

Natural Hair Care New School Approval Checklist (600 Sq Ft minimum) Total Sq Ft _____

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;
 - Styling equipment for the purpose of natural hair care
 - Visual aids
- _____ 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 to the wall of the school.
- _____ Number of shampoo bowls and chairs. (At least 1 is required) Each side approach shampoo bowl must be 40 inches apart center of bowl to center of bowl; free standing shampoo bowls must be 31 inches apart center of bowl to center of bowl; (2 are required if they will have 16 students)
- One hooded floor type dryers; and
 - Styling equipment for the purpose of natural hair care.
- _____ Number of stations. A station shall include one mirror and one hydraulic chair; (8 are required if they will have 16 students)
- All stations must be numbered numerically.
 - The clinic department in a natural hair care styling school shall be equipped with an additional station for every two students if there are more than 16 enrolled students.
 - *All natural hair care schools must provide an additional 7.5 square feet on the clinic floor for each enrolled advanced student over 16.

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/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

- Six combs;
- Six brushes;
- Ten clips;
- Mannequin with hair;
- One blowdryer; and
- Two capes.
- 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.

Inspector

Inspector

Date Inspected

Signature of Approval

Signature of Approval

Signature of Disapproval

Signature of Disapproval

Reason(s) for Disapproval _____
