

North Carolina Board of Cosmetic Art Examiners
1201 Front Street
Suite 110
Raleigh, NC 27609
www.nccosmeticarts.com



CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION

In order to file this application you must fully complete the application below. Please attach to this application the course proposal items as listed on the Course Provider Rules and Information. All applicants may be subject to interview. All courses may be subject to demonstration. This application complete with course proposal documents should be emailed to Continuing Education at ceproviders@nccosmeticarts.com at least 30 days prior to the proposed initial date of the course offering.

Name and address of course provider:

Contact Person: _____

Telephone Number: _____

Email Address (required) _____

FAX Number: _____

COURSE NAME:

CHECK THE APPROPRIATE ELIGIBLE LICENSE CATEGORY (who will attend this course?):

Cosmetologist Manicurist Esthetician Cosmetology Teacher Manicuring Teacher Esthetics Teacher

NUMBER OF CONTINUING EDUCATION CREDIT HOURS: _____ (BREAKS & MEALS NOT INCLUDED)

FEE FOR LICENSEES TO ATTEND COURSE: _____

TYPE OF TRAINING: WEB BASED, SEMINAR, Hands-on Training or Correspondence: _____

MAXIMUM NUMBER OF ATTENDEES: _____

INITIAL DATE AND TIME OF COURSE OFFERING: _____

LOCATION OF INITIAL OFFERING: _____

(Provide business name, address, city, state, zip code)

Note: In submitting a course proposal the proper permission required to reprint, copy, publicly distribute copy or perform published works such as the Copyright protected information of written word, diagram, photographs, and digital media or publicly perform a work of video. Each course provider should obtain proper copyright permission for proposed course materials.

Is the use of information within this application exempt or excused from liability for infringement of Copyright law? Yes No



CE Course Provider Rules and Information

Each of the following items must be submitted for course proposal evaluation:

- 1. Application** – A completed Provider's Application.
- 2. Resume** – A resume for each instructor of the course.
- 3. Timed Outline** – A timed outline for the proposed course.
- 4. Lesson Plan** - Attach the lesson plan with detailed course proposal information and any additional documentation deemed necessary by the provider (**each lesson plan must be detailed with full procedures for all demonstrations, hands-on or lecture materials, all course materials must be typed and legible, hand written material will not be reviewed**).
- 5. Floor Plan** - Attendance greater than 50 must include a floor plan with dimensions with the application.

Additional Information

- **Fees** - A processing fee of **\$75.00** is required after completion of each class session. Web-based and correspondence courses must submit a processing fee of \$5 per student enrolled, payable on the last day of each month.
- **Attendance** - Each course must comply with the minimum attendance rate of 4 attendees and the maximum of 200 per course.
- **Courses** – All courses must be made available to Board personnel free of charge at all times, for review purposes. A course shall not be reviewed in segments of an hour, less than 2 hours, or more than 8 hours per day. Web & Correspondence courses may be no less than 2 or more than 12 hours.
- **Monitors** - One monitor per 20 students with a maximum of 10 monitors at any one course. In courses with attendance of 20 students or less the teacher may serve as monitor.
- **Internet Courses**– Courses must have an examination or methodology built into the course to verify the course material has been completed. All courses must have a timing element to prevent advancement within each section or page of the course until all material has been reviewed.
- **Correspondence Courses**- Courses must have an examination or methodology built into the course to verify the course material has been completed.
- **Attendance Forms** - The use of both the electronic attendance form and the on-site sign-in sheet is mandatory. These forms will be used to verify attendance. Each provider shall submit to the Board, within ten days after completion of each course, the course sign in sheets of all licensees who completed the course.
- **Limitations** - If limiting your course to employees of an organization, or if there are any other restrictions, please indicate so on your application/course outline.
- **Course Subject Matter** - Course offerings must include at least 50% of subject matter in the cosmetic arts or cosmetic art teacher training techniques. Please use the following definition of cosmetic art, cosmetology, esthetics and manicuring as defined in GS88-B for reference. The additional 50% of subject matter must be related to cosmetic art.
- **21 NCAC 14R .0103 (d)** - The provider shall furnish a certificate to the attendee upon completion of the course.

Cosmetic art – All or any part or combination of cosmetology, esthetics, or manicuring, including the systematic manipulation with the hands or mechanical apparatus of the scalp, face, neck, shoulders, hands, and feet. Practices included within this subdivision shall not include the practice of massage or bodywork therapy as set forth in Article 36 of Chapter 90 of the General Statutes.

Cosmetology. – The act of arranging, dressing, curling, waving, cleansing, cutting, singeing, bleaching, coloring, or similar work upon the hair of a person by any means, including the use of hands, mechanical or electrical apparatus, or appliances or by use of cosmetic or chemical preparations or antiseptics.

Esthetics. – Refers to any of the following practices: giving facials; applying makeup; performing skin care; removing superfluous hair from the body of a person by use of creams, tweezers, or waxing; applying eyelashes to a person, including the application of eyelash extensions, brow or lash color; beautifying the face, neck, arms, or upper part of the human body by use of cosmetic preparations, antiseptics, tonics, lotions, or creams; surface manipulation in relation to skin care; or cleaning or stimulating the face, neck, ears, arms, hands, bust, torso, legs, or feet of a person by means of hands, devices, apparatus, or appliances along with the use of cosmetic preparations, antiseptics, tonics, lotions, or creams.

Manicuring. – The care and treatment of the fingernails, toenails, cuticles on fingernails and toenails, and the hands and feet, including the decoration of the fingernails and the application of nail extensions and artificial nails. The term "manicuring" shall not include the treatment of pathologic conditions.