

Chapter III SCHOOLS

Section 1. **Application and License.** No person, association, partnership or corporation may operate a cosmetology school without first securing a license from the Board. Applications shall be made on the prescribed form and be accompanied by the appropriate fee. The completed application shall include or be accompanied by the following information:

- (a) The name of the school, the owner and proprietor, the street address and a description of the exact location of the school.
- (b) A detailed floor plan of the school building showing a minimum of 2,000 square feet of floor space; the location of separate restrooms for male and female students; the location of at least one classroom which is separated from the clinic area by walls or partitions; the shampoo area; dispensary; entrances and exits; carpeted areas of floor and location of all equipment required.
 - (i) A minimum of 1,000 square feet of floor space shall be required for a manicuring/nailtechnician, esthetics or hairstyling school.
 - (ii) A minimum of 1,500 square feet of floor space shall be required for a combination school of any two of the following, manicuring/nail technician, esthetician or hairstyling.
- (c) Proof of ownership of the premises or of a lease agreement covering the premises of the school.
- (d) Copies of the school's information brochure, school rules and regulations and policies, and the financial agreements required of students.
- (e) A statement that management personnel are knowledgeable about applicable federal, state and local laws and regulations which may apply to the school.
- (f) The names, addresses and license numbers of all instructors.

Section 2. **Consideration of Applications.** Applications for school licenses are considered by the Board at regularly scheduled meetings. Applicants are notified of the Board's action by letter.

Section 3. **Definitions.** The following definitions shall apply throughout these rules.

- (a) A student is a person enrolled in a school for cosmetologist, manicurist/nail technician, esthetician, hairstylist or instructor training.
- (b) Clinic area or "floor" is the part of a school where students with more than the designated basic training requirements and instruction are permitted to provide services for patrons.
 - (i) Cosmetologist, 300 hours
 - (ii) Manicurist/nail technician, 50 hours
 - (iii) Esthetician, 100 hours
 - (iv) Hairstylist, 200 hours
- (c) A patron is a customer in a school or elsewhere who comes primarily for his own benefit. He remains a patron even when the customary fee for services is waived.
- (d) Models are volunteers who may be utilized in class for the demonstration and practice of various procedures. Models do not pay for the services rendered and come to the school primarily to aid the school and the student. Students with less than the basic training requirements and instruction may practice on models **only when under the direct supervision of an instructor.**
- (e) A class consists of lectures, demonstrations and discussion designed to provide students with a basic understanding of the principals necessary in the practice of cosmetology and related fields
- (f) A manicurist/nail technician is a cosmetologist whose practice shall be limited to the beautification of the hands and feet as defined in Chapter 1, Section 7 (c), and shall include the application and care of any type of artificial nail or nail extension.
- (g) An esthetician is a cosmetologist whose practice shall be limited to the care of beautification of the skin.
- (h) A hairstylist is a cosmetologist whose practice shall be limited to hair care only.
- (i) An instructor means a person licensed to teach cosmetology or any practices thereof in a school of cosmetology

Section 4. **Facility and Equipment Requirements.** Each school must provide and maintain the following:

- (a) three chair style hair dryers
 - (b) Six work stations
 - (c) Six styling chairs
 - (d) Three shampoo bowls
 - (e) Three shampoo chairs
 - (f) One facial booth or room and one facial chair
 - (g) Three manicure tables
 - (h) Adequate wet and dry disinfectant containers
- body.
- (i) One classroom size chalkboard, white board or screen.
 - (j) One anatomical chart showing the nervous, skeletal, circulatory and muscular systems of the
 - (k) One chart showing the structures of the hair and skin.
 - (l) One mannequin for each student
 - (m) One English dictionary and one medical dictionary
 - (n) An instructor training manual and curriculum lesson plans for student instructor training course
 - (o) Course outline and curriculum lesson plans for cosmetology and related field courses.
 - (p) Two copies of the brochure containing Wyoming cosmetology laws and rules and regulations of the Board to be kept in the school's library
 - (q) A copy of the brochure containing Wyoming cosmetology laws and rules shall be provided for each student enrolled and shall become the student's personal copy.
 - (r) A seal bearing the name of the school and which shall be impressed on all official documents such as diplomas
 - (s) Diplomas, to be received by students upon their completion of the prescribed course of study; bearing the name of the school, the school seal, date of completion, student's name and instructor signature (s)
 - (t) A locking file cabinet for safeguarding of student files and records
 - (u) A conspicuous sign at the entrance bearing the words "beauty school" or "cosmetology school" A sign with the words "student work only" must be posted in plain sight in the clinic area
 - (v) Schools designated as manicuring schools must provide all of the above facility and equipment requirements, with the exception that (a), (b), (c), (d), (e), (f), (l) and shall not be required
 - (w) Schools designated as esthetics schools must provide all of the above facility and equipment requirements, with the exception that (a), (b), (c), (d), (e), and (g) shall not be required
 - (x) Schools designated as hairstyling schools must provide all of the above facility and equipment requirements, with the exception that (f) and (g) shall not be required.

Section 5. **Advertising.** All advertising of a school shall clearly denote that the establishment is a school of cosmetology and that all services are provided only by students.

Section 6. **School Closing.** If a school ceases its operation or is sold as a school to another party, the Board shall be immediately notified and all records of instruction for all students attending the school at or before the time of its closing or sale must be filed with the Board within ten days.

Section 7. **School License Renewal.** Each School license shall be renewed on a yearly basis, no later than December 31, of each year. Failure to renew the license on or before the expiration date shall result in a late fee. A license that has been expired less than 90 days may be renewed. An applicant for renewal of a School license that has been expired for more than 90 days may apply for an original license under the current requirements and fees.