

North Carolina Board of Cosmetic Art Examiners
121 Edinburgh Drive South Suite 209
Cary, NC 27511
www.nccosmeticarts.com



Cosmetic Art School Application

Before any student can earn education, hours and be accepted for examination by the North Carolina State Board of Cosmetic Art Examiners, the school must be approved and licensed by the Board. The following application must be completed, in full, by the school owner and mailed to the Board office. Make payments payable to NC Board of Cosmetic Art Examiners. **Final inspection by the Board will be made before the school is approved.**

Please submit the following with this application:

1. \$60.00 (check or money order) application fee;
2. Application information;
3. Proof of bond as required by GS 88B-17;
4. Diagram with location of equipment placement and marking square footage of all areas including theory, practice, clinic, dispensary, plumbed water supplies, correct clinic equipment, locker room, office areas, reception areas and restroom facilities;
5. Course curriculum for each cosmetic art discipline and teacher trainee program to be taught in the school;
6. Plans for record keeping of student hours, minimum course requirement qualifications, student performances and submittal of board records;
7. Evaluation plans for the assignment of performance services, the qualifications for passing a performance requirement and techniques for grading of performances;
8. Handbook for students containing student policies on attendance, leave of absence policy, performance assignment, and a plan to assist students to achieve the required minimum hours and performances;
9. School uniform/identification definition;
10. A raised seal identifying the school name and physical location to be used on all Board forms, reports, and other official papers; (please seal this application with the school's seal for verification purposes)
11. Documentation of local municipality, electrical, fire and plumbing approvals. Manicuring tables and pedicure chairs must meet NC Mechanical codes. Therefore, if the school has this equipment documentation of approval must be attached to this application;
12. School operation schedule including days, hours and observed holidays.

Failure to supply any item as required in the list will result in denial of the application. Questions about the application process can be sent to Lynda Elliott at lelliott@nccosmeticarts.com.

1. \$60 License Application Fee

The Board accepts business and personal checks and money orders.

2. License Application Information:

Please check all disciplines to be taught at the school:

- Cosmetology/Cosmetology Apprentice Esthetics Manicuring
 Natural Hair Care Teacher Trainees

School Name _____

Physical Address _____
Street City State Zip

Phone Number _____ Email _____

Mailing Address _____
Street City State Zip

(If different from location)

Please check one: High School Private School Community/Technical College

Please check one: New School/Location Change in Ownership Relocation of Current school.

Owner Name _____

If there are more owners, please list on a separate sheet of paper including percentage of ownership and attach it to this application.

I affirm by my signature that I have read and acknowledge the requirements of 21 NCAC 14T

Owner Signature _____

School Contact _____ Phone Number _____

Email _____

List of name(s), teacher license number, and Social Security number, of each instructor who will teach in the cosmetic art school.

Name _____ Teacher Lic# _____

Name _____ Teacher Lic# _____

Name _____ Teacher Lic# _____

3. Proof of bond as required by GS 88B-17

(High Schools and Community/Technical College do NOT need a bond)

- You need to obtain a guaranty bond
 - The bond principal must include the name of your school;
 - The owner submitted on the new school application must appear before the notary to sign “affidavit and acknowledgment of principal”;
 - The bond obligee is the NC Board of Cosmetic Art Examiner and must include our correct mailing address.
 - Your bond must be in the minimal amount of \$10,000 or the amount equivalent to the amount of prepaid tuition you plan to collect if it is greater than \$10,000.
 - You need to file the guaranty bond with the clerk of superior court in the county in which the school is located.
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- **When you file the bond, you must obtain a “True Copy” from the clerk to submit to the board.**
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- You need to obtain and file a guaranty bond with the clerk of superior court in the county in which the school is located. When you file the bond, you must obtain a **“True Copy”** from the clerk to attach to this form.

Bond Company Name _____

Bond Amount _____

Bond Expiration date: _____

Bond file with Superior Court in what County _____

- **“True Copy”** from the clerk is attached to this form.

4. Diagram

Diagram with location of equipment placement and marking square footage of all areas including theory, practice, clinic, dispensary, plumbed water supplies, correct clinic equipment, locker room, office areas with electronic office equipment suitable for scanning, printing and secure document storage, reception areas and restroom facilities;

- a. Use the new school checklist that is posted under the school tab and ensure you label each area as required by the list i.e. clinic, practice, theory, dispensary and so on. Then under each heading we state what must be in that location, you need to place on the diagram.

All equipment must meet the requirements specified in Subchapter T.

5. Course curriculum for each cosmetic art discipline and teacher trainee program to be taught in the school.

Our school will use the Board sample curriculum and will create lesson plans but not required to be sent with the application. The curriculum must be attached to this application and labelled 5.

Our school has developed our own curriculum (If developed by the school, the curriculum it MUST follow the boards requirements as stated in the rule)– The curriculum must be attached to this application and labelled 5. Course Curriculum and each page must be numbered.

All schools need to create lesson plans that will follow the curriculum. Lesson plans are not required to be sent with the application.

7. Evaluation plans for the assignment of performance services

the qualifications for passing a performance requirement and techniques for grading of performances has been placed on the evaluation;

- Our school will use the Board sample required evaluations and samples are attached to application.
- Our school has developed our own required evaluations samples attached.

Only the required evaluations are required to be attached to application.

All school must develop evaluation for all performances per :14T .0101 (5) "Evaluation" is the assessment of a student's independent completion of a practice or performance evaluation plan by a teacher. (6) "Evaluation plan" is a document that outlines the infection control, tool safety, draping, safe application, and steps for systematic completion of a cosmetic art service'

8. Handbook must be attached

- Handbook for students containing student policies on the following:
 - Attendance,
 - Leave of absence policy,
 - Performance assignment (performance is a live client services).
 - A plan to assist students to achieve the required minimum hours and performances (performance is a live client services).

You must ensure the location of the school allows for customers "Live client" "Hands-on Education" which is the repeated physical completion of practice and performances, to provide students with the tactile interaction **of different hair, skin, nail types and shapes for the purpose of providing experience to safe and effective cosmetic art services despite variable circumstances.** "Performance" is the hands-on execution of the systematic completion of the steps for a safe and effective cosmetic art service on **a live individual by a student.** Performance is monitored during the execution and checked by a teacher upon completion for the purpose of pointing out errors in order that the errors may be corrected.

9. School uniform/identification definition

- Student uniform

Uniform:

- Students must wear a name tag identifying student name, cosmetic art discipline and academic status.

Name tag Identification:

10. **A raised seal**

The Seal must be raised and have the school name and physical location including street number, street name, city and state.

(please seal here for verification purposes)

11. Documentation of local municipality, electrical, fire and plumbing approvals.

Manicuring tables and pedicure chairs must meet NC Mechanical codes.

Therefore, if you have this equipment you must also provide documentation of this approval; and

- Municipality approval to operate a school with a clinic open to client services
- Electrical approval
- Plumbing approval
- Fire Marshal approval
- Manicuring tables and pedicure chairs NC Mechanical code approval
 - 2018 code requirement:
 - Table 403.3.1.1 footnote h. For nail salons, each manicure and pedicure station shall be provided with a source capture system capable of exhausting not less than 50 cfm per station. Exhaust inlets shall be located in accordance with Section 502.20. Where one or more required source capture systems operate continuously during occupancy, the exhaust rate from such systems shall be permitted to be applied to the exhaust flow rate required by Table 403.3.1.1 for the nail salon.
 - 502.20 Manicure and pedicure stations shall be provided with an exhaust system in accordance with Table 403.3.1.1, Note h. Manicure tables and pedicure stations not provided with factory-installed exhaust inlets shall be provided with exhaust inlets located not more than 12 inches horizontally and vertically from the point of chemical application.
- School needs to ensure that the leasing agency allows for client services.

- Please attached all documents supporting each approval.

12.School operation schedule: Each program must be offered to ensure a teacher is assigned to that program.

- Days of the week including the Hours the school will be open: (Must include theory and Clinic. Clinic is when the school is open for client services)

Each program must be offered to ensure a teacher is assigned to that program.

- Observed holidays: