

Practice/Theory Department

- \_\_\_\_\_ Number of square feet (Described as: ☐ adjacent room, ☐ part of same room)
- ☐ A room or area with equipment for theory training appropriate to both practical and theory learning including desks and chairs.
- ☐ A table or tables and or stands with a minimum of 24 inches deep by 36 inches wide of workspace surface in an area with hot and cold running water to accommodate each student enrolled in the practice/theory department
- \_\_\_\_\_ Number of students
- ☐ 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.
- \_\_\_\_\_ Is the theory classroom in another location within 500 ft? If Yes number of students \_\_\_\_\_

Clinic Department

- \_\_\_\_\_ 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, or esthetics table to the wall of the school.
- \_\_\_\_\_ Number of stations: a station shall include reclining facial treatment table with leg support and student stool, work space for supplies; (10 required for 20 students)
- ☐ a waste container at each station;
- ☐ One facial vaporizer;
- ☐ One galvanic current apparatus;
- ☐ One infra-red lamp;
- ☐ One woods lamp or skin scope;
- ☐ One magnifying lamp;
- ☐ One hard wax hair removal system;
- ☐ One soft wax system;
- ☐ One pore vacuum machine;
- ☐ One exfoliation machine with brushes;
- ☐ One plumbed hand washing sink with hot and cold running water, separate from restrooms.
- ☐ All stations must be numbered numerically.
- ☐ *The advanced department in an esthetics school must be equipped with the following equipment if there are more than 20 enrolled advanced students:*
- ☐ *One station for each additional two students: a station shall include reclining facial treatment table with leg support and student stool*
- ☐ *Two plumbed hand washing sinks with hot and cold running water, separate from restrooms*
- ☐ \*All esthetics schools must provide an additional 7.5 square feet on the clinic floor for each enrolled advanced student over 20.

Dispensary

- ☐ a room or area to organize and maintain supplies, equipment for disinfection of all implements and a plumb 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

#### 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.
- ☐ 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

- ☐ Draping;
- ☐ Spatulas;
- ☐ Tweezers;
- ☐ Make up supplies;
- ☐ One mannequin
- ☐ 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**

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**Signature of Disapproval**

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**Signature of Disapproval**

Reason(s) for Disapproval \_\_\_\_\_