

Practice/Theory Department

- \_\_\_\_\_ Number of square feet (Described as: adjacent room, part of same room, other location)
- 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 to accommodate each student enrolled in the practice/theory department;
- \_\_\_\_\_ 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 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 work tables with two chairs per table; (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. (all manicure tables conform with NC Industrial Commission Mechanical Code)
  - 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 work table and two chairs;*
    - Two 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 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 for the secure/locked facilitation of student records and files
- Performance evaluation plan
- Course curriculum for each cosmetic art discipline
- Outfitted with a minimum of one desk and one chair

Reception area

- For clients to wait prior to receiving services;

For Student/Public Use

- Break room
- Restrooms for student and public use;
- Locker or 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

- 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.

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.

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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 \_\_\_\_\_

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