

This form is created for Inspectors to use at time of the inspection. Schools must ensure complete compliance with Subchapter T.

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

Practice Department

- minimum of 200 square feet*
_____ Number of square feet
- Practice station space to accommodate at least 10 students with a minimum of 24 inches deep by 36 inches wide of workspace surface for each student.
_____ Number of practice stations
- One shampoo bowl with hot and cold running water 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;
- Visual aids;
- *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, reclining or flat facial treatment table with leg support or manicuring table to the wall of the school.
- 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 a hydraulic chair, one mirror, one electrical outlet and;
_____ Number of stations
 - All stations must be numbered numerically.
 - Four hooded floor type dryers and chairs;
 - Four shampoo bowls with hot and cold running water 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;
 - One pedicure station: a pedicure station shall include a chair, a foot bath and a stool; and
 - One facial reclining or flat facial treatment table with leg support and a stool.
 - One facial vaporizer
 - 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 20 students;*
 - One reclining or flat facial treatment table with leg support for each additional 60 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 performance station per two students and the equipment requirements specific to the discipline. A checklist of each discipline/department requirements is available at www.nccosmeticarts.com.**

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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 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 including desks and chairs for each student. Cosmetic art schools must provide an additional 8 square feet in the theory classroom for each student over 25;
_____ Number of square feet
_____ Number of students
- 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 that can lock
- Office that has a locking file cabinet
- Electronic office equipment suitable for scanning, printing and secure document storage
- Course curriculum for each cosmetic art discipline
- Performance evaluation plan
- 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/school customer Use

- Break room
- Restrooms for student, school personnel, and school customer use;
- Locker or room for students to secure and lock personal belongings throughout the day

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.

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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.

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
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Signature of Approval	Signature of Approval	Signature of Disapproval Signature of Disapproval
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Reason(s) for Disapproval _____

