) Hours transferred between open North Carolina schools must be obtained by the submission of the Board transfer form mailed directly from the school in which the hours are earned with the school seal affixed, with grades for examinations and performances to the new school in which a student enrolls. Such original documentation shall be submitted to the Board with enrollment. Schools must submit transfer forms for any student that requests a transfer and has no outstanding financial obligations. Transfer forms shall include the following:

- (1) Student name and social security number;
- (2) School code;
- (3) Course type and required evaluations;
- (4) Enrollment date and last date of attendance;

- (5) Number of hours and minutes completed;
- (6) School owner name or on-site official and signature; and
- (7) School seal.

(u) A student must pass an entrance examination including required evaluations given by the school to which the student is transferring for the hours to be transferred from one cosmetic art school to another.

(v) Certification of completion of a curriculum established in 21 NCAC 14T .0602 through .0610 shall be required on the graduation form and application for the Board examination. Graduation forms shall include the following:

- (1) Student name and social security number;
- (2) School code;
- (3) Course type completed;
- (4) Date of course completion;
- (5) Number of hours and minutes completed;
- (6) School owner or on-site official name and signature; and
- (7) School seal.

*History Note: Authority G.S. 88B-4; 88B-16;  
Eff. January 1, 2012;  
Amended Eff. January 1, 2014; June 1, 2013;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
Amended Eff. April 1, 2023; September 1, 2021; September 1, 2020; October 1, 2019; December 1, 2016.*

## **SECTION .0600 - CURRICULA**

### **21 NCAC 14T .0601 COSMETIC ART CURRICULA**

(a) Cosmetic art schools shall develop and submit to the Board a curriculum of each discipline to be taught at the school. The curriculum, once approved by the Board's standards listed in Rules .0602-.0610, of this Section shall be adhered to and lessons developed from the approved curriculum.

(b) Blood exposure and infection control evaluations must be passed with a score of 100 percent before a student may practice or execute a performance for a cosmetic art service. Before a student may execute a performance the student shall pass the respective mannequin practice evaluation plan.

(c) All cosmetic art students shall receive training on Board laws, Board rules, website, licensure scope of practice, Safety Data Sheets prepared by the manufacturer on all products used by the school's students in performances.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
Amended Eff. April 1, 2023; October 1, 2019; January 1, 2016.*

### **21 NCAC 14T .0602 COSMETOLOGY CURRICULUM**

(a) To meet the approval of the Board, a cosmetologist training course shall begin with infection control and blood exposure procedures as defined in 21 NCAC 14H .0403 and .0404 and consist of 1500 hours of instruction as defined in 21 NCAC 14T .0612(c).

(b) Students must pass the infection control and blood exposure procedures evaluation plan with a score of 100 percent.

(c) Each school must develop and use required evaluations for each of the Board required services listed in this Paragraph. Evaluation plans must include a minimum of infection control, tool safety, client consultation, draping, and safe application and be recorded in the student permanent file. Teachers must ensure students follow infection control, tool safety, draping, and safe application of products for all service performances. Students must receive guided theory, demonstration, guided practice, independent theory, and practice, pass the evaluation plan, prior to performing services on a live model:

- (1) Blow drying and hot iron;
- (2) Hair cut with shears, a razor and clipper;
- (3) Color application including virgin and retouch;

- (4) Relaxer application including virgin and retouch;
- (5) Permanent waving;
- (6) Basic manicure
- (7) Basic pedicure;
- (8) Basic facial including steam; and
- (9) Waxing.

(d) Each school must develop and use evaluation plans for each of the cosmetic art services listed in this Paragraph. Evaluation plans must include a minimum of infection control, tool safety, client consultation, draping, and safe application services to a client. In addition to the requirements set forth in Paragraph (a) of this Rule all students must receive guided theory, demonstration, guided practice, independent theory, and practice, and perform the following services:

- (1) Shampooing;
- (2) Roller sets;
- (3) Pin curls;
- (4) Ridge curls with C shaping;
- (5) Fingerwaves;
- (6) Artificial hair;
- (7) Up-styles;
- (8) Pressing or thermal;
- (9) Blow drying;
- (10) Hot iron;
- (11) Styles that apply tension (twists, braiding, locs, or knots);
- (12) Solid form cut;
- (13) Elevated cut;
- (14) Cut with tapered or thinning shears;
- (15) Razor cut;
- (16) Clipper cut;
- (17) Shears over comb cut;
- (18) Clippers over comb cut;
- (19) Virgin darker;
- (20) Virgin lightener;
- (21) Retouch;
- (22) Foil;
- (23) Freehand painting;
- (24) Relaxer;
- (25) Permanent waving rod placement rectangle, or contour or bricklay-overlap or spiral;
- (26) Basic manicure or pedicure;
- (27) Artificial nails;
- (28) Basic facial;
- (29) Waxing including face and body;
- (30) Hair removal with tweezers;
- (31) Hair removal with razor;
- (32) Makeup application;
- (33) Lash lift and brow lamination;
- (34) Artificial lashes; and
- (35) Lash and brow tint.

*History Note: Authority G.S. 88B-4; 88B-16;  
 Eff. January 1, 2012;  
 Amended Eff. January 1, 2015; June 1, 2013; October 1, 2012;  
 Readopted Eff. January 1, 2016;  
 Amended Eff. April 1, 2023; September 1, 2020; October 1, 2019.*

(a) To meet the approval of the Board, a cosmetologist training course shall begin with infection control and blood exposure procedures as defined in 21 NCAC 14H .0403 and .0404 and consist of 1200 hours of instruction as defined in 21 NCAC 14T .0612(c).

(b) Students must pass the infection control and blood exposure procedures evaluation plan with a score of 100 percent.

(c) Each school must develop and use required evaluations for each of the Board required services listed in this Paragraph. Evaluation plans must include a minimum of infection control, tool safety, client consultation, draping, and safe application and be recorded in the student permanent file. Teachers must ensure students follow infection control, tool safety, draping, and safe application of products for all service performances. Students must receive guided theory, demonstration, guided practice, independent theory, and practice, pass the evaluation plan, prior to performing services on a live model:

- (1) Blow drying and hot iron;
- (2) Hair cut with shears, a razor and clipper;
- (3) Color application including virgin and retouch;
- (4) Relaxer application including virgin and retouch;
- (5) Permanent waving;
- (6) Basic manicure
- (7) Basic pedicure;
- (8) Basic facial including steam; and
- (9) Waxing.

(d) Each school must develop and use evaluation plans for each of the cosmetic art services listed in this Paragraph. Evaluation plans must include a minimum of infection control, tool safety, client consultation, draping, and safe application services to a client. In addition to the requirements set forth in Paragraph (a) of this Rule all students must receive guided theory, demonstration, guided practice, independent theory, and practice, and perform the following services:

- (1) Shampooing;
- (2) Roller sets;
- (3) Pin curls;
- (4) Ridge curls with C shaping;
- (5) Fingerwaves;
- (6) Artificial hair;
- (7) Up-styles;
- (8) Pressing or thermal;
- (9) Blow drying;
- (10) Hot iron;
- (11) Styles that apply tension (twists, braiding, locs, or knots);
- (12) Solid form cut;
- (13) Elevated cut;
- (14) Cut with tapered or thinning shears;
- (15) Razor cut;
- (16) Clipper cut;
- (17) Shears over comb cut;
- (18) Clippers over comb cut;
- (19) Virgin darker;
- (20) Virgin lightener;
- (21) Retouch;
- (22) Foil;
- (23) Freehand painting;
- (24) Relaxer;
- (25) Permanent waving rod placement rectangle, or contour or bricklay-overlap or spiral;
- (26) Basic manicure or pedicure;
- (27) Artificial nails;
- (28) Basic facial;
- (29) Waxing including face and body;
- (30) Hair removal with tweezers;
- (31) Hair removal with razor;

- (32) Makeup application;
- (33) Lash lift and brow lamination;
- (34) Artificial lashes; and
- (35) Lash and brow tint.

*History Note: Authority G.S. 88B-4; 88B-16;  
Eff. January 1, 2012;  
Amended Eff. January 1, 2015; June 1, 2013; September 1, 2012;  
Readopted Eff. January 1, 2016;  
Amended Eff. April 1, 2023; September 1, 2020; October 1, 2019.*

**21 NCAC 14T .0604 ESTHETICS CURRICULUM**

(a) To meet the approval of the Board, an esthetician training course shall begin with infection control and blood exposure procedures as defined in 21 NCAC 14H .0403 and .0404 and consist of 600 hours of instruction as defined in 21 NCAC 14T .0612(c).

(b) Students must pass the infection control and blood exposure procedures evaluation plan with a score of 100 percent.

(c) Each school must develop and use required evaluations for each of the Board required services listed in this Paragraph. Evaluation plans must include a minimum of infection control, tool safety, client consultation, draping, and safe application and be recorded in the student permanent file. Teachers must ensure students follow infection control, tool safety, draping, and safe application of products for all service performances. Students must receive guided theory, demonstration, guided practice, independent theory, and practice, pass the evaluation plan, prior to performing services on a live model:

- (1) Basic facial, including steam;
- (2) Waxing;
- (3) Lash lift and brow lamination;
- (4) Artificial lashes; and
- (5) Lash and brow tint.

(d) Each school must develop and use evaluation plans for each of the cosmetic art services listed in this Paragraph. Evaluation plans must include a minimum of infection control, tool safety, client consultation, draping, and safe application services to a client. In addition to the requirements set forth in Paragraph (a) of this Rule all students must receive guided theory, demonstration, guided practice, independent theory, and practice, and perform the following services:

- (1) Draping;
- (2) Basic facials;
- (3) Waxing including underarm, lip, eyebrow, leg and bikini;
- (4) Hair removal with depilatory and tweezers;
- (5) Makeup application;
- (6) Facials with machines including Woods lamp, magnifier, galvanic current, LED light, high frequency (direct and indirect), infrared light, vaporizer, microderm abrasion, suction, exfoliating;
- (7) Manual Exfoliation including products and devices;
- (8) Manual extraction;
- (9) artificial lashes including single eyelash extensions;
- (10) Facial or body treatment (cleansing, manipulations, masks, and chemical peels);
- (11) Aromatherapy;
- (12) Make-up application;
- (13) Lash lift and brow lamination;
- (14) Microneedling;
- (15) Dermaplaning; and
- (16) Lash and brow tint.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Amended Eff. January 1, 2015; August 1, 2014;  
Readopted Eff. January 1, 2016;  
Amended Eff. April 1, 2023; September 1, 2020; October 1, 2019.*

## **21 NCAC 14T .0605 MANICURING CURRICULUM**

(a) To meet the approval of the Board, a manicurist training course shall begin with infection control and blood exposure procedures as defined in 21 NCAC 14H .0403 and .0404 and consist of 300 hours of instruction as defined in 21 NCAC 14T .0612(c).

(b) Students must pass the infection control and blood exposure procedures evaluation plan with a score of 100 percent.

(c) Each school must develop and use required evaluations for each of the Board required services listed in this Paragraph. Evaluation plans must include a minimum of infection control, tool safety, client consultation, draping, and safe application and be recorded in the student permanent file. Teachers must ensure students follow infection control, tool safety, draping, and safe application of products for all service performances. Students must receive guided theory, demonstration, guided practice, independent theory, and practice, pass the evaluation plan, prior to performing services on a live model:

- (1) Basic manicure;
- (2) Basic pedicure with rasp;
- (3) Sculptured nails including application, fill, and removal; and
- (4) Electric file.

(d) Each school must develop and use evaluation plans for each of the cosmetic art services listed in this Paragraph. Evaluation plans must include a minimum of infection control, tool safety, client consultation, draping, and safe application services to a client. In addition to the requirements set forth in Paragraph (a) of this Rule all students must receive guided theory, demonstration, guided practice, independent theory, and practice, and perform the following services:

- (1) Basic manicure;
- (2) Basic pedicure;
- (3) Nail tips;
- (4) Acrylic overlay (application, repair, fill, and removal);
- (5) Sculptured nails (application, repair, fill, and removal);
- (6) Gel overlay (application, repair, fill, and removal);
- (7) Trimming;
- (8) Filing;
- (9) Shaping;
- (10) Decorating;
- (11) Arm and hand manipulation; and
- (12) Electric file.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Amended Eff. January 1, 2015; August 1, 2014;  
Readopted Eff. January 1, 2016;  
Amended Eff. April 1, 2023; September 1, 2020; October 1, 2019.*

## **21 NCAC 14T .0606 NATURAL HAIR CARE CURRICULUM**

(a) To meet the approval of the Board, a natural hair care specialist training course shall begin with infection control and blood exposure procedures as defined in 21 NCAC 14H .0403 and .0404 and consist of 300 hours of instruction as defined in 21 NCAC 14T .0612(c).

(b) Students must pass the infection control and blood exposure procedures evaluation plan with a score of 100 percent.

(c) Each school must develop and use required evaluations for each of the Board required services listed in this Paragraph. Evaluation plans must include a minimum of infection control, tool safety, client consultation, draping, and safe application and be recorded in the student permanent file. Teachers must ensure students follow infection control, tool safety, draping, and safe application of products for all service performances. Students must receive guided theory, demonstration, guided practice, independent theory, and practice, pass the evaluation plan, prior to performing services on a live model:

- (1) Three strand overbraid and underbraid;
- (2) Track and sew weft; and
- (3) Blow drying and hot iron.

(d) Each school must develop and use evaluation plans for each of the cosmetic art services listed in this Paragraph. Evaluation plans must include a minimum of infection control, tool safety, client consultation, draping, and safe application services to a client. In addition to the requirements set forth in Paragraph (a) of this Rule all students must receive guided theory, demonstration, guided practice, independent theory, and practice, and perform the following services:

- (1) Twists;
- (2) Knots;
- (3) Locs;
- (4) two strand overlap;
- (5) three strand overbraid;
- (6) three strand underbraid;
- (7) On the scalp three strand braid;
- (8) Track and sew weft;
- (9) Adding hair extensions;
- (10) Shampooing;
- (11) Draping;
- (12) Wrapping; and
- (13) Blowdry and thermal iron.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16;  
Eff. January 1, 2012;  
Amended Eff. January 1, 2015; August 1, 2014; June 1, 2013;  
Readopted Eff. January 1, 2016;  
Amended Eff. April 1, 2023; September 1, 2020; October 1, 2019.*

**21 NCAC 14T .0607 COSMETOLOGY TEACHER TRAINEE CURRICULUM**

(a) To meet the approval of the Board, a cosmetologist teacher training course shall consist of at least 800 hours of instruction in theory and practical application, divided as follows:

<b>Requirement Description</b>	<b>Hours</b>
Guided and independent Theory: observation, motivation, student relations, teaching techniques, preparing lesson plans, preparing class lectures and presentations, preparing examinations, grading, and G.S. 88B and the rules of the Board	400
Practical Application: Conducting guided theory classes from prepared lessons, preparing and giving examinations, and giving demonstrations	400

(b) Trainees shall receive a minimum of 150 hours of guided theory prior to providing any instruction in a cosmetic art classroom.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Readopted Eff. January 1, 2016;  
Amended Eff. April 1, 2023; October, 1, 2019.*

**21 NCAC 14T .0608 ESTHETIC TEACHER TRAINEE CURRICULUM**

(a) To meet the approval of the Board under the standards set out in these Rules, an esthetician teacher training course shall consist of at least 650 hours of instruction in theory and practical application, divided as follows:

<b>Requirement Description</b>	<b>Hours</b>
Guided and independent Theory: observation, motivation, student relations, teaching techniques, preparing lesson plans, preparing class lectures and presentations, preparing examinations, grading, and G.S. 88B and the rules of the Board	325



Practical Application: Conducting guided theory classes from prepared lessons, preparing and giving examinations, and giving demonstrations	325
---	-----

(b) Trainees shall receive a minimum of 120 hours of guided theory prior to providing any instruction in a cosmetic art classroom.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
 Eff. January 1, 2012;  
 Readopted Eff. January 1, 2016;  
 Amended Eff. April 1, 2023; October 1, 2019.

**21 NCAC 14T .0609 MANICURIST TEACHER TRAINEE CURRICULUM**

(a) To meet the approval of the Board under the standards set out in these Rules, a manicurist teacher training course shall consist of at least 320 hours of instruction in theory and practical application, divided as follows:

Requirement Description	Hours
Guided and independent Theory: observation, motivation, student relations, teaching techniques, preparing lesson plans, preparing class lectures and presentations, preparing examinations, grading, and G.S. 88B and the rules of the Board	160
Practical Application: Conducting guided theory classes from prepared lessons, preparing and giving examinations, and giving demonstrations	160

(b) Trainees shall receive a minimum of 115 hours of guided theory prior to providing any instruction in a cosmetic art classroom.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
 Eff. January 1, 2012;  
 Readopted Eff. January 1, 2016;  
 Amended Eff. April, 1, 2023; October 1, 2019.

**21 NCAC 14T .0610 NATURAL HAIR CARE TEACHER CURRICULUM**

(a) To meet the approval of the Board under the standards set out in these Rules, natural hair care teacher training course shall consist of at least 320 hours of instruction in theory and practical application, divided as follows:

Requirement Description	Hours
Guided and independent Theory: observation, motivation, student relations, teaching techniques, preparing lesson plans, preparing class lectures and presentations, preparing examinations, grading, and G.S. 88B and the rules of the Board	160
Practical Application: Conducting guided theory classes from prepared lessons, preparing and giving examinations, and giving demonstrations	160

(b) Trainees shall receive a minimum of 115 hours of guided theory prior to providing any instruction in a cosmetic art classroom.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
 Eff. January 1, 2012;  
 Readopted Eff. January 1, 2016;  
 Amended Eff. April 1, 2023; October 1, 2019.

## **21 NCAC 14T .0611 ONLINE INSTRUCTION**

- (a) Online instruction and course hours are accepted by the Board for any cosmetic art curriculum.
- (b) The school shall determine if a student possesses the skills and comprehension necessary to succeed in an online instruction environment and maintain in each student's record documentation of the method used to determine the student's skill and comprehension.
- (c) The school shall track and record the student's hours by minute and educational achievements in the online instruction and shall provide electronic reports generated by the tracking system to an agent of the Board or its inspector upon request.
- (d) The school shall document the student demonstrates participation in the online education course(s).
- (e) Online instruction shall be limited to the independent or guided theory portion only and no more than 50 percent for teacher trainees and 30 percent of the total statutorily required hours for the respective cosmetic art discipline.
- (f) The school shall provide access to technical support for the online educational course or program to students and instructors.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17; Eff. January 1, 2012; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015; Amended Eff. April 1, 2023; October 1, 2019.*

## **21 NCAC 14T .0612 INSTRUCTION GUIDELINES**

- (a) The hours earned in the clinic department must be devoted to safe and effective practice and performance completions.
- (b) Work in the clinic department may be done on the public.
- (c) All instruction in a cosmetic art school shall be in this order:
  - (1) Guided theory;
  - (2) Demonstration;
  - (3) Guided practice;
  - (4) Independent theory;
  - (5) Practice;
  - (6) Evaluation and passage of evaluation; and
  - (7) Performance.
- (d) Infection control and blood exposure required evaluations shall be taught in this order:
  - (1) Hand washing;
  - (2) Implement disinfection;
  - (3) Beginning and end of day infection control;
  - (4) Blood exposure (self cut); and
  - (5) Blood exposure (client).
- (e) A minimum of 10 percent of scheduled attendance time each week shall be dedicated to guided theory, demonstration, and guided practice.
- (f) All assignments shall be graded and returned to the students.
- (g) Cosmetic art students shall receive training and practice only in the discipline in which they are enrolled.
- (h) Performances on other students may be performed in the clinic or in a room within the school with a cosmetic art station.
- (i) Textbooks shall not be used more than five years if a newer version is available.
- (j) Schools shall provide textbooks and supplementary educational materials and equipment to students.
- (k) A cosmetic art teacher shall not perform clinical services on a client at the cosmetic art school.
- (l) Exams administered in a proctored exam site need not be attended by a cosmetic art teacher.
- (m) Cosmetic art teachers shall use the respective evaluation plan to verify student competency prior to assigning a performance.
- (n) The school shall provide students and teachers with access to current reference materials that may include, but are not limited to, such formats as books, periodicals and other written matter, audio-visual equipment and materials, digital media, and online education platforms to support the educational course. Equipment for producing digital and paper copies of supplementary instructional materials shall be available.

(o) Schools must develop lesson plans for conceptual education, guided theory, hands-on education, and demonstrations that integrate Board infection control rules as established in 21 NCAC 14H with the steps to complete each service as listed in 21 NCAC 14T .0602-.0606.

(p) School owners, teachers, and school administrators shall not make any statement to a member of the public or students either verbally or in writing, stating or implying Board mandated consequences that are not established by the Board rules or NC General Statutes. A violation of this prohibition is considered practicing or attempting to practice by fraudulent misrepresentation as set forth in 21 NCAC 14P .0108

*History Note: Authority G.S. 88B-4; 88B-16;  
Eff. January 1, 2012;  
Amended Eff. June 1, 2013; October 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
Amended Eff. April 1, 2023; March 1, 2022; October 1, 2019; January 1, 2016.*

### **21 NCAC 14T .0613 UNIFORMS AND IDENTIFICATION**

(a) Each cosmetic arts school must define what constitutes a uniform for students and acceptable attire for teachers. Students and teachers shall wear the uniform or acceptable attire as defined by the school so that Board members or agents of the Board can identify by sight students and teachers.

(b) Each school's definition of acceptable attire cannot change more than once per year.

(c) Students must wear a name tag identifying student name, cosmetic art discipline. At no time shall a student fail to wear a name tag.

(d) Each cosmetic art school may permit students to be out of uniform a maximum of four days per year. Notice to the Board must be submitted prior to any day uniforms will not be worn.

(e) Teachers, guest lecturers, and substitute teachers must wear a name tag with name and position title.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Amended Eff. October 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
Amended Eff. April 1, 2023.*

### **21 NCAC 14T .0614 INTERNSHIPS**

Schools and cosmetic art shops desiring to implement an internship program shall follow these requirements:

- (1) Schools wishing to participate in an internship program must notify the Board of intent to implement a program before credit for an internship may be granted.
- (2) Schools shall report to the Board all cosmetic art shops contracted and students selected to participate in the program.
- (3) Internships may be arranged in various time frames but shall never exceed five percent of a student's training period.
- (4) Credit for an internship shall be granted upon submission of student hours verification based on a daily attendance record. Hours must be recorded on a form approved by the school.
- (5) Students may be assigned a variety of duties, but client services are restricted. Cosmetology and natural hair care students may provide only shampoo services, manicurist students may only remove nail polish and esthetician students may only drape clients.
- (6) Students must follow all Board rules and regulations.
- (7) A licensed teacher need not be in attendance during this internship.
- (8) Students participating in the program shall not receive compensation for duties performed in the cosmetic art shop.
- (9) Prior to a student participating in an internship the student must have passed the infection control and blood exposure evaluations.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. February 1, 2012;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;*  
*Amended Eff. April 1, 2023.*

**21 NCAC 14T .0615 FIELD TRIPS**

(a) Cosmetic art schools shall notify the Board prior to any field trip and record the field trip hours of each student. Cosmetic art educational field trips include the following locations or activities:

- (1) cosmetic art shops;
- (2) cosmetic art conventions;
- (3) competition training;
- (4) other schools;
- (5) professional cosmetic art supply store;
- (6) college or Career Day at school;
- (7) fashion Shows;
- (8) rest homes or nursing homes;
- (9) hospitals; and
- (10) funeral homes.

(b) An instructor shall be present during the educational field trips listed in Paragraph (a) of this Rule for credit to be given to students, with a ratio of one instructor per 25 students present.

(c) The maximum number of hours a student may earn for field trips is 40 hours for cosmetology students, 20 hours for esthetician students, and 10 hours for manicurist or natural hair care students.

(d) Students may earn up to four additional hours of credit for curriculum requirements for interviews for employment at a licensed cosmetic art shop.

(e) Students may not perform any service outside of the school. Students may perform services as part of the school participation in a cosmetic art competition.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;*  
*Eff. January 1, 2012;*  
*Amended Eff. August 1, 2014;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;*  
*Amended Eff. April 1, 2023; September 1, 2020.*

**21 NCAC 14T .0616 ADDITIONAL HOURS**

(a) Notwithstanding any other rule in this Subchapter, pursuant to G.S. 88B-18(d) a cosmetologist, apprentice, esthetician, manicurist, natural hair care specialist, or teacher candidate who has failed the practical section of the examination three times, shall complete the following amounts of study at an approved cosmetic art school before an applicant may reapply:

- (1) Cosmetologist 40 hours;
- (2) Apprentice 40 hours;
- (3) Esthetician 40 hours;
- (4) Manicurist 40 hours;
- (5) Natural Hair Care Specialist 40 hours; and
- (6) Teacher:
  - (A) cosmetology 40 hours;
  - (B) esthetician 40 hours; and
  - (C) manicurist 40 hours.

(b) Schools shall evaluate students returning to complete additional hours in accordance with Paragraph (a) of this Rule and shall provide remedial assistance or training in the areas of deficiency.

(c) Additional hours as required in Paragraph (a) of this Rule may be completed as online instruction through enrollment in a licensed cosmetic art school.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17; 88B-18;*  
*Eff. January 1, 2012;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;*

*Amended Eff. April 1, 2023; September 1, 2021; August 1, 2014.*

**21 NCAC 14T .0617 TEACHER TRAINEES**

- (a) A cosmetic art teacher trainee may not perform clinical services on a client at the cosmetic art school.
- (b) A cosmetic art teacher trainee shall be supervised by a cosmetology teacher at all times when the trainee is at a cosmetic art school except as set out in Paragraph (c) of this Rule.
- (c) A manicurist, natural hair care, or esthetician teacher may supervise a cosmetic art teacher trainee with regard to manicuring, natural hair care, or esthetics.
- (d) A cosmetic art teacher trainee program may be a full time program or a part time program. A cosmetic art teacher trainee, however, shall not receive credit for more than 10 hours per day.
- (e) Teacher trainees may present lessons as long as the supervising teacher is present in the classroom.
- (f) Persons receiving teacher training in a cosmetic art school shall be furnished a teacher's manual and shall spend all of their training time under the direct supervision of a licensed cosmetic art teacher and shall not be left in charge of students or the school at any time. Direct supervision is considered as in-person interactive guidance and advising on teacher training topics by a licensed cosmetic art teacher.
- (g) Teacher trainees must be taught how to assess cosmetic art performances using evaluation plans.
- (h) Cosmetic art teacher trainees must be enrolled in school to earn hours.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Amended Eff. August 1, 2014;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
Amended Eff. April 1, 2023; March 1, 2022.*

**SECTION .0700 - SCHOOL LICENSURE, OPERATIONS, CLOSING AND RELOCATING SCHOOLS**

**21 NCAC 14T .0701 SCHOOL OPERATIONS/LICENSURE MAINTENANCE**

- (a) No individual shall be given credit for any hours earned in a cosmetic art school before the date the school is granted a license, before the student is enrolled, or after graduation or withdrawal of the student without a new enrollment.
- (b) All Cosmetic Art schools shall submit hours of operation per cosmetic art discipline to the Board. Any changes to the hours of operation shall be submitted to the Board. A school shall be considered open by the Board when cosmetic art instruction, services, or performances are provided.
- (c) Students may be required to clean and disinfect work areas, reception areas, implements, and the dispensary. Students shall not be required to perform maintenance.
- (d) All cosmetic art schools shall adhere to all Board Infection Control Rules located in 21 NCAC 14H Infection Control.
- (e) Cosmetic art schools may permit students to leave the cosmetic art school during instructional time to visit on campus libraries and other educational resource rooms such as computer labs for research and study under the supervision of a cosmetic art instructor.
- (f) Cosmetic art schools shall use the following grading scale for minimum passing grades:

Grade A	100-90
Grade B	80-89
Grade C	70-79
Grade F (Fail)	0-69

- (g) Cosmetic art schools may adopt a higher grading scale.
- (h) In order to graduate, all students shall meet the minimum school and Board requirements as set forth in Rules .0602-.0610 of this Subchapter.
- (i) Written examination shall be administered in the cosmetic art curriculum.
- (j) Students present at school shall be supervised by a cosmetic art teacher at all times. If a guest lecturer is leading a class, at least one cosmetic art teacher must be present in the lecture.
- (k) All cosmetic art schools shall provide:
  - (1) One teacher for every 25 students enrolled in the practice department;

- (2) One teacher for every 20 students during practical work on live models in the clinic department; and
  - (3) Each Cosmetic art teacher may have up to five teacher trainees, in addition to the ratios set forth in Subparagraph (k)(1) and (2) of this Rule.
- (l) In theory classes, the teacher student ratio may exceed the ratios established in this Rule. A teacher may administer instruction to up to 10 students in practice and clinic departments at the same time. A teacher shall not administer instruction to more than 10 students in practice and clinic departments at the same time.
- (m) At no time can any one teacher be simultaneously responsible for teaching students in a theory class and monitoring students in practice or on the clinic floor.
- (n) In cases of change in teaching staff, the school shall notify the Board of the change in writing prior to beginning instruction. A change in teaching staff includes any substitution for the regularly scheduled teacher and any change, scheduled or otherwise, in the list of teachers last given to the Board.
- (1) All courses in a cosmetic art school shall be taught by an onsite licensed cosmetology teacher, and student performances completed on the clinic floor must be supervised by an onsite cosmetology teacher, except as follows:
    - (A) manicuring courses, theory, and performances shall be taught by either an onsite licensed cosmetology teacher or an onsite licensed manicurist teacher;
    - (B) natural hair care courses, theory, and performances shall be taught by either an onsite licensed cosmetology teacher or an onsite licensed natural hair care teacher;
    - (C) esthetics courses, theory, and performances shall be taught by either an onsite licensed cosmetology teacher or an onsite licensed esthetician teacher.
  - (2) A licensed cosmetologist not licensed as a cosmetology teacher may substitute for a cosmetology, esthetician, natural hair care or manicurist teacher; a licensed manicurist not licensed as a manicurist teacher may substitute for a manicurist teacher; a licensed natural hair care specialist not licensed as a natural hair care teacher may substitute for a natural hair care teacher; and a licensed esthetician not licensed as an esthetician teacher may substitute for an esthetician teacher.
- (o) In no event may any cosmetic art licensee substitution last for more than 15 consecutive working days per year per teacher. If any teacher substitution is 16 consecutive days or longer, the school shall provide a new cosmetic art teacher.
- (p) Enrolled students may earn a maximum of 10 hours per day per discipline of cosmetic art and a maximum of 48 hours per week per discipline. Online education can be earned in addition to the maximum daily and weekly hours. A student enrolled in more than one cosmetic art discipline may not earn hours or complete performances concurrently.
- (q) The Board shall certify student hours for any North Carolina cosmetic art school that is closed. The Board shall not certify student hours between any North Carolina open cosmetic art schools. The Board shall certify student hours earned at North Carolina cosmetic art schools to other state boards and schools open outside of the state of North Carolina as set forth in Rule .0502 of this Subchapter.

*History Note: Authority G.S. 88B-2; 88B-4; 88B-16;  
 Eff. February 1, 2012;  
 Amended Eff. August 1, 2014; June 1, 2013; October 1, 2012;  
 Readopted Eff. January 1, 2016;  
 Amended Eff. April 1, 2023; March 1, 2022; October 1, 2019; December 1, 2016.*

## **21 NCAC 14T .0702 TRANSFER OF CREDIT**

- (a) A student who transfers from one cosmetic art discipline to another cosmetic art discipline shall not receive credit for hours received in the initial curriculum.
- (b) Up to 50 percent of all credit earned in an approved esthetician, manicurist or natural hair care teacher training program may be transferred to a cosmetology teacher training program.
- (c) A maximum of 160 hours earned in either an esthetician, natural hair care or manicurist teacher training program may be transferred between programs once.
- (d) Licensed estheticians, manicurists and natural hair care stylists may request the school to apply up to 50 percent of hours required for licensure by G.S. 88B earned toward the cosmetology curriculum.
- (e) Licensed cosmetologists may request the school apply up to 50 percent of the hours required for licensure as an esthetician, manicurist, or natural hair care specialist by G.S. 88B toward the esthetician, manicurist, or natural hair care specialist curriculum.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
Amended Eff. April 1, 2023.

#### **21 NCAC 14T .0703 EXPIRATION OF STUDENT CREDIT**

Students and graduates who fail to file an application for the examination after graduation and within five years of the initial enrollment shall not be credited any hours or performances previously earned.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17; 88B-19;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
Amended Eff. October 1, 2019.

#### **21 NCAC 14T .0704 RESERVED FOR FUTURE CODIFICATION**

#### **21 NCAC 14T .0705 SCHOOL PERFORMANCE REQUIREMENTS**

- (a) Each cosmetic art school shall meet or exceed a program completion rate of at least 50 percent during any five year period and shall meet or exceed a student pass rate on state licensure examinations of at least 70 percent during any two year period.
- (b) The school shall allow the teachers to have the opportunity to prepare for class, evaluate students' progress in the course, counsel students individually, and participate in activities of continuing education.
- (c) Cosmetic art schools shall provide to substitutes copies of lesson plans and the performance evaluation plan for the successful grading of clinical performances.
- (d) School attendance policies shall give attendance credit for all hours attended.
- (e) If a graduate meets all the school financial and academic requirements and the Board hours and performance requirements as set forth in 21 NCAC 14T .0602-.0610 the school shall approve the student for Board examination.
- (f) Cosmetic art schools shall maintain current bond according to G.S. 88B-17 and shall submit certification of renewal or new bond prior to expiration of the bond approved by the Board.
- (g) At the time of school license renewal, each school shall submit to the Board financial records of prepaid tuition and a letter signed by an authorized representative of the school documenting the calculations made and the method of computing the amount of the bond for the preceding year. If the school did not collect prepaid tuition, the school shall submit a letter signed by an authorized representative of the school documenting that no prepaid tuition was collected.
- (h) Each school shall maintain and submit to the Board proof of bond in an amount of ten thousand dollars (\$10,000), or equivalent to prepaid tuition received during the previous year, whichever is greater.

*History Note:* Authority G.S. 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Amended Eff. January 1, 2015; September 1, 2012;  
Readopted Eff. January 1, 2016;  
Amended Eff. January 1, 2016.

#### **21 NCAC 14T .0706 SCHOOL APPROVAL CHANGES AND SCHOOL CLOSING**

- (a) If the location of a cosmetic art school changes or if there is a transfer of majority ownership of a cosmetic art school, whether by sale, lease, or otherwise, the school owner shall submit a new application for approval in accordance with Rule .0102 of this Subchapter.
- (b) License and letters of approval issued to cosmetic art schools are not transferrable, and are valid only for the location, square footage, and enrollment capacity for which issued, and to the owner to whom issued. The letter of approval shall contain the school name, school owner name, school location, date of approval, the signature of the Board members, the amount of approved square footage, and the maximum number of enrollments for which the school has been approved.
- (c) Schools intending to close must notify the Board not less than 30 days in advance.

- (d) Schools must make provisions for the long term storage of school documents as set forth in Rule .0502 of this Subchapter, and facilitate the retrieval of any school documents upon the request of a student or the Board. Schools shall notify the Board of the contact information for retrieval of any school information.
- (e) Schools must facilitate and cooperate in the final inspection and processing of student hours.
- (f) If the square footage or instructional layout of a cosmetic art school changes, the school shall notify the Board of the change and submit a diagram of the new instructional layout. Following receipt of the notification of the change in the instructional layout or square footage, a Board inspector shall verify the change. If there is an educational change such as adding an educational program the full curriculum must be submitted to the Board for approval. Schools must verify compliance with mechanical codes when changing or moving equipment.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
Amended Eff. April 1, 2023; March 1, 2022; September 1, 2021.

## **SECTION .0800 – SCHOOL INSPECTIONS**

### **21 NCAC 14T .0801 RESERVED FOR FUTURE CODIFICATION**

### **21 NCAC 14T .0802 SCHOOL INFECTION CONTROL GRADES**

Schools shall follow all Board infection control regulations. Schools shall be issued a grade at each inspection on a grade card provided by the Board.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
Amended Eff. April 1, 2023.

### **21 NCAC 14T .0803 SCHOOL INSPECTIONS**

- (a) Schools must facilitate and cooperate by providing access to the school facility, students, and records during all school inspections.
- (b) Schools are subject to reevaluation and re-inspection at any time.
- (c) Failure to comply with the G.S. 88B and rules of the Board is cause to revoke or suspend the school's license/letter of approval.
- (d) In addition to such other reports as may be required by the Board, cosmetic art schools shall report to the Board or its authorized agent, upon inspection of the cosmetic art school and at other times upon specific request, the names of all students currently enrolled and the hours and evaluation plans completed by each.
- (e) The owner of the cosmetic art school or owner's representative shall read each inspection report made of the school by an authorized agent of the Board to determine that the information on the inspection report is correct, and shall sign and retain a copy of all inspection reports.
- (f) If any part of the information on the report is incorrect, it shall be corrected by the authorized agent of the Board.
- (g) A school may submit an exception to any inspection report. Such exceptions shall be prepared and signed by the owner and submitted to the Board and shall be attached to the report.
- (h) All present student equipment and records shall be made available to inspectors during school inspection.
- (i) Cosmetic art schools must maintain copies of lesson plans and evaluation plans and make such copies available to an agent of the Board upon request.

*History Note:* Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
Amended Eff. April 1, 2023.

## **SECTION .0900 – DISCIPLINARY ACTIONS**



**21 NCAC 14T .0901 SCHOOL PROBATION**

- (a) After notice and opportunity for a hearing, the Board shall put the school on probation if the Board finds that the program fails to comply with General Statutes or these Rules. The decision shall identify all deficiencies required to be corrected for the program to come into compliance.
- (b) No later than one calendar year after notification of probation, the school shall either:
- (1) Correct the deficiencies identified and come into compliance with Board requirements; or
  - (2) Request an extension of time in which it shall:
    - (A) Explain the basis for its failure to correct the deficiencies within the allotted time;
    - (B) Provide a summary of the program's efforts to come into compliance within the allotted time; and
    - (C) Present a plan of action to come into compliance.
- (c) After a request for an extension the Board shall extend the time to come into compliance by a single six-month period based on:
- (1) The explanation provided contains all material related to the non-compliance;
  - (2) There are efforts by the school to correct the deficiencies pursuant to Paragraph (a) of this Rule to come into compliance; and
  - (3) The efforts made by the school to come into compliance address each instance of non-compliance.
- (d) The Board shall make site visits or require the school to submit progress reports, syllabi, evaluative tools and student records.
- (e) When a program previously placed on probation fails to demonstrate compliance with General Statutes or these Rules as set forth in the Board's order, the Board shall order the school's official and the director to appear at a hearing at which time the school shall present evidence why the school's license should not be revoked.
- (f) If after a probationary period and hearing in accordance with this Rule, the Board revokes the school license due to failure to comply with the applicable Rules and Statutes, the school shall work with Board inspectors and personnel for the collection of student records.

*History Note: Authority G.S. 88B-4; 88B-16;  
Eff. January 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015;  
Amended Eff. January 1, 2016.*