

Cosmetology/Cosmetology Apprentice New School Approval Checklist (Total Sq Ft _____)

Practice Department

- minimum of 200 square feet*
Number of square feet
- A table or tables and or stands to accommodate at least 10 students with at least 40 inches between each mannequin
- At least one mirror of a minimum of 2 square feet
- One manicure table and stool;
- One shampoo bowls and chairs. Each side approach shampoo bowl must be at least 40 inches apart, center of bowl to center of bowl, free standing shampoo bowls must be at least 31 inches apart, center of bowl to center of bowl;
- Thermal styling equipment for the purpose of curling and straightening the hair;
- Visual aids;
- One mannequin practice table/stand to accommodate each student enrolled;
Number of students
- *additional 5 square feet in the practice department for each student over the maximum of 10

Clinic Department

- A minimum clinic floor of 1200 square feet* which shall accommodate a maximum of 40 enrolled students
Number of square feet
- 48 inches of space from the center to the center of each styling chair, esthetics table or manicuring table;
- 24 inches from the center of the chair forward;
- 48 inches from the backrest behind the chair to any other styling chair, esthetics table or manicuring table; and at least 30 inches of space from the back of each styling chair, esthetics table or manicuring table to the wall of the shop.
- The clinic department in a cosmetology school must be equipped with the following equipment for up to 40 students in the department:
- 20 stations: a station shall include one mirror, one electrical outlet and one hydraulic chair;
Number of stations
- All stations must be numbered numerically.
- Four hooded floor type dryers and chairs;
- Four shampoo bowls and chairs. Each side approach shampoo bowl must be at least 40 inches apart, center of bowl to center of bowl, free standing shampoo bowls must be at least 31 inches apart, center of bowl to center of bowl, all other types of shampoo bowls must be at least 31 inches apart, center of bowl to center of bowl;
- Two manicure tables and stools; (all manicure tables conform with NC Industrial Commission Mechanical Code)
- One pedicure station: a pedicure station shall include a chair, a foot bath and a stool; and
- One facial treatment table or chair and a stool.
- The clinic department in a cosmetology school must be equipped with the following equipment if there are more than 40 enrolled students:*
 - One station for each additional two students;
 - One shampoo bowl for each additional 10 students;
 - One manicure table and stool for each additional 15 students;
 - One pedicure station for each additional 20 students; and
 - One facial lounge or chair for each additional 40 students.
- *All cosmetology schools must provide an additional 10 square feet on the clinic floor for each enrolled student over 40.
- Cosmetology schools that also offer the disciplines of esthetics, manicuring and natural hair care must be equipped with one additional station per five students and the equipment requirements specific to the discipline. A checklist of each discipline/department requirements is available at www.nccosmeticarts.com.**

Dispensary

- A room or area to organize and maintain supplies, equipment for disinfection of all implements and a sink with hot and cold running water.
- All cosmetic art schools must have the required equipment and supplies to carry out disinfection procedures; per 21 NCAC 14H .0403 and 21 NCAC 14H.0404.
- Supplies to carry out all offered cosmetic art services
- Material Safety Data Sheets (Safety Data Sheets) for all products in the school

Theory classroom

- classroom with a minimum of 300 square feet to accommodate a maximum of 25 students. Cosmetic art schools must provide an additional 8 square feet in the theory classroom for each student over the maximum of 25;
Number of square feet
- 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.
- Each theory classroom shall be equipped with desks or chairs suitable for classroom work and one chair suitable for demonstrating cosmetic art practices.

Administrative/Office

- Office for the secure/locked facilitation of student records and files
- Course curriculum for each cosmetic art discipline
- Outfitted with a minimum of one desk and one chair

Recordkeeping within the administrative office

- Cosmetic art schools must maintain a secure/locked permanent file
- Plan for complete record for each student
- Plan for actual number of hours of attendance for each student
- Access to student records must be limited to agents of the Board, teachers and administrators of the school.

Reception area

- For clients to wait prior to receiving services;

For Student/Public Use

- Break room
- Restrooms for student/public use;
- Locker/dressing room

Signs/Notifications

- Each cosmetic art school must display a sign in a conspicuous place in the reception area.
- 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."
- All Cosmetic Art schools must post hours of operation per cosmetic art discipline
- All cosmetic art schools must maintain a bulletin board in plain sight of the clinic floor.
- Each room in a cosmetic art school must be labeled according to its assigned purpose.

Maintenance

- All cosmetic art schools must maintain a ventilation system in good working order with temperature control.
- All cosmetic art school buildings shall be maintained. Maintenance includes the safe and working condition of the physical building, furniture, equipment and supplies.
- Documentation of local municipality ordinance, fire safety code, electrical and plumbing approvals

Student Kit

- 12 combs;
- Two capes;
- Six brushes;
- Assorted clips;
- Hard rubber or nonflammable comb for heat protection used in thermal styling;
- One electric marcel iron;
- One razor and one clipper;
- One thinning shears;
- One shaping shears;
- One mannequin with hair;
- One blow dryer.
- Textbooks used for instruction shall not exceed 5 years after original publication date
- Schools must provide text books and supplementary educational materials and equipment to students.

Inspector Inspector Date Inspected

Signature of Approval **Signature of Approval** **Signature of Disapproval** **Signature of Disapproval**

Reason(s) for Disapproval _____

