

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.
- ☐ One mannequin practice table/stand 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 manicuring table;
- ☐ 24 inches from the center of the chair forward;
- ☐ 48 inches from the backrest behind the chair to any other manicuring table;
- \_\_\_\_\_ Number of plumbed hand washing sinks with hot and cold running water, separate from restrooms, located in or adjacent to the clinic area; (At least 1 is required) (2 sinks required for 20 students)
- \_\_\_\_\_ Number of manicuring table (a minimum of two stations with electrical outlet), client chair, and student chair; (10 required for 20 students)
- \_\_\_\_\_ Number of pedicure chairs and basins; (10 required for 20 students)
- ☐ A waste container at each station; and
- ☐ A covered container for soiled or disposable towels located in the clinic area.
- ☐ All stations must be numbered numerically.
- ☐ *The advanced department in a manicuring 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 one manicure table and two chairs;*
- ☐ *Two plumbed hand washing sinks with hot and cold running water, separate from restrooms*
- ☐ \*All manicuring schools must provide an additional 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

- ☐ A manicurist bowl;
- ☐ Nail brushes;
- ☐ A tray for manicuring supplies;
- ☐ One mannequin hand;
- ☐ A manicuring kit containing proper implements for manicuring and pedicuring;
- ☐ Implements for artificial nails, nail wraps and tipping.
- ☐ 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**

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**Signature of Approval**

\_\_\_\_\_  
**Signature of Disapproval**    **Signature of Disapproval**

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

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