Rules and Regulations of the State of Georgia

Department 240 GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS

Current through Rules and Regulations filed through November 6, 2026

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ADMINISTRATIVE HISTORY

The **Administrative History** following each Rule gives the date on which the Rule was originally filed and its effective date, as well as the date on which any amendment or repeal was filed and its effective date. Principal abbreviations used in the Administrative History are as follows:

f. - filed

eff. - effective

R. - Rule (Abbreviated only at the beginning of the control number)

Ch. - Chapter (Abbreviated only at the beginning of the control number)

ER. - Emergency Rule

Rev. - Revised

Note: Emergency Rules are listed in each Rule's Administrative History by Emergency Rule number, date filed and effective date. The Emergency Rule will be in effect for 120 days or until the effective date of a permanent Rule covering the same subject matter superseding this Emergency Rule is adopted, as specified by the Agency.

Chapters 240-1 entitled "Organization," 240-2 entitled "Violations and Fines," 240-3 entitled "Continuing Education," 240-4 entitled "Facility Requirements," 240-5 entitled "Apprentices," 240-6 entitled "Licensure by Examination," 240-7 entitled "Cross-Over Licensing," 240-8 and 240-9, Reserved, 240-10 entitled "Instructor Licensing," 240-11 entitled "Application by Endorsement," 240-12 entitled "Application for Cosmetology/Barber Salon/Shop," 240-13 entitled "School Requirements," 240-14 entitled "Barber School Equipment, Curriculum, and Instructor Training Curriculum," 240-15 entitled "Cosmetology School Equipment, Curriculum, and Instructor Training Curriculum," 240-16 entitled "Esthetician School Equipment, Curriculum, and Instructor Training Curriculum," 240-17 entitled "Nail Care School Equipment, Curriculum, and Instructor Training Curriculum," 240-18 entitled "Hair Designer School Equipment, Curriculum, and Instructor Training Curriculum," adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-3-.02 adopted. F. Apr. 13, 2017; eff. May 3, 2017.

Rule 240-13-.04 amended. F. Feb. 10, 2023; eff. Mar. 2, 2023.

Rule 240-13-.05 adopted. F. Mar. 6, 2023; eff. Mar. 26, 2023.

Cite as Ga. Comp. R. & Regs. R. dept. 240, ADMINISTRATIVE HISTORY

Chapter 240-1. ORGANIZATION.

Rule 240-1-.01. Organization of Board.

(1) The Georgia State Board of Cosmetology and Barbers is created by act of the Georgia General Assembly with the passage of House Bill 314 to amend Title 43 Chapter 10 of the Official Code of Georgia Annotated, relating to professions and businesses, combining the former Georgia State Board of Barbers and the former Georgia State Board of Cosmetology effective July 1, 2015 (O.C.G.A. §43-10).

(2) Pursuant to O.C.G.A. Title 43, Chapters 1 and 10, all Rules and Regulations of the Georgia State Board of Cosmetology and Barbers pertaining to licensure, complaints and enforcement shall be administered by the Professional Licensing Boards Division of the Office of the Secretary of State. The office of the Division Director is located at 237 Coliseum Drive, Macon, Georgia 31217.

(3) The Board receives, reviews, and adjudicates student and consumer complaints with regard to the educational facilities and individuals licensed by the Board in compliance with 34 CFR § 600.9(a)(1). Disciplinary action by the Board includes, but is not limited to the following: compliance orders, citations, fines, referral to other federal and state agencies, as well as probation, suspension and/or revocation of license, when warranted.

(4) The members of the Georgia State Board of Cosmetology and Barbers shall be appointed by the Governor (O.C.G.A. § 43-10-2(f)).

(5) The public may obtain information and submit requests at the Office of the Division Director, Professional Licensing Boards (O.C.G.A. § 43-10-2(i)).

Cite as Ga. Comp. R. & Regs. R. 240-1-.01
Authority: O.C.G.A. §§ 43-1-3, 43-1-4, 43-1-5, 43-1-16, 43-1-19, 43-1-21, 43-10-2, 43-10-6, 43-10-7, 43-10-8, 43-10-9, 43-10-10, 43-10-11, 43-10-12, 43-10-14, 43-10-15.
History. Original Rule entitled "Organization of Board" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-1-.02. Procedural Rules.

(1) The Georgia State Board of Cosmetology and Barbers hereby adopts by reference as its permanent rules Chapters 295-3 through 295-13, and any further amendments thereto, Rules and Regulations of the Office of Joint Secretary, Professional Licensing Boards Division, relating to Procedure for Hearings before the several Georgia Professional Licensing Boards.

Cite as Ga. Comp. R. & Regs. R. 240-1-.02
Authority: O.C.G.A. §§ 43-1-25, 43-10-2.
History. Original Rule entitled "Procedural Rules" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-1-.03. License Application Fees and Renewal Fees.

(1) Licenses shall be issued and renewed in accordance with the Joint Secretary Rules. These rules may be found at 295-2. All license/permit fees for renewal and reinstatement shall be established by the Board periodically as set forth on a fee schedule.

(2) The fee schedule is available from the Board office and at the Board's website. Fees may be reviewed and changed at the discretion of the Board. The Board may assess a paper

application processing fee that is greater than or in addition to an electronic application fee(s). The Board may assess a late renewal fee that is greater than or in addition to any other renewal fee(s) if a license is renewed after the license expiration date.

(3) Electronic renewal notices are sent only as a courtesy. The responsibility of license renewal, on or before expiration date, remains with the license holder.

Cite as Ga. Comp. R. & Regs. R. 240-1-.03
Authority: O.C.G.A. §§ 43-1-4, 43-1-7, 43-10-2, 43-10-9, 43-10-10, 43-10-11, 43-10-12
History. Original Rule entitled "License Application Fees and Renewal Fees" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-1-.04. License Reinstatement.

(1) Failure to renew license within six (6) months following expiration of the license shall have the same effect as a revocation of license, which shall require the licensee to apply to the Board for reinstatement, pay a reinstatement fee and meet such other conditions as the Board may deem necessary.

(2) In order to reinstate a license after expiration, the applicant shall pay all fees required by law or rule, and shall submit documentation of completion of the required Continuing Education (CE) hours. A license shall be issued upon completion of all requirements of the laws and rules.

(3) Reinstatement shall not be granted if the applicant has any outstanding fines or fee(s).

(4) The required fee for reinstatement of each license type shall be as follows:

(a) Individual or Instructor license - $200

(b) Salon/Shop - $300

(c) School - $1000.

Cite as Ga. Comp. R. & Regs. R. 240-1-.04
Authority: O.C.G.A. §§ 43-1-7, 43-1-19, 43-10-2, 43-10-10.
History. Original Rule entitled "License Reinstatement" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Chapter 240-2. VIOLATIONS AND FINES.

Rule 240-2-.01. Inspections, Violations, Citations, and Fines.

Any person or facility licensed by the Georgia State Board of Cosmetology and Barbers shall be required to adhere to the Board Rules, subject to inspection at any time, and required to pay to

the Georgia State Board of Cosmetology and Barbers a fine for each of the violations listed under this chapter.

(a) A citation shall be issued by an inspector or representative of the board for violation of the Laws and/or rules and regulations, and shall be given to the licensee to pay within 30 days of the issuance of the citation unless the licensee requests in writing a hearing before the board. Such request for a hearing must be received by the board within 30 days after receiving the citation.

(b) Failure either to pay the fine or request a hearing shall result in immediate suspension of the license pending a hearing to determine whether other disciplinary or revocation action should be imposed on the licensee.

(c) The Board may order a fine against an individual license or a facility license.

(d) Repeated violations of the laws and/or rule and regulations shall result in the suspension or revocation of the personal and/or facility license issued by the Board.

(e) For inspections in facilities with multiple instances of violations, an inspector or representative of the board may issue a citation for each instance, denoting each instance on the inspection sheet.

(f) The Board may deny a license renewal or place on hold a license for unpaid fines.

(g) Citations shall be indicated on the inspection report, which is required to be posted as required by Board rules.

(h) In addition to a fine, a health and safety score/grade may be issued by an inspector or representative of the board for violation of the laws and/or rules and regulations, and shall be indicated on the inspection report if issued. The most recent inspection report is required to be posted in a facility at all times as required by Board rules.

Cite as Ga. Comp. R. & Regs. R. 240-2-.01
Authority: O.C.G.A. §§ 43-1-19, 43-1-25, 43-10-2, 43-10-6, 43-10-12, 43-10-15.
History. Original Rule entitled "Inspections, Violations, Citations, and Fines" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-2-.02. Salon/Shop Violations, Fines, and Fining Schedule.

All rules below for Salon/Shop violations, unless otherwise specified, carry a penalty of $25.00 for the first offense of any rule, $75.00 for the second offense of any rule, and $300.00 for any subsequent offense of any rule (For example; if a salon owner fails to have sanitary regulations posted and does not have the previous inspection report posted, the total fine would be $50. ($25 + $25 = $50) If during the next inspection, the same rules are violated, the fine shall be $150. ($75 + $75 = $150)).

(a) Failure to have all persons working currently licensed and/or registered shall result in the following fine for each unlicensed practitioner: Unlicensed - $500.00; Expired License - $150.00 (O.C.G.A. §§ 43-10-14, 43-10-10) (Rule 240-4-.02)

(b) Failure to have a current salon/shop license shall result in the following fine: Unlicensed - $500.00; Expired License - $150.00 (O.C.G.A. § 43-10-11)

(c) Failure to post individual practitioners license or current copy of online verification in an open area. (Rule 240-4-.02)

(d) Failure to post current salon/shop license or current copy of online verification in an open area. (Rule 240-4-.03)

(e) Failure to have apprentice reports and/or records current. (Rule 240-5-.03)

(f) Failure of apprentice to be under direct supervision of their registered master license holder or temporarily designated master license holder. (Rule 240-5-.03, 240-2-.09, 240-4-.02)

(g) Failure to have sanitary regulations posted in an open area. An electronic copy of the rules is acceptable. (Rule 240-4-.02)

(h) Failure to post most recent inspection report in an open area as required by Board rule. (Rule 240-4-.02)

(i) Failure to have salon/shop space separated from residential space or other commercial space by tight, floor to ceiling high walls. (Rule 240-4-.01)

(j) Failure to have required signage regarding rules and regs., health requirements for service to be provided, preventing infection, skin removal, and prohibiting pets (with the exception of guide and assistance dogs for qualifying clients as permitted by Title 30 of the Georgia Code), Rule 240-4-.02)

(k) Failure to have walls, ceiling, floors, furniture, and equipment free from excessive dust, dirt, and debris and all equipment in good/safe/working condition. (Rule 240-4-.01)

(l) Failure to have proper toilet and plumbing facilities. (Rule 240-4-.01)

(m) Failure to have operating hot and cold running water. (Rule 240-4-.01)

(n) Failure to have shampoo bowls thoroughly cleansed and sanitized. (Rule 240-4-.04)

(o) Failure to have cosmetology, nail care, and esthetics implements cleansed and disinfected. (Rule 240-4-.04)

(p) Failure to comply with wet disinfection standards for all cosmetology professional implements. (Rule 240-4-.04)

(q) Failure to comply with dry storage standards for all cosmetology professional implements as required in 240-4-.05. (Rule 240-4-.05)

(r) Failure to refrain from the use of any razor-type callus shavers designed and intended to cut growths of skin such as corns or calluses, eg., credo blades, razor-type callus shavers, cutters, scrapers, graters or anything that abrades or removes layers of skin. (Rule 240-4-.03)

(s) Failure to have soiled towels/linens in a closed container. The closed containers or cabinets for soiled towels may contain small openings for the purpose of ventilation. (Rule 240-4-.05)

(t) Failure to have clean towels/linens in closed container or closed cabinet except towels/linens designated for use on clients. (Rule 240-4-.05)

(u) Failure to have wax, creams, lotions, other cosmetics for use on clients in sanitary, closed container. (Rule 240-4-.05)

(v) Failure to have work stations free from stale food and soiled dishes. (Rule 240-4-.03)

(w) Failure to have garbage stored in covered, washable container. (Rule 240-4-.03)

(x) Failure to have waste and garbage removed daily. (Rule 240-4-.03)

(y) Failure of practitioners of the cosmetology or barber profession to wear appropriate clothing and/or footwear at all times during the provision of clinical services to prevent occupational exposure to potentially infectious materials. (Rule 240-4-.03)

(z) Failure to have clients wear appropriate clothing and/or footwear at all times during the provision of services to prevent exposure to potential infectious materials. (Rule 240-4-.03)

(aa) Failure of the salon/shop owner/manager and master level trainer/supervisor to provide apprentice with current standard textbook and necessary equipment in salon to study the occupation of cosmetology, master barber, barber II, hair design, esthetics or nail care. (Rule 240-5-.01)

Cite as Ga. Comp. R. & Regs. R. 240-2-.02
Authority: O.C.G.A. §§ 43-10-2, 43-10-15.
History. Original Rule entitled "Salon/Shop Violations, Fines, and Fining Schedule" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-2-.03. Cosmetology School Violations, Fines, and Fining Schedule.

All rules below for Cosmetology Schools violations, unless otherwise specified, carry a penalty of $25.00 for the first offense of any rule, $75.00 for the second offense of any rule, and $300.00

for any subsequent offense of any rule (For example; if a salon owner fails to have sanitary regulations posted and does not have the previous inspection report posted, the total fine would be $50. ($25 + $25 = $50) If during the next inspection, the same rules are violated, the fine shall be $150. ($75 + $75 = $150)).

(a) Failure to have all persons working currently licensed shall result in the following fine for each unlicensed practitioner: Unlicensed - $500.00; Expired License - $300.00. (O.C.G.A. §§ 43-10-8, 43-10-12, 43-10-14) (Rule 240-4-.02)

(b) Failure to have current school license or current copy of online verification posted in an open area. (Rule 240-4-.02)

(c) Failure to have current copy of instructor or master license or current copy of online verification for all instructors posted in an open area. (O.C.G.A. § 43-10-12) (240-4-.02)

(d) Failure to have sign showing "Service by Students Only". (Rule 240-4-.02)

(e) Failure to have required signage regarding rules and regs., health requirements for service to be provided, preventing infection, skin removal, and prohibiting pets (with the exception of guide and assistance dogs for qualifying clients as permitted by Title 30 of the Georgia Code), Rule 240-4-.02)

(f) Failure to have rules available in an open area on school premises. (Rule 240-4-.02)

(g) Failure to have most recent inspection report posted in an open area and available for public view at all times as required by Board rule. (Rule 240-4-.02)

(h) Failure to have students' weekly work sheets of credit hours current and signed by the student and the instructor. (Rule 240-13-.04)

(i) Failure to have secured storage for school and student records (locking filing cabinet, desk, etc.). (Rule 240-15-.01)

(j) Failure of students to have completed 250 hours of Level 1 training hours prior to performing clinical services on live subjects. (Rule 240-15-.02)

(k) Failure to have an appropriate disinfection container which is in accordance with Board rule 240-4-.04. (Rule 240-4-.04)

(l) Failure to have sufficient instructional tools (projectors, dry erase, chalkboards, etc.) (Rule 240-15-.01)

(m) Failure to comply with dry storage standards for all cosmetology professional implements as required in 240-4-.05. (Rule 240-4-.05)

(n) Failure to have locker space for personal items for each student. (Rule 240-15-.01)

(o) Failure to have audio visual aids. (Rule 240-15-.01)

(p) Failure to have proper lighting. (Rule 240-13-.01)

(q) Failure to have proper ventilation. (Rule 240-13-.01)

(r) Failure to have walls, ceilings, floors, furniture, and equipment free from excessive dust, dirt, and debris and all equipment in good/safe/working condition. (Rule 240-4-.01)

(s) Failure to have adequate restrooms in proper working condition in accordance with 240-4-.01. (Rule 240-4-.01)

(t) Failure to have operating hot and cold running water. (Rule 240-4-.01)

(u) Failure to have clean towels/linens in closed container or closed cabinet except towels/linens designated for use on current clients. The closed containers or cabinets may contain small openings for the purpose of ventilation. (Rule 240-4-.05)

(v) Failure to have garbage stored in a covered, washable container. (Rule 240-4-.03)

(w) Failure to remove waste/garbage daily. (Rule 240-4-.03)

(x) Failure to have soiled towels/linens in a closed container. The closed containers or cabinets may contain small openings for the purpose of ventilation. (Rule 240-4-.05)

(y) Failure to have work stations free from stale food and soiled dishes. (Rule 240-4-.03)

(z) Failure to have wax, creams, lotions, other cosmetics for use on clients in sanitary closed containers. (Rule 240-4-.05)

(aa) Failure to wear appropriate clothing and footwear for clinical services per 240-4-.03 to prevent occupational exposure to potential infectious materials. (Rules 240-4-.03)

(bb) Failure to have all clients wear appropriate clothing and footwear per 240-4-.03 to prevent occupational exposure to potential infectious materials. (Rules 240-4-03)

(cc) Failure to provide each student with a complete student kit. (Rule 240-15-.01 and 240-3-.01)

(dd) Failure to have separate course of study and required supplies/equipment in hair design, barber, barber II, esthetics, and nail technology where enrollment is more than fifteen (15) students in each specialized course of study. (Rule 240-15-.01)

(ee) Failure to have one (1) licensed instructor for every twenty (20) students onsite and present with students. (O.C.G.A. § 43-10-12 and 240-13-3)

(ff) Failure to maintain library with required books. These books may be provided electronically. (Rule 240-13-.03)

(gg) Failure to have one mannequin per student. (Rule 240-15-.01)

(hh) Failure to have one (1) whirlpool pedicure spa with fixed plumbing, (3) footbaths, and current cleaning and disinfection log. (Rule 240-15-.01)

(ii) Failure to have four (4) shampoo basins for enrollment of fifteen (15) students, one (1) additional shampoo basin for each additional fifteen (15) students or fraction thereof. (Rule 240-15-.01)

(jj) Failure to have a minimum of seven (7) chair hair dryers for students and one (1) additional chair hair dryer for each additional five (5) students. (Rule 240-15-.01)

(kk) Failure to have work stations with mirrors for each individual student. (Rule 240-15-.01)

(ll) Failure to have four (4) manicure tables with two (2) chairs each. (Rule 240-15-.01)

(mm) Failure to have three (3) facial chairs or cushioned massage tables. (Rule 240-15-.01)

(nn) Failure to have shampoo bowls thoroughly cleansed, disinfected, and free of any hair or other debris. (Rule 240-4-.04)

(oo) Failure to have front entrance sign denoting type of school. (Rule 240-4-.02).

Cite as Ga. Comp. R. & Regs. R. 240-2-.03
Authority: O.C.G.A. §§ 43-10-2, 43-10-15.
History. Original Rule entitled "Cosmetology School Violations, Fines, and Fining Schedule" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-2-.04. Esthetician School Violations, Fines, and Fining Schedule.

All rules below for Esthetician Schools violations, unless otherwise specified, carry a penalty of $25.00 for the first offense of any rule, $75.00 for the second offense of any rule, and $300.00 for any subsequent offense of any rule (For example; if a salon owner fails to have sanitary regulations posted and does not have the previous inspection report posted, the total fine would be $50. ($25 + $25 = $50) If during the next inspection, the same rules are violated, the fine shall be $150. ($75 + $75 = $150)).

(a) Failure to have all persons working currently licensed shall result in the following fine for each unlicensed practitioner: Unlicensed - $500.00; Expired License - $300.00. (O.C.G.A. §§ 43-10-8, 43-10-12, 43-10-14) (Rule 240-4-.02)

(b) Failure to have current school license or current copy of online verification posted in an open area. (Rule 240-4-.02)

(c) Failure to have current copy of instructor or master license or current copy of online verification for all instructors posted in an open area. (O.C.G.A. § 43-10-12 and 240-4-.02)

(d) Failure to have sign showing "Service by Students Only". (Rule 240-4-.02)

(e) Failure to have required signage for facilities regarding rules and regs., health requirements for service to be provided, preventing infection, skin removal, and prohibiting pets (with the exception of guide and assistance dogs for qualifying clients as permitted by Title 30 of the Georgia Code), Rule 240-4-.02)

(f) Failure to have rules available in an open area on school premises. (Rules 240-4-.02)

(g) Failure to have most recent inspection report posted in an open area and available for public view at all times as required by Board rule. (Rule 240-4-.02)

(h) Failure to have students' weekly work sheets of credit hours current and signed by the student and the instructor. (Rule 240-13-.04)

(i) Failure to have secured storage for school and student records (locking filing cabinet, desk, etc.). (Rule 240-16-.01)

(j) Failure of students to have completed 250 hours of Level 1 training hours prior to performing clinical services on live subjects. (Rule 240-16-.02)

(k) Failure to have an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b). (Rule 240-4-.04 and 240-16-.01)

(l) Failure to have sufficient instructional tools (projectors, dry erase, chalkboards, etc.) (Rule 240-16-.01)

(m) Failure to comply with dry storage standards for all esthetic professional implements as required in 240-4-.05. (Rule 240-4-.05)

(n) Failure to have locker space for personal items for each student. (Rule 240-16-.01)

(o) Failure to have audio visual aids. (Rule 240-16-.01)

(p) Failure to have proper lighting. (Rule 240-16-.01)

(q) Failure to have proper ventilation. (Rule 240-16-.01)

(r) Failure to have walls, ceilings, floors, furniture, and equipment free from excessive dust, dirt, and debris and all equipment in good/safe/working condition. (Rule 240-4-.01)

(s) Failure to have adequate restrooms in proper working condition in accordance with 240-4-.01. (Rule 240-4-.01)

(t) Failure to have operating hot and cold running water. (Rule 240-4-.01)

(u) Failure to have clean towels/linens in closed container or closed cabinet except towels/linens designated for use on current clients. The closed containers or cabinets may contain small openings for the purpose of ventilation. (Rule 240-4-.05)

(v) Failure to have garbage stored in a covered, washable container. (Rule 240-4-.03)

(w) Failure to remove waste/garbage daily. (Rule 240-4-.03)

(x) Failure to have soiled towels/linens in a closed container. The closed containers or cabinets may contain small openings for the purpose of ventilation. (Rule 240-4-.03)

(y) Failure to have establishment free from stale food and soiled dishes. (Rule 240-4-.03)

(z) Failure to have wax, creams, lotions, other cosmetics for use on clients in sanitary closed containers. (Rule 240-4-.05)

(aa) Failure to comply with wet disinfection standards and dry storage standards for all cosmetology professional implements per 240-4-.05 and 240-4-.04. (Rule 240-4-.05 and 240-4-.04)

(bb) Failure to wear appropriate clothing and footwear for clinical services per 240-4-.03 to prevent occupational exposure to potential infectious materials. (Rules 240-4-.03)

(cc) Failure to provide each student with a complete student kit. (Rule 240-16-.01)

(dd) Failure to have one (1) licensed instructor for every twenty (20) students or fraction thereof onsite and present with students. (O.C.G.A. § 43-10-12 and 240-13-3

(ee) Failure to maintain library with required books. These books may be provided electronically. (Rule 240-13-.03)

(ff) Failure to have one mannequin per student. (Rule 240-16-.01)

(gg) Failure to provide one (1) head form or chart per class. (Rule 240-16-.01)

(hh) Failure to have one (1) set of facial equipment per each two (2) work stations or positions to include steamer, one magnification lamp. (Rule 240-16-.01)

(ii) Failure to have one (1) set of facial equipment per each four (4) workstations or positions to include, brushing, vacuum ionizatian, glass electrode, or high frequency galvanic or cathodic current, spray or mister. (Rule 240-16-.01)

(jj) Failure to have one (1) workstation or position with mirrors per two (2) students. (Rule 240-16-.01)

(kk) Failure to have eight (8) facial chairs or cushioned massage tables. (Rule 240-16-.01)

(ll) Failure to provide one (1) lavatory bowl for up to fifteen (15) students. (Rule 240-16-.01)

(mm) Failure to have one (1) properly lighted make-up area. (Rule 240-16-.01)

(nn) Failure to have front entrance sign denoting type of school. (Rule 240-4-.02)

Cite as Ga. Comp. R. & Regs. R. 240-2-.04
Authority: O.C.G.A. §§ 43-10-2, 43-10-15.
History. Original Rule entitled "Esthetician School Violations, Fines, and Fining Schedule" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-2-.05. Nail Care School Violations, Fines, and Fining Schedule.

All rules below for Nail Care Schools violations, unless otherwise specified, carry a penalty of $25.00 for the first offense of any rule, $75.00 for the second offense of any rule, and $300.00 for any subsequent offense of any rule (For example; if a salon owner fails to have sanitary regulations posted and does not have the previous inspection report posted, the total fine would be $50. ($25 + $25 = $50) If during the next inspection, the same rules are violated, the fine shall be $150. ($75 + $75 = $150)).

(a) Failure to have all persons working currently licensed shall result in the following fine for each unlicensed practitioner: Unlicensed - $500.00; Expired License - $300.00. (O.C.G.A. §§ 43-10-8, 43-10-12, 43-10-14) (Rule 240-4-.02)

(b) Failure to have current school license or current copy of online verification posted in an open area. (Rule 240-4-.02)

(c) Failure to have current copy of instructor or master license or current copy of online verification for all instructors posted in an open area. (O.C.G.A. § 43-10-12 and 240-4-.02)

(d) Failure to have sign showing "service by students only". (Rule 240-4-.02)

(e) Failure to have required signage for facilities regarding rules and regs., health requirements for service to be provided, preventing infection, skin removal, and prohibiting pets (with the exception of guide and assistance dogs for qualifying clients as permitted by Title 30 of the Georgia Code), Rule 240-4-.02)

(f) Failure to have rules available in an open area on school premises. (Rules 240-4-.02)

(g) Failure to have most recent inspection report posted in an open area. (Rule 240-4-.02)

(h) Failure to have students' weekly work sheets of credit hours current and signed by the student and the instructor. (Rule 240-13-.04)

(i) Failure to have secured storage for school and student records (locking filing cabinet, desk, etc.). (Rule 240-17-.01)

(j) Failure of students to have completed 140 hours of Level 1 prior to performing clinical services on live subjects. (Rule 240-17-.02)

(k) Failure to have an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b). (Rule 240-4-.04 and 240-17 .01)

(l) Failure to have sufficient instructional tools (projectors, dry erase, chalkboards, etc.) (Rule 240-17-.01)

(m) Failure to comply with dry storage standards for all nail technology professional implements as required in 240-4-.05. (Rule 240-4-.05)

(n) Failure to have locker space for personal items for each student. (Rule 240-17-.01)

(o) Failure to have proper lighting. (Rule 240-13-.01)

(p) Failure to have proper ventilation. (Rule 240-13-.01, 240-3-.10)

(q) Failure to have walls, ceilings, floors, furniture, and equipment free from excessive dust, dirt, and debris and all equipment in good/safe/working condition. (Rule 240-4-.01)

(r) Failure to have adequate restrooms in proper working condition in accordance with 240-4-.01. (Rule 240-4-.01 and 240-13-.01)

(s) Failure to have operating hot and cold running water. (Rule 240-4-.01 and 240-13-.01)

(t) Failure to have clean towels/linens in closed container or closed cabinet except towels/linens designated for use on current live subjects. The closed containers or cabinets may contain small openings for the purpose of ventilation. (Rules 240-17-.01, 240-4-.05)

(u) Failure to have garbage stored in a covered, washable container. (Rules 240-4-.03)

(v) Failure to remove waste/garbage daily. (Rule 240-4-.03)

(w) Failure to have soiled towels/linens in a closed container. The closed containers or cabinets may contain small openings for the purpose of ventilation. (Rules 240-4-.05)

(x) Failure to have establishment free from stale food and soiled dishes. (Rule 240-4-.03)

(y) Failure to have creams, lotions, other cosmetics for use on clients in sanitary closed containers. (Rule 240-4-.05)

(z) Failure to wear appropriate clothing and footwear for clinical services per 240-4-.03 to prevent occupational exposure to potential infectious materials. (Rules 240-4-.03)

(aa) Failure to have all students wear appropriate clothing and footwear per 240-5-.03 to prevent occupational exposure to potential infectious materials. (Rules 240-4-.03)

(bb) Failure to provide all students the complete student kit. (Rule 240-17-.01)

(cc) Failure to have one (1) licensed instructor for every twenty (20) students onsite and present with students. (O.C.G.A. § 43-10-12 and Rule 240-13-.03)

(dd) Failure to maintain library with required books. These books may be provided electronically. (Rule 240-13-.03)

(ee) Failure to have one set of mannequin hands per student. (Rule 240-17-.01)

(ff) Failure to have one (1) whirlpool pedicure spa with fixed plumbing, (3) footbaths, and current cleaning and disinfection log. (Rule 240-17-.01)

(gg) Failure to have a minimum of four (4) lavatory bowls separate from restrooms for manicuring students and one (1) additional sink for each fifteen (15) students or fraction thereof. (Rule 240-17-.01)

(hh) Failure to have fifteen (15) manicuring tables or one (1) work space with adequate light for every student. (Rule 240-17-.01)

(ii) Failure to have manicuring bowl and nail brushes for each student. (Rule 240-17-.01)

(jj) Failure to have sufficient trays for nail care supplies. (Rule 240-17.01)

(kk) Failure to provide implements for the application of artificial nails, nail wraps and nail tips. (Rule 240-17-.01)

(ll) Failure to have front entrance sign denoting type of school. (Rule 240-4-.02).

Cite as Ga. Comp. R. & Regs. R. 240-2-.05
Authority: O.C.G.A. §§ 43-10-2, 43-10-15.
History. Original Rule entitled "Nail Care School Violations, Fines, and Fining Schedule" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-2-.06. Hair Design School Violations, Fines, and Fining Schedule.

All rules below for Hair Designer Schools violations, unless otherwise specified, carry a penalty of $25.00 for the first offense of any rule, $75.00 for the second offense of any rule, and $300.00 for any subsequent offense of any rule (For example; if a salon owner fails to have sanitary regulations posted and does not have the previous inspection report posted, the total fine would be $50. ($25 + $25 = $50) If during the next inspection, the same rules are violated, the fine shall be $150. ($75 + $75 = $150)).

(a) Failure to have all persons working currently licensed shall result in the following fine for each unlicensed practitioner: Unlicensed - $500.00; Expired License - $300.00. (O.C.G.A. §§ 43-10-8, 43-10-12, 43-10-14) (Rule 240-4-.02)

(b) Failure to have current school license or current copy of online verification posted in an open area. (Rule 240-4-.02)

(c) Failure to have current copy of instructor or master license or current copy of online verification for all instructors posted in an open area. (O.C.G.A. § 43-10-12 and 240-4-.02)

(d) Failure to have sign showing "service by students only". (Rule 240-4-.02)

(e) Failure to have required signage regarding rules and regs., health requirements for service to be provided, preventing infection, skin removal, and prohibiting pets (with the exception of guide and assistance dogs for qualifying clients as permitted by Title 30 of the Georgia Code), Rule 240-4-.02)

(f) Failure to have rules available in an open area on school premises. (Rules 240-4-.02)

(g) Failure to have most recent inspection report posted in an open area as required by Board rule. (Rule 240-4-.02)

(h) Failure to have students' weekly work sheets of credit hours current and signed by the student and the instructor. (Rule 240-13-.04)

(i) Failure to have secured storage for school and student records (locking filing cabinet, desk, etc.). (Rule 240-18-.01)

(j) Failure of students to have completed 250 hours of Level 1 training hours prior to performing clinical services on live subjects. (Rule 240-18-.02)

(k) Failure to have an appropriate disinfection container which is in accordance with Board rule 240-4-.04. (Rule 240-18-.01)

(l) Failure to have sufficient instructional tools (projectors, dry erase, chalkboards, etc.) (Rule 240-18-.01)

(m) Failure to comply with dry storage standards for all Hair Design professional implements as required in 240-4-.05. (Rule 240-4-.05)

(n) Failure to have locker space for personal items for each student. (Rule 240-18-.01)

(o) Failure to have audio visual aids. (Rule 240-18-.01)

(q) Failure to have proper lighting. (Rule 240-13-.01)

(r) Failure to have proper ventilation. (Rule 240-13-.01)

(s) Failure to have walls, ceilings, floors, furniture, and equipment free from excessive dust, dirt, and debris and all equipment in good/safe/working condition. (Rule 240-4-.01)

(t) Failure to have adequate restrooms in proper working condition in accordance with 240-4-.01. (Rule 240-4-.01 and 240-13.01)

(u) Failure to have operating hot and cold running water. (Rules 240-4-.01 and 240-13-.01)

(v) Failure to have clean towels/linens in closed container or closed cabinet except towels/linens designated for use on current clients. The closed containers or cabinets may contain small openings for the purpose of ventilation. (Rules 240-17-.01 and 240-4-.05)

(w) Failure to have garbage stored in a covered, washable container. (Rule 240-4-.03)

(x) Failure to remove waste/garbage daily. (Rule 240-4-.03)

(y) Failure to have soiled towels/linens in a closed container. The closed containers or cabinets may contain small openings for the purpose of ventilation. (Rule 240-4-.05)

(z) Failure to have establishment free from stale food and soiled dishes. (Rule 240-4-.03)

(aa) Failure to have creams, lotions, other cosmetics for use on clients in sanitary closed containers. (Rule 240-4-.05)

(bb) Failure to wear appropriate clothing and footwear for clinical services per 240-5-.03 to prevent occupational exposure to potential infectious materials. (Rules 240-4-.03)

(cc) Failure to have all clients wear appropriate clothing and footwear per 240-5-.03 to prevent occupational exposure to potential infectious materials. (Rules 240-4-.03)

(dd) Failure to provide all students the complete student kit. (Rule 240-18-.01)

(ee) Failure to have one (1) licensed instructor for every twenty (20) students or fraction thereof onsite and present with students. (O.C.G.A. § 43-10-12 and 240-13-3)

(ff) Failure to maintain library with required books. These books may be provided electronically. (Rule 240-13-.03)

(gg) Failure to have one mannequin per student. (Rule 240-18-.01)

(hh) Failure to have four (4) shampoo basins for enrollment of fifteen (15) students, one additional shampoo basin for each additional fifteen (15) students or fraction thereof. (Rule 240-18-.01)

(ii) Failure to have a minimum of seven (7) hair dryers for enrollment up to fifteen (15) students and one (1) additional dryer for each additional five (5) students. (Rule 240-18-.01)

(jj) Failure to have work stations with mirrors for each individual student. (Rule 240-18-.01)

(kk) Failure to have shampoo bowls thoroughly cleansed and disinfected and free of any hair or other debris. (Rule 240-4-.04)

(ll) Failure to have front entrance sign denoting type of school. (Rule 240-4-.02).

Cite as Ga. Comp. R. & Regs. R. 240-2-.06
Authority: O.C.G.A. §§ 43-10-2, 43-10-15.
History. Original Rule entitled "Hair Design School Violations, Fines, and Fining Schedule" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-2-.07. Barber School Violations, Fines, and Fining Schedule.

All rules below for Barber Schools violations, unless otherwise specified, carry a penalty of $25.00 for the first offense of any rule, $75.00 for the second offense of any rule, and $300.00 for any subsequent offense of any rule (For example; if a salon owner fails to have sanitary regulations posted and does not have the previous inspection report posted, the total fine would be $50. ($25 + $25 = $50) If during the next inspection, the same rules are violated, the fine shall be $150. ($75 + $75 = $150)).

(a) Failure to have all persons working currently licensed shall result in the following fine for each unlicensed practitioner: Unlicensed - $500; Expired License - $300 (O.C.G.A. §43-10-8, 43-10-12 and 43-10-14) (Rule 240-4-.02)

(b) Failure to have current school license posted in a prominent place. (Rule 240-4-.02).

(c) Failure to have sign showing "service by students only." (Rule 240-14-.01).

(d) Failure to have sign prohibiting pets, with the exception of guide and assistance dogs for qualifying clients as permitted by Title 30 of the Georgia Code (Rule 240-4-.02).

(e) Failure to have current copy of instructor or master license or current copy of online verification for all instructors posted in an open area. (O.C.G.A. § 43-10-12 and Rule 240-4-.02)

(f) Failure to have rules available in an open area on school premises. (Rule 240-4-.02).

(g) Failure to have most recent inspection report posted in an open area and available for public view at all times as required by Board rule. (Rule 240-4-.02)

(h) Failure to have one (1) licensed instructor for every twenty (20) students or fraction thereof onsite and present with students. (O.C.G.A. § 43-10-12 and 240-13-3)

(i) Failure to have secured storage for school and student records (locking filing cabinet, desk, etc.). (Rule 240-14-.01)

(j) Failure to have students' weekly work sheets of credit hours current and signed by the student and the instructor. (Rule 240-13-.04).

(k) Failure of students to have completed 280 hours of Level 1 training hours prior to performing clinical services on live subjects. (Rule 240-14-.02).

(l) Failure to have an appropriate disinfection container which is in accordance with Board rule 240-4-.04 (Rule 240-14-.01)

(m) Failure to comply with dry storage standards for all implements as required in 240-4-.05. (Rule 240-4-.05)

(n) Failure to have seven (7) hair dryers for enrollment of 16 students and one (1) for each additional five (5) students. (Rule 240-14-.01).

(o) Failure to have work stations with mirrors for each individual student. (Rule 240-14-.01).

(p) Failure to have sixteen (16) mannequins and one (1) for each additional five (5) students. (Rule 240-14-.01)

(q) Failure to have clean towels/linens in closed container or closed cabinet except towels/linens designated for use on current clients. The closed containers or cabinets may contain small openings for the purpose of ventilation. (Rules 240-14-.01 and 240-4-.05).

(r) Failure to have locker space for each student. (Rule 240-14-.01).

(s) Failure to provide basic kit for Barber students. and (Rules 240-14-.01).

(t) Failure to have ten (10) towels per student. (Rule 240-14-.01).

(u) Failure to have soiled towels/linens in a closed container. The closed containers or cabinets may contain small openings for the purpose of ventilation (Rules 240-4-.05 and 240-14-01).

(v) Failure to have sufficient instructional tools (projectors, dry erase, chalkboards, etc.) (Rule 240-14-.01).

(w) Failure to have audio visual aid. (Rule 240-14-.01.)

(x) Failure to have shampoo bowls thoroughly cleansed and disinfected and free of any hair or other debris. (Rule 240-4-.04).

(y) Failure to remove waste/garbage daily. (Rule 240-4-.03).

(z) Failure to have standard barber equipment in good working condition. (Rule 240-14-.01).

(aa) Failure to have creams, lotions and other cosmetics for use on clients in sanitary closed containers. (Rule 240-4-.05).

(bb) Failure to have adequate restrooms in proper working condition in accordance with 240-2-.01 (Rule 240-4-.01).

(cc) Failure to have proper lighting and ventilation. (Rule 240-13-.01).

(dd) Failure to maintain library with required books approved by the board. These books may be provided electronically (Rule 240-13-.03).

(ee) Failure to have front entrance sign denoting type of school. (Rule 240-4-.02).

Cite as Ga. Comp. R. & Regs. R. 240-2-.07
Authority: O.C.G.A. §§ 43-10-2, 43-10-15.
History. Original Rule entitled "Barber School Violations, Fines, and Fining Schedule" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Chapter 240-3. CONTINUING EDUCATION.

Rule 240-3-.01. Continuing Education.

(1) Number of Continuing Education Hours Required for Renewal or Reinstatement of Licenses.

(a) In order to renew a license, each licensee shall provide to the Board proof of completion a total of five (5) continuing education (CE) hours in a form acceptable to the Board as follows:

1. Three (3) hours of the total five (5) hours must be satisfied by a course in health and safety developed or approved by the Board. A health and safety course or program that meets or exceeds the three (3) hours that has been developed and offered through a college, university department, or division of continuing education of the Department of Education, the Technical College System of Georgia, the Board of Regents, or The American Red Cross may be accepted by the Board without prior approval.

2. Two (2) hours of the total five (5) hours must be in a course previously registered with the Board in any of the following areas:

(i) industry or trade show;

(ii) health and safety;

(iii) industry trends;

(iv) computer skills;

(v) business management;

(vi) the area of practice for the type of license held by the licensee.

(b) If audited, the licensee shall submit written proof from the CE provider of attendance and/or completion of each CE course submitted for credit.

(c) In order to reinstate a lapsed license after expiration, the applicant shall pay all fees required by law or rule, including the reinstatement fee(s), and shall submit documentation of completion of 5 CE hours for each lapsed period. A license shall be issued upon completion of all requirements of the laws and rules.

(2) Exemption from CE Requirements for Active licenses (see O.C.G.A. § 43-10-10).

(a) A licensee that meets any of the following exemptions shall not be required to complete the CE requirements set out in this Rule:

1. the holder of a license who is renewing a license for the first time shall not be required to meet the CE requirements;

2. licensees who have held a license for 25 years or more and can submit documentation thereof to the satisfaction of the Board;

3. licensees who claim an exemption shall submit to the Board a written request together with proof of any one of the following:

(i) active duty service members in the National Guard or U.S. military; active duty Reservists in the National Guard or U.S. military;

(ii) transitioning service members of the National Guard or U.S. military on separation leave who is within 24 months of retirement or 12 months of separation;

(iii) age by documentation or proof of attainment of age 65 or older;

(iv) disability, medical or otherwise; a documented permanent disability, copy of an award letter of disability benefits such as Social Security, or federal railroad retirement;

(v) illness or temporary disability documented by the appropriate licensed medical physician or specialist stating the disability, anticipated duration and physical or mental limitation(s);

(vi) other hardship circumstances as the Board may determine on a case by case basis. Hardship requests shall require a written, sworn statement, signed by the licensee before a notary public, setting out the facts supporting the hardship claimed. An exemption request form may be obtained from the Board or a written request may be submitted in letter form.

(3) The CE requirements in this Rule for Master Barber, barber II, Barber Instructor licenses shall be required beginning with the 2018 renewal year and for all subsequent renewals.

(4) All instructors of cosmetology, hair design, barber, barber II, esthetics and nail technology, seeking renewal of licenses, must submit, with renewal of application to the Board, proof of completion of fifteen (15) hours of continuing education in the cosmetology profession approved by the Board since the last renewal of the instructor's license.

(a) At least half of the fifteen (15) total hours shall be in teaching techniques, lesson planning, or other advanced teacher training.

(b) Each course or program requires prior Board approval under Rule 240-3-.02.

Cite as Ga. Comp. R. & Regs. R. 240-3-.01
Authority: O.C.G.A. §§ 43-10-2, 43-10-10, 43-10-12.
History. Original Rule entitled "Continuing Education" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-3-.02. Registration of Continuing Education Providers and Continuing Education Courses.

(1) Continuing Education Provider registration. All Continuing Education ("CE") Providers must submit a complete application, including CE courses submitted for approval, and the required registration fee. An incomplete application will not be processed and will be returned to the applicant provider. Any CE provider wishing to add CE courses for Board approval that were not part of an initial application must submit an application for additional courses with the required registration fee.

(2) Approved CE Courses. To be accepted by the Board for the purpose of license renewal or reinstatement, a CE course must be approved by the Board, or be a CE course developed by the Board, or be a CE course offered by an approved and/or registered CE provider in compliance with this Rule. To receive CE credit, each CE course provider shall provide each licensee written proof of completion of the CE course. The Board shall not recognize CE courses other than those authorized by Georgia law and Board rules.

(3) Preapproved CE course providers. Courses in cosmetology, barbering, barber II, hair design, nail technology, esthetics, computers, business, or health and safety offered by the following providers shall satisfy CE requirements without prior Board approval or registration:

(a) a college, university department, or division of continuing education under the jurisdiction of the Board of Regents of the University System of Georgia, the Georgia Department of Education, the Technical College System of Georgia;

(b) the American Red Cross;

(c) an accredited postsecondary institution in Georgia;

(d) continuing education and conference courses offered by the following national organizations:

1. National Interstate Council of State Boards of Cosmetology (NIC);

2. National Association of Barber Board of America (NABBA);

3. National Accrediting Commission of Career Arts & Sciences (NACCAS); and

4. Professional Beauty Association (PBA).

(4) Industry or trade show course registration. Providers of industry or trade show courses are providers that offer CE courses for credit for a limited time only at industry or trade shows. Providers of industry or trade show courses that wish to register courses for CE credit must submit an application and supply the following information to the Board for course approval:

(a) date, time, and location;

(b) sample or description of the certificate, letter, or form to be used as written proof of course attendance or completion for licensee participants;

(c) course outline; and

(d) number of CE hours for each course.

(5) Course of study registration. Providers of courses of study that wish to register courses for CE credit must submit the following information to the Board for course approval:

(a) outline of subject matter;

(b) list of persons teaching;

(c) summary of qualification of teachers;

(d) number of CE hours for each course;

(e) date and location of course;

(f) form to be used as written proof of course completion for licensee participants; and

(g) course evaluation form.

(6) Internet, electronic or home study course registration. Providers of Internet, electronic or home study courses must submit the same information for registration with the Board as the providers of courses listed in paragraph (5) of this Rule with access information which will allow review and curriculum analysis by the Board.

(7) Board developed courses. The Board shall develop and/or approve an appropriate continuing education course covering board rules, Georgia law, and/or health and safety information for licensees. The health and safety continuing education course shall contain curriculum that is board developed or board approved.

(8) All CE providers shall:

(a) not represent themselves, or use any images, seals, or words that directly or indirectly imply that the provider is the Georgia State Board of Cosmetology and Barbers or the Georgia Office of the Secretary of State. The prohibition against such representations shall include all promotional material including, but not limited to, provider name, course or business name, websites, advertisements, e-mails, marketing or mailings. Providers may use the Board-approved CE provider registration number assigned by the Board;

(b) not represent that tests of knowledge or skills are required as proof of successful completion of any CE course;

(c) give each licensee written proof of the licensee's attendance and completion of a CE course. The CE provider registration number issued by the Board must be included on the certificate of completion;

(d) shall maintain a roster of participants completing each CE course that includes the participant's board license number, licensee name, course number, course name, date of course completion, and course evaluation form. The Board may require providers to provide access to this roster for inspection or submission to the Board for review upon request at any time;

(e) not represent that any call-in or mail-in continuing education courses are recognized or approved by the Board. CE providers that market call-in or mail-in courses as being Board-approved for CE credit are subject to revocation of their provider registration. In addition, any CE course credits for such courses shall not be valid and shall not be accepted by the Board; and

(f) provide the complete board-approved health and safety curriculum in its entirety to all registrants of Board-approved CE courses offering credit for health and safety CE hours.

(9) CE Courses not registered with the Board. Any licensee may request Board approval of an unregistered industry or trade show or other unregistered course of study for CE credit.

The Board, in its discretion, may approve such course on a case by case basis. All licensees shall receive written proof of attendance and/or completion of CE courses from the provider and the licensee shall submit such proof to the Board.

(10) CE Provider promotion information. CE Providers of continuing education courses must include the provider registration number issued by the Board on all promotional material including, but not limited to, information about courses, websites, advertisements, emails or mailings.

(11) CE Provider registration and expiration dates. The Board will accept applications for CE Provider registrations beginning April 1 and closing September 1 of each odd year beginning in 2017, and each odd year thereafter:

(a) CE Providers must submit a new CE Provider application registration bi-annually to the Board. CE Provider registrations are not renewable;

(b) After approval, the CE Provider is authorized, subject to the requirements of the Board, to offer approved Continuing Education (CE) courses for a two-year period, beginning on January 1 of the even year immediately following the year of registration with the Board;

(c) CE provider registrations shall expire on December 31 of each odd year;

(d) CE providers registered prior to 2017 shall continue to be registered/recognized by the Board to offer Board approved CE courses until their registration expires on December 31, 2017; and

(e) Industry or Trade Show CE Course Providers are not subject to the provisions of paragraph 11 of this rule, and must register under the requirements of paragraph 4.

(12) The Board may suspend the registration of any CE Provider for noncompliance with this rule.

Cite as Ga. Comp. R. & Regs. R. 240-3-.02
Authority: O.C.G.A. §§ 43-1-4, 43-1-7, 43-10-2, 43-10-9, 43-10-10.
History. Original Rule entitled "Registration of Continuing Education Providers and Continuing Education Courses" adopted. F. Apr. 13, 2017; eff. May 3, 2017.

Chapter 240-4. FACILITY REQUIREMENTS.

Rule 240-4-.01. Requirements of Operating a Facility.

(1) All facilities (salons/shops or schools) wherein cosmetology services are practiced or taught within the State of Georgia must provide suitable quarters equipped to give adequate services. ALL facilities are subject to inspection by any Board member or inspector, who shall have the power and right to enter into and make reasonable inspection of any facility during regular business hours; and refusal of or failure to permit or cooperate with such reasonable inspection shall subject an individual and/or a facility holding a license issued by the Board to sanctions, including revocation of the certificate of registration.

(2) A salon/shop shall have a permanent and definite location in which the cosmetology professions of master cosmetologist, hair designer, master barbering, barbering II, nail technician, and/or esthetician, are practiced in accordance with the laws and rules of the Georgia State Board of Cosmetology and Barbers.

(a) any salon/shop operating from within a person's home, residence, or private structure must comply with all of the provisions of state law and the rules and regulations promulgated by the board, except that it shall not be necessary for a salon/shop operating in a private home to post a salon/shop sign unless the person elects to do so under O.C.G.A. § 43-10-18;

(b) mobile units, including kiosks, carts, mobile homes, trailers, and motor homes, shall not be issued a license as a salon/shop unless they meet all requirements of the Board and are anchored on the ground operating in a permanent location.

(3) The use of salon/shop space for sleeping, dining or any other domestic purpose is prohibited. The salon/shop and the domestic space cannot be connected by a doorway or opening.

(4) Space used for a salon/shop must be separated by tight, floor to ceiling high walls from other residential and commercial space to prevent the spread of hair, skin, dirt, dust and debris to reduce the spread of bacteria;

(a) commercial space that is used in its entirety for salon/shop space that is divided into "suites" may utilize partitions that are seven (7) feet in height;

(b) individual suites must have a door that closes and locks.

(5) Walls, ceiling, floors, furniture and equipment must be kept free from excessive dust, dirt and debris. All equipment must be kept in good and safe working condition.

(6) Each facility shall provide - on the premises or in the same building as, and within 300 feet of, the salon - adequate toilet and lavatory facilities. To be adequate, such facilities

shall have at least one toilet and one sink or shampoo bowl with running hot and cold water.

(7) Toilet and lavatory facilities shall be equipped with toilet tissue, soap dispenser with soap or other hand cleaning material, sanitary towels or other hand-drying device such as a wall-mounted electric blow-dryer, and waste receptacle.

Cite as Ga. Comp. R. & Regs. R. 240-4-.01
Authority: O.C.G.A. §§ 43-1-19, 43-10-2, 43-10-6, 43-10-11, 43-10-12, 43-10-15, 43-10-18.
History. Original Rule entitled "Requirements of Operating a Facility" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-4-.02. Posting of Licenses, Rules, Signs and Inspection Reports.

(1) Each facility shall post the license issued to them by the Georgia State Board of Cosmetology and Barbers, or a current copy of the online verification of licensure within fifteen feet of the facility entrance at all times in an open area of the facility, or at each work station, so as to be unobstructed and easily viewable for both customers to read and for inspection by the Board.

(2) The facility owner(s) shall ensure that each employee posts, in an open and public area, the current license/permit issued to them by the Georgia State Board of Cosmetology and Barbers or a current copy of the online verification of licensure.

(3) Facilities shall have posted in an open and public area at all times a copy of the most recent inspection report:

(a) If a licensee is issued a passing inspection report, the report issued by the inspector shall be posted within 30 days of the date of inspection and serve as the final inspection report

(b) If a licensee is cited and pays the citation within the required time, the report issued by the inspector shall be posted within 30 days of the date of inspection and serve as the final inspection report

(c) If a licensee is cited and does not pay the citation, the report issued by the inspector shall be posted within 30 days of the date of inspection until the citation reaches final disposition at a Board meeting or citation hearing. If the Board modifies the citation issued, the licensee may post the final disposition report of the Board sent to the licensee or otherwise available on the Board website. If the Board upholds the citation, the report issued by the inspector shall remain posted and continue serve as the final inspection report

(4) Facilities shall comply with rules for sanitation, health and disinfectants in Chapter 240-5 of the Rules of Georgia State Board of Cosmetology and Barbers.

(5) Health, safety and sanitation rules and regulations governing facilities in the State of Georgia shall be posted in an open and public area in the facility so as to be easily read by customers. An electronic copy of the rules is acceptable.

(6) Facility owners shall post the required signage available on the Board's website. If signage other than that from the Board's website is used or otherwise unavailable, posted signage must include the following wording:

Cosmetology laws, rules, and regulations are available upon request. All cosmetology services shall only be performed on intact, healthy scalp, skin, and nails. Customers should not shave their legs the same day as receiving pedicure services to reduce the risk of infection. Any razor-like implement, such as a credo blade, shall not be used. In order to reduce the chance of injury or infection, licensees shall not use any razor-type callus shavers designed and intended to cut growths of skin such as corns or calluses, e.g., credo blades. In order to prevent the spread of bacteria, pumice stones shall not be reused from one customer to another to prevent the spread of bacteria. No pets - Only guide and service animals are allowed in a Salon/Shop.

(7) Schools shall have exterior signage indicating the type of school facility license

(8) Schools shall post a sign stating "Service by Students Only."

(9) Salon/shops operating in space designed as "suites" must display facility licenses in a manner that clearly indicates which salon/shop license individual practitioners are working in.

Cite as Ga. Comp. R. & Regs. R. 240-4-.02
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-10, 43-10-11, 43-10-12.
History. Original Rule entitled "Posting of Licenses, Rules, Signs and Inspection Reports" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-4-.03. General Health and Safety.

(1) Licensees shall represent professional qualifications truthfully and accurately, including education and professional affiliations, and provide only those services within the scope that the practitioner is qualified by education, experience, and skill to perform within recognized professional standards for the practice of cosmetology and barbering.

(2) Hand washing is required before and between providing services to each client. An anti-bacterial soap is recommended to sanitize the hands and the exposed portions of arms before providing services and after smoking, drinking, eating, and using restrooms.

(3) Practitioners of the cosmetology and barbering profession in Georgia shall wear appropriate protective clothing and/or footwear at all times during the provision of clinical services to prevent occupational exposure to potential infectious materials. The

federal Occupational Safety and Health Administration (OSHA) regulates appropriate clothing and footwear for practicing license holders that may include, but not be limited to, clinical jackets, gloves and/or similar outer garments for the protection from infectious or harmful materials.

(4) Practitioners shall ensure that clients in a salon/shop or school wear appropriate clothing and footwear at all times during the provisions of services to prevent potentially harmful exposure to chemicals and infectious materials. Providing a client with a covering is acceptable.

(5) Pets shall not be allowed in facilities, with the exception of guide and assistance dogs for qualifying clients as permitted by Title 30 of the Georgia Code.

(6) All waste material must be removed daily. Garbage shall be stored in a covered, washable container and shall not be left in the establishment overnight. All work stations and client service areas must be free from food and soiled dishes.

(7) Sharps such as razor blades should be disposed in a sharps container. Sharps containers must be stored upright, have OSHA biohazard labels, and have the manufacturer's safety flap lid in place. Sharps containers must be properly disposed of when three-fourths (3/4) full. The Georgia Department of Natural Resources as well as local county and/or city ordinance regulates the proper disposal of waste containing sharps such as razor blades.

(8) In order to reduce the chance of injury or infection, licensees shall not use any implement designed to remove layers of skins such as:

(a) razor-type callus shavers designed and intended to cut growths of skin such as corns or calluses;

(b) credo blades;

(c) cutters;

(d) scrapers;

(e) graters;

(f) anything that abrades or removes layers of skin.

Cite as Ga. Comp. R. & Regs. R. 240-4-.03
Authority: O.C.G.A. §§ 43-1-19, 43-1-25, 43-10-2, 43-10-6, 43-10-12.
History. Original Rule entitled "General Health and Safety" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-4-.04. Cleansing and Disinfection of Implements and Equipment.

(1) The use of any article that is not properly cleansed and disinfected on any client or subject is prohibited.

(2) Each facility shall provide correct disinfection and storage standards at all times.

(a) Multi-use tools, implements, and equipment constructed of nonporous materials such as metal, glass, or plastic for use on more than one client include, but are not limited to the following items:

1. nail clippers;
2. cuticle nippers;
3. cuticle pushers;
4. scissors;
5. shears;
6. reusable nail forms;
7. manicure and pedicure bowls;
8. foot files;
9. glass;
10. metal and fiberglass files;
11. metal drill bits;
12. tweezers;
13. come done extractors;
14. brushes;
15. dusting brush (nylon bristles that can be disinfected ONLY);
16. combs;
17. clips;
18. reusable pencil sharpeners;
19. reusable gloves;
20. any other metal or non-porous tools or implements not listed above.

(b) Following each use, all multi-use tools, implements, or equipment that are used on clients must be cleansed and disinfected as follows:

1. After cleaning with warm soapy water to remove all hair and debris, tools, implements, or equipment must be disinfected by complete immersion.

2. Disinfectant containers must be large enough for complete immersion of implements (enough solution to cover all surfaces of the item) for 10 minutes in a disinfectant that indicates on its label that it has been registered with the EPA as a disinfectant. The disinfecting solution must be free of debris and contaminants at all times and must be changed daily.

3. After immersion, rinse implements thoroughly with clean warm water and blot implements dry.

4. Clean implements should be stored following Rule 240-4-.05 below. Tools cannot be stored in disinfectant.

(c) An autoclave that meets or exceeds ANSI/AAMI ST55:2010 or ISO 17665 standards for producing high temperature steam (121°C to 134°C) is an acceptable method of sanitizing implements.

(d) Ultraviolet lights, dishwashers, and steam devices are not acceptable methods of cleansing and disinfection.

(3) Single use items cannot be disinfected and should not be reused. Single use items shall be discarded after being used one time. These items include but are not limited to:

(a) buffers;

(b) emery boards;

(c) nail files;

(d) sleeves and sanders for electric files;

(e) orange wood or birch wood sticks;

(f) wooden applicator sticks or spatulas;

(g) porous foot files;

(h) pedicure slippers and toe separators;

(i) disposable gloves;

(j) paraffin liners;

(k) cotton balls, cotton strips or swabs;

(l) neck strips and muslin strips; or

(m) any item(s) that cannot be disinfected.

(4) Pedicure equipment cleaning and disinfection procedures to be used for all pedicure equipment that holds water including sinks, bowls, basins, pipe-less, and whirlpool spas are as follows:

(a) After each client, all pedicure units must be cleaned with a chelating soap or detergent with water to remove all visible debris, then disinfected for at least fifteen (15) minutes with a disinfectant that indicates on its label that it has been registered with the EPA as a disinfectant. If the pedicure unit has a foot plate, it should be removed and the area beneath it cleaned, rinsed, and wiped dry.

(b) At the end of each day of use, the following procedures shall be used:

1. All filter screens in whirlpool pedicure spas or basins for all types of foot spas must be sanitized according to International Nail Technician Association (INTA) disinfecting procedures

2. All visible debris in the screen and the inlet must be removed and cleaned with a chelating soap or detergent and water. For all pedicure units, the jet components and/or foot plate must be removed and any debris removed and cleaned.

3. After the above procedures are completed, the basin should be filled with clean water and the correct amount of disinfectant that indicates on its label that it has been registered with the EPA as a disinfectant. The solution must be circulated through foot spa system for 10 minutes and the unit then turned off. Before using the equipment again, the basin system must be drained and flushed with hot clean water for 10 minutes to remove residual solution. Finally, the unit should be wiped dry.

(c) Once each week, additional procedures should be performed. After completing the required cleaning procedures for the end of the day, the basin should be filled with water that contains one teaspoon of 5.25% of EPA registered bleach for each gallon of water. The solution should be circulated through the spa system for 5 to 10 minutes. Before being used again, the system should be drained and flushed according to the manufacturer's instructions.

(d) A record or log book containing the dates and times of all pedicure equipment cleaning and disinfection procedures must be documented and kept in the pedicure area by the salon or shop and made available for review upon request by a consumer and/or an inspector from the Board.

(5) Towels and linens contaminated with blood or bodily fluids must be washed separately with a disinfectant that indicates on its label that it has been registered with the EPA as a disinfectant along with laundry detergent per the manufacturer's instructions with each load.

(6) Sinks and shampoo bowls must be thoroughly cleansed and disinfected with a disinfectant that indicates on its label that it has been registered with the EPA as a disinfectant, and free of any hair or other debris.

Cite as Ga. Comp. R. & Regs. R. 240-4-.04
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-12.
History. Original Rule entitled "Cleansing and Disinfection of Implements and Equipment" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-4-.05. Storage of Implements and Equipment.

(1) Storage standards for tools, implements, or equipment:

(a) All disinfected tools and implements (including clippers, scissors, brushes, combs, etc.) shall be stored in a sanitary manner in a clean, closed, airtight drawer or container labeled "Clean Implements";

(b) UV light cabinets may be used for storage only after properly cleansing and disinfecting multi-use tools and implements. The cabinet shall be labeled "Clean Implements" to show that it contains disinfected tools and implements. Ultraviolet lights are not acceptable methods of cleansing and disinfection;

(c) Soiled and dirty tools and implements must be stored in a separate, closed and covered container labeled "Dirty Implements." Soiled and dirty tools and implements shall not be used again until properly cleansed and disinfected according to the procedures stated in this rule and shall not be stored together with clean implements;

(d) A hazardous waste container shall be used for blood contaminated disposable implements and labeled accordingly with a biohazard label and/or the words "Contaminated Implements".

(2) Storage standards for towels, linens and other cloths:

(a) Clean towels must be kept in a closed cabinet, container, or closet except linens which are designated for use on clients. Clean towels designated specifically for drying client's hands that are placed only in the restrooms of facilities need not be in a covered closed container"

(b) Towels and linens, after being used once, must be placed in a closed container until properly laundered;

(c) Bloody towels and linens shall be placed in a separate, closed container labeled accordingly with a biohazard label and/or the words "contaminated linen";

(3) Wax, creams, lotions and other products or cosmetics for use on clients must be kept in sanitary, closed containers:

(a) each product should be uncontaminated and free of debris

(b) products removed from containers must be removed with stick, spatula or spoon that is disposable or that can be disinfected as outlined in this rule (no double dipping, product use, or storage that contaminates products through contact with the client).

Cite as Ga. Comp. R. & Regs. R. 240-4-.05
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-12.
History. Original Rule entitled "Storage of Implements and Equipment" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Chapter 240-5. APPRENTICES.

Rule 240-5-.01. Application for Apprentice License.

(1) Any person at least 16 years of age desiring to train as an apprentice in a salon/shop under the direct supervision of a master who holds a current Georgia license as a master cosmetologist, master barber, hair designer, esthetician, or nail technician, and has been licensed at least thirty-six (36) months, eighteen (18) months for barbers, may make application for a four (4) year apprentice license using the form furnished by the Georgia State Board of Cosmetology and Barbers, and:

(a) an apprentice license issued on or after July 1, 2015 may be held for four (4) years and shall not be renewable;

(b) an apprentice holding a license issued before July 1, 2015 by the former Georgia State Board of Barbers or the former Georgia State Board of Cosmetology that has been held for two (2) years and has not been renewed shall, upon meeting all requirements, be eligible to apply for a 4-year Apprentice license;

(c) an apprentice license issued before July 1, 2015 by the former Georgia State Board of Barbers or the former Georgia State Board of Cosmetology that has already been renewed and held for four (4) or more years shall not be eligible to apply for a 4-year Apprentice license.

(2) Apprentice hours are accumulated according to the actual number of application/clock hours of performance and training in the shop or salon after being registered with the Board as an apprentice. It is the responsibility of the salon/shop owner/manager to keep an accurate record of the apprentice application/clock hours. Credit WILL NOT be allowed for any hours received prior to issuance of the apprentice license.

(3) Apprentice training shall include the curriculum required for students in the respective levels of cosmetology, master barber, barber II, hair design, esthetics, or nail technology. The curriculum and application/clock hours are defined in the Rules for Barber 240-14-.02, Barber II 240-14-.03, Cosmetology 240-15-.02 and 240-15-.03, Esthetician 240-16-.02 and 240-16-.03, Nail Care 240-17-.02 and 240-17-.03, and Hair Designer 240-18-.02 and 240-18-.03.

(4) Apprentice hours cannot be combined with school hours. Apprentice training is required for the minimum number of months and the minimum number of hours as follows:

(a) Master Cosmetologist - 18 months and 3,000 hours

(b) Master Barber - 18 months and 3,000 hours

(c) Barber II - 14 months and 2,280 hours

(d) Esthetician - 18 months and 2,000 hours Nail

(e) Hair Designer - 14 months and 2,650 hours

(f) Nail Technician - 8 months and 1,050 hours

(5) Each time the apprentice changes supervising master cosmetologist, master barber, hair designer, esthetician, nail technician, or salon/shop; a new application must be filed with the Board office.

(6) The salon/shop owner/manager must notify the Board that an apprentice is not training in the salon/shop under the master licensee and submit apprentice license and a notarized transcript of total hours accumulated by apprentice within thirty (30) days of termination of the apprenticeship. Apprentice supervisors must maintain apprentice records for a period of five (5) years.

(7) The salon/shop owner/manager and master level supervisor shall be required to supply each apprentice with the basic materials for the learning of cosmetology, master barber, barber II, hair design, esthetics, or nail technology as listed below. The master licensee training the apprentice shall comply with all rules adopted by the Board and shall instruct the apprentice in the importance of complying with all the laws and rules the Board.

(a) The basic equipment and kit for the cosmetology apprentice shall consist of the following:

1. station with mirror;
2. an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b)
3. closed container for storage of disinfected implements;
4. closed container for storage of soiled implements
5. mannequin;
6. basic combs;
7. scissors/shears and thinning shears;
8. razor with guard and disposable blades;
9. brushes;
10. rollers;
11. clips;
12. protective capes;
13. disposable neck strips, disposable or reusable gloves;
14. perm rods and end papers;
15. marcel curling iron/flat iron;
16. blow dryer;
17. consumable supplies for all hair services, such as hair shampoo, hair spray, conditioners, etc.;
18. consumable supplies for all esthetic services required in paragraph (c) for esthetics;
19. manicuring kit;
20. Current standard textbook;
21. one (1) workbook;
22. a current paper or electronic copy, of the laws and rules of the Georgia State Board of Cosmetology and Barbers;

23. closed container for soiled or disposable towels/linens;

24. closed container/cabinet for clean towels/ linens;

(b) The basic equipment and kit for the master barber apprentice shall consist of the following:

1. basic combs;

2. brushes;

3. shears and thinning shears;

4. straight razor with changeable blades;

5. mug and shaving brush (nylon disinfect bristles that can be disinfected only) or shaving cream;

6. clippers, guards, trimmers;

7. dusting brush (nylon bristles that can be disinfected ONLY);

8. neck strips;

9. hair cloth and clip;

10. standard textbook;

11. one (1) workbook;

12. blowdryer and styling brush;

13. tweezers;

14. shampoo cape;

15. an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b)

16. a current paper or electronic copy, of the laws and rules of the Georgia State Board of Cosmetology and Barbers;

17. ten (10) towels

18. closed container for soiled or disposable towels/linens;

19. closed container/cabinet for clean towels/ linens;

(c) The basic equipment and kit for the esthetics apprentice shall consist of the following:

1. one (1) textbook;
2. one (1) workbook;
3. a current copy of the laws and rules of the Georgia State Board of Cosmetology and Barbers;
4. tweezers;
5. comedone extractors;
6. cleansers;
7. liquid soap;
8. skin fresheners (toners);
9. astringents;
10. acids to include one or more of the following approved peels (alpha hyrdroxy aids "AHA" 3.5pH or above):
    (i) glycolic;
    (ii) salicylic ("beta peel");
    (iii) mandelic;
    (iv) citric;
    (v) lactic;
    (vi) azelaic;
11. moisturizers;
12. emollient creams;
13. foundation;
14. concealer;
15. blusher;
16. lipstick;

17. powder;
18. eye shadow;
19. mascara;
20. eyeliners;
21. eyebrow pencils;
22. eyelashes and adhesives;
23. professional pencil sharpener;
24. disposable sponges and applicators;
25. cotton swab;
26. Round cotton pads;
27. rectangular rolled cotton;
28. cotton balls;
29. wooden spatula;
30. muslin strips;
31. disposable gloves;

(d) The basic equipment and kit for the nail technician apprentice shall consist of the following:

1. nail station and chair with adequate light;
2. proper paraffin wax machine and paraffin wax;
3. UV gel light;
4. an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b);
5. sealed container for storage of disinfected implements;
6. supply tray;
7. finger bowl/manicuring bowl with nail brush;

8. closed container with cotton;

9. nail implements (disinfection required);
    (i) steel cuticle pusher;
    (ii) metal nail file;
    (iii) manicure scissors;
    (iv) cuticle nippers;
    (v) acrylic nippers;
    (vi) fingernail clipper;
    (vii) toenail clipper;
    (viii) spatula;
    (ix) tweezers and metal tongs;

10. nail care supplies (disposable items);
    (i) emery boards;
    (ii) nail buffers;
    (iii) orangewood or birchwood sticks;
    (iv) pedicure slippers;
    (v) toe separators;

11. nail polish;
    (i) colored nail enamel;
    (ii) base coat and top coat;

12. polish remover;

13. cuticle remover and cuticle oil;

14. hand cream;

15. mannequin hand and/or practice fingers;

16. materials for acrylic sculptured nails;

17. pedicure supplies:
    (i) footbath;
    (ii) antiseptic foot spray;
    (iii) liquid soap;
    (iv) massage lotion;
    (v) foot file or paddle;

18. current standard textbook;

19. one (1) workbook;

20. a current paper or electronic copy of the laws and rules of the Georgia State Board of Cosmetology and Barbers;

21. covered container for soiled or disposable towels/linens; also closed container/cabinet for clean towels/ linens;

(d) The basic equipment and kit for the barber II apprentice shall consist of the following:

1. Basic combs;

2. Brushes (nylon disinfectable bristles only);

3. Shears and thinning shears;

4. mug and shaving brush (nylon disinfectable bristles that can be disinfected only) or shaving cream;

5. Clippers, guards, trimmers;

6. dusting brush (nylon bristles that can be disinfected ONLY);

7. Neck strips;

8. Hair cloth and clip;

9. Standard textbook;

10. One (1) workbook;

11. Blowdryer and styling brush;

12. Tweezers;

13. Shampoo cape;

14. an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b)

15. a current paper or electronic copy, of the laws and rules of the Georgia State Board of Cosmetology and Barbers;

16. covered container for soiled or disposable towels/linens;

17. covered closed container/cabinet for clean towels/linens;

(e) The basic equipment and kit for the hair designer apprentice shall consist of the following:

1. station with mirror;

2. an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b);

3. closed container for storage of disinfected implements;

4. mannequin;

5. basic combs;

6. scissors/shears and thinning shears;

7. razor with guard and disposable blades;

8. Brushes (nylon disinfectable bristles only);

9. rollers;

10. clips

11. protective capes;

12. disposable neck strips, disposable or reusable gloves;

13. dusting brush (nylon bristles that can be disinfected ONLY);

14. perm rods and end papers;

15. marcel curling iron/flat iron;

16. blow dryer;

17. consumable supplies for all hair services, such as hair shampoo, hair spray, conditioners, etc.;

18. current standard textbook;

19. one (1) workbook;

20. a current paper or electronic copy of the laws and rules of the Georgia State Board of Cosmetology and Barbers;

21. covered container for soiled or disposable towels/linens;

22. closed container/cabinet for clean towels/linens;

Cite as Ga. Comp. R. & Regs. R. 240-5-.01
Authority: O.C.G.A. §§ 43-10-2; 43-10-9; 43-10-14.
History. Original Rule entitled "Application for Apprentice License" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-5-.02. Apprentices Training in a Salon/Shop.

No salon/shop shall have in training more than one apprentice for each person licensed at the master cosmetologist, master barber, hair designer esthetician or nail technician level. More than one apprentice is permissible if affirmatively shown to the Georgia State Board of Cosmetology and Barbers that the apprentice will be denied the opportunity of learning the profession of cosmetology, master Barber, barber II, hair design, esthetics, or nail technology provided that the burden of proof shall be upon the person or persons seeking to show that the opportunity to learn the profession has been denied.

(1) Each apprentice shall be trained and supervised by one licensee as shown on the apprentice's registration filed with the Board by the salon/shop owner/manager. A licensee shall have an apprentice according to the level of registration as follows:

(a) Master cosmetologist - hair design apprentice, nail tech apprentice, esthetician apprentice, or master cosmetologist apprentice;

(b) Master Barber - master barber apprentice barber II apprentice;

(c) Hair designer - hair design apprentice;

(d) Esthetician - esthetics apprentice;

(e) Nail Tecnician - Nail Tech Apprentice.

(2) The salon/shop owner or the supervising Master may temporarily designate, by written and signed statement, a qualified master to train and supervise the apprentice in the absence of the master licensee who is registered with the Board as being the master responsible for training the apprentice. The temporarily designated master shall have at least 36 months experience and shall have held a certificate of a master for at least 36 months as required by O.C.G.A. §43-10-14.

(3) The salon/shop has the burden of proof for establishing that circumstances exist which require assigning an apprentice to another licensed and qualified master on a temporary basis shall be deemed to have been met if the training master is absent from the salon/shop for a limited duration of time. Such time periods include, but are not limited to, illness, jury duty, military leave, absences for personal business or travel, vacation, temporary leave of absence from work, or a leave under the federal "Family and Medical Leave Act".

(4) Any apprentice training hours obtained at a location other than the salon/shop registered with the Board as the apprentice's training salon/shop shall not be counted toward the number of hours required for examination and licensing.

Cite as Ga. Comp. R. & Regs. R. 240-5-.02
Authority: O.C.G.A. §§ 43-10-2, 43-10-14.
History. Original Rule entitled "Apprentices Training in a Salon/Shop" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-5-.03. Apprentice Records Requirement for Salon/Shop and Master.

(1) Apprentice Records are required for all Salon/Shop or supervising Master as follows:

(a) An accurate weekly work sheet completed and signed either in ink or by electronic signature by the apprentice, the salon/shop owner/manager, and the training master shall be kept for each apprentice indicating the number of hours of training in each subject. This work sheet shall be sub-totaled weekly. Work sheets shall be subject to review and available to the Georgia State Board of Cosmetology and Barbers for inspection at any time.

(b) Weekly work sheets shall be submitted to the Board on quarterly basis in January, April, June, and September.

(c) Salon/shop owners/managers must maintain records on each apprentice for a period of five (5) years. These records must be accurate, complete, and available to the Georgia State Board of Cosmetology and Barbers for inspection at all times.

(d) Should an apprentice change salon/shop or master cosmetologist, hair designer, master barber, barber II, esthetician, or nail technician, a notarized transcript of total hours accumulated shall be signed by both the salon/shop owner/manager and the master cosmetologist, hair designer, master barber, barber II, esthetician, or nail technician and submitted to the Georgia State Board of Cosmetology and Barbers within thirty (30) days of the change.

(e) Certification of completed training shall be included with the examination application.

Cite as Ga. Comp. R. & Regs. R. 240-5-.03
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-13, 43-10-14.
History. Original Rule entitled "Apprentice Records Requirement for Salon/Shop and Master" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Chapter 240-6. LICENSURE BY EXAMINATION.

Rule 240-6-.01. Examination Administration.

(1) The board may designate vendor(s) for the purpose of administering examinations to applicants for licensure in accordance with the authority and powers granted to the board by statute. The designated vendor(s) may perform tasks pertaining to the examination of applicants including, but not limited to, receiving applications for examination, scheduling examinations, notifying applicants, and conducting examinations. All such tasks shall be identified in writing and performed only with the written approval of the board.

(2) The board, through its designated vendor(s), will provide reasonable accommodations to a qualified applicant with a disability in accordance with the Americans with Disabilities Act. The request for such an accommodation must accompany the license application, be in writing, and received by the designated agent of the board by the application deadline accompanied with appropriate documentation as indicated in the Request for Disability Accommodation Guidelines.

(3) All exams shall be administered in English. No foreign language translators will be allowed or furnished.

(4) Properly credentialed Board or Board staff shall have the authority to observe examinations at any time.

Cite as Ga. Comp. R. & Regs. R. 240-6-.01
Authority: O.C.G.A. §§ 43-10-9, 43-10-12, 43-1-2(j), 43-10-2(c).
History. Original Rule entitled "Examination Administration" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-6-.02. Examination for Cosmetology or Barber License.

(1) An applicant for the cosmetology examination at the master cosmetology, master barber, barber II, hair designer, esthetician, nail technician, or instructor for any license shall receive notice of eligibility sent by the Board or the Board's designated agent, stating the date, time and place of examination. If the applicant fails the examination or fails to report to the examination upon notice, such person may qualify for examination again by submitting another examination fee.

(2) The applicant taking the examination shall be required to pass the practical and written examination with a minimum score of 70% on each section. Failure to achieve a passing score requires the applicant to retake the section failed.

(3) An applicant may be excused from examination in an emergency situation, from taking that examination only one time without payment of additional examination fee. An emergency situation is defined as illness or death in applicant's family. Only written excuses, with proof of emergency, will be considered.

(4) Any applicant receiving a notice of examination, who fails to report to the examination or submit a written excuse to the Board or the Board's designated agent, within 10 days after date of examination, will be required to pay another examination fee before being permitted to take the examination.

Cite as Ga. Comp. R. & Regs. R. 240-6-.02
Authority: O.C.G.A. §§ 43-1-2(j), 43-10-9, 43-10-12.
History. Original Rule entitled "Examination for Cosmetology or Barber License" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-6-.03. Application for Cosmetology License at the Master Cosmetologist, Master Barber, Barber, Hair Designer, Esthetician or Nail Technician Level.

(1) Any person desiring to practice cosmetology or barbering at the master cosmetologist, master barber, barber II, hair designer, esthetician or nail technician level in the State of Georgia, is required to make application for a license using the form furnished by the Georgia State Board of Cosmetology and Barbers and show by such application that applicant has met all the requirements of the laws and the rules of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:

(a) Proof of passing a written and practical examination from Board's designated agent;

(b) any other information requested by the Board required for licensure by law or rule.

(c) the required application processing fee(s) which is non-refundable;

Cite as Ga. Comp. R. & Regs. R. 240-6-.03
Authority: O.C.G.A. §§ 43-10-7, 43-10-2, 43-10-9.
History. Original Rule entitled "Application for Cosmetology License at the Master Cosmetologist, Master Barber, Barber, Hair Designer, Esthetician or Nail Technician Level" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Chapter 240-7. CROSS-OVER LICENSING.

Rule 240-7-.01. Cross-Over Licensing Requirements for a Master Barber to Become a Master Cosmetologist.

In order to be licensed as a master cosmetologist, a person licensed as a master barber must pass the master cosmetologist examination. Before taking the examination, a master barber must submit proof of successfully completing a total of at least 300 credit hours of training in a board approved cosmetology school in the following subjects:

(a) Hairstyling = (25) - (25 credit hours):

1. marcel iron and comb-out - (10 credit hours required - 1/2 credit hours for 20 applications);
2. fingerwaves - (10 credit hours required - 1/2 credit hour for 20 applications);
3. pincurls - (5 credit hours required - 1/2 credit hour for 10 application);
4. hair designing (47.5 credit hours)
   (i) braiding (15 credit hours required - 1 service application hour/15 applications)
   (ii) extensions and weaving (20 credit hours required - 2 service application hours/10 applications
   (iii) twist/locks (12.5 - 1/2 service application hour/25 applications

(b) Nail care = (180) - (35 credit hours and applications are to apply to full sets only):

1. manicures, pedicures, and nail sculpting = (90) - (90 service application hours);
2. manicures with hand and forearm massage - (25 service credit hours/25 applications);

3. pedicures with foot and leg massage - (20 service application hours/20 applications);

4. nail sculpting - (45 service application hours/15 applications).

(c) Skin care = (42.5) - 10 credit hours comprised of 1 credit hour per application or facial given.

1. make-up applications - (10 service application hours/10 applications);

2. brow and lash tint - (2.5 service application hours/5 applications);

3. color accent - (5 service application hours/10 applications);

4. camouflage make-up - (5 service application hours/5 applications);

5. eye lash tabbing and strips - (4 service application hours/8 applications).

6. individual eye lash extensions (medical grade adhesive) - (11 service application hours/22 applications)

7. hair removal, waxing, threading and tweezing - (5 service application hour/10 applications);

(d) Health, safety and sanitation (5) - (5 service application hours/5 applications);

1. implements (brushes, combs, shears, clippers, flat irons, curling irons, nail and skin care implements) - (1 service application hour/2 applications);

2. pedicure spa bowls, portable or fixed plumbing - (1 service application hour/2 applications);

3. waxing and hair removal stations (1 service application/4 applications)

4. manicure stations - (1 service application hour/2 applications)

5. state laws and board rules - (1 service application hour/2 applications)

Cite as Ga. Comp. R. & Regs. R. 240-7-.01
Authority: O.C.G.A. §§ 43-10-2, 43-10-9, 43-10-12, 43-10-13.
History. Original Rule entitled "Cross-Over Licensing Requirements for a Master Barber to Become a Master Cosmetologist" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-7-.02. Cross-Over Licensing Requirements for a Master Cosmetologist to Become a Master Barber.

In order to be licensed as a master barber, a person licensed as a master cosmetologist must pass the master barber examination. Before taking the examination, a master cosmetologist must submit proof of successfully complete a total of 300 credit hours of training in a board approved cosmetology school in the following subjects:

(a) Theory - 60 hours;

(b) Hairstyling techniques and clipper cutting - 115 hours = 230 applications;

(c) Shaving and trimming beards - 50 hours = 30 hours shaving=60 applications/20 trims = 60 applications;

(d) Additional Instructions - 75 hours.

Cite as Ga. Comp. R. & Regs. R. 240-7-.02
Authority: O.C.G.A. §§ 43-10-2, 43-10-9, 43-10-12, 43-10-13.
History. Original Rule entitled "Cross-Over Licensing Requirements for a Master Cosmetologist to Become a Master Barber" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Chapter 240-8. RESERVED.

Cite as Ga. Comp. R. & Regs. R. dept. 240, ch. 240-8

Chapter 240-9. RESERVED.

Cite as Ga. Comp. R. & Regs. R. dept. 240, ch. 240-9

Chapter 240-10. INSTRUCTOR LICENSING.

Rule 240-10-.01. Application for Instructor License.

(1) Any person desiring to teach or instruct in a school of cosmetology, school of hair design, school of barbering, school of barber II, school of esthetics, or school of nail care in the State of Georgia, is required to make application for a license using the form furnished by the Georgia State Board of Cosmetology and Barbers and show by such application that applicant has met all the requirements of the law and rules of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:

(a) the required application processing fee(s) which is non-refundable;

(b) proof of a high school diploma or GED Certificate or certificate of completion from a post secondary school;

(c) an appropriate level of Education instructor training. An official certification or transcript indicating successful completion of the required credit hours of instructor training from a Board approved school at the appropriate level;

(d) prerequisite license plus Experience:

1. One year licensed as a Master Cosmetologist or Master Barber with a license in good standing, AND

2. One year of documented work experience in a Salon/Shop as a Master Cosmetologist, Master Barber, Esthetician, Hair Designer, or Nail Technician OR

(e) proof of passing a written and practical examination in English to become an instructor.

(2) Any person desiring to obtain a license to teach or instruct in a school of cosmetology, barbering, barber II, hair design, esthetics, or nail technology in the State of Georgia, who has been employed by the Technical College System of Georgia, the State Department of Education, or any Board of Regents school to teach cosmetology, barbering, barbering II, hair design, esthetics, or nail technology in the state's public schools, may make application for a license by using the form furnished by the Georgia State Board of Cosmetology and Barbers and show by such application that applicant has met all the requirements of the laws and rules of the Board. When such application is completed and returned to the Board, it shall be accompanied by the following:

(a) the required application processing fee(s) which is non-refundable;

(b) proof of passing a written and practical examination in English to become an instructor;

(c) a copy of a current Georgia license at the appropriate Master level with a license in good standing;

(d) proof of a high school diploma or GED Certificate or certificate of completion from a post-secondary school;

(e) two years as an Instructor completed within the last two years documented by a letter of recommendation from the school/college where employed and pay stubs for the two year period; and

(f) proof of completion of all required continuing education.

Cite as Ga. Comp. R. & Regs. R. 240-10-.01
Authority: O.C.G.A. §§ 43-1-2, 43-1-7, 43-10-2, 43-10-12.
History. Original Rule entitled "Application for Instructor License" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Chapter 240-11. APPLICATION BY ENDORSEMENT.

Rule 240-11-.01. Applicants Seeking Licensure by Endorsement.

(1) Any person licensed in another state desiring to apply for a license or instructor license in cosmetology, barber, barber II, hair design, esthetics, or nail care in the State of Georgia is required to make application using the form furnished by the Georgia State Board of Cosmetology and Barbers, to submit the required application processing fee(s) which is non-refundable, and to show by such application that applicant has met all the requirements of the law and rules of the Board. When such application for endorsement for the appropriate licensing level is properly filled out and returned to the Board, it shall be accompanied by the following:

(a) for applicants that can provide proof of passing both a written and practical national or state approved examination in English, and:

(i) proof of attaining at least 17 years of age;

(ii) a copy of a high school diploma, general educational development (GED) diploma, or a postsecondary education or college degree;

(iii) be of good moral character;

(iv) verification of a license issued by another state or territory that is currently active and in good standing at the appropriate level for the type of license being applied for;

(i) if the state verification does not indicate the examination was administered in English, the Board may accept a sworn statement from the applicant that the exam was taken in English;

(ii) if the verification for the license was issued by the other state or territory based on reciprocity or endorsement, applicant shall submit a verification for the state in which the original license was issued;

(iii) if the applicant has been licensed in multiple states, a verification from all states the applicant has been licensed in shall be submitted and shall indicate that no board orders or unpaid citations exist in those states.

(b) for applicants that cannot provide proof of passing both a written and practical national or state approved examination in English, the Board may, upon all other requirements of 240-11, issue a letter of exam eligibility, and:

(i) applicants who are made eligible under this section shall not be allowed to take the exam more than three times without passing

(ii) upon passing the national examination in English the Board may issue a license.

(c) for applicants of good moral character that can provide proof of active duty as a U.S. Military service member, transitioning service member, or separation leave within 24 months of retirement or 12 months of separation, or provide proof that the applicant is a spouse of these service members, the Board may issue a license provided:

(i) the applicant holds a valid, active license from another state, or;

(ii) the applicant obtained a specialty, certification, training, or experience in the military while a service member which substantially meets or exceeds the requirements to obtain a license in this state.

Cite as Ga. Comp. R. & Regs. R. 240-11-.01
Authority: O.C.G.A. §§ 43-1-34, 43-10-2, 43-10-9.
History. Original Rule entitled "Applicants Seeking Licensure by Endorsement" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Chapter 240-12. APPLICATION FOR COSMETOLOGY/BARBER SALON/SHOP.

Rule 240-12-.01. Application for Cosmetology/Barber Salon/Shop.

(1) Any person or persons desiring to operate a salon/shop which offers and performs cosmetology or barber services shall submit a complete application with the required application processing fee for a license using the form furnished by the Georgia State Board of Cosmetology and Barbers and shall meet all the requirements of the law and rules of the Board.

(2) Any salon/shop must be licensed by the Board prior to conducting business. Change of salon/shop ownership or change in the ownership or leasing must be registered with the Board by filing an application for licensure within thirty (30) days of the purchase of said salon /shop. The licenses of any salon/shop that is being sold or closed, must be returned to the board within 30 day of closing.

(3) Business names of salon/shop shall include the word "Salon" or "Shop" and shall not contain terms which would tend to mislead the public as to the operation of a cosmetology, barber, esthetician, or nail care facility.

(4) The salon/shop license or current copy of online verification shall be displayed within fifteen feet of the salon/shop entrance at all times in an open area of the registered salon/shop so as to be unobstructed and easily viewable for both customers to read and for inspection by the Board.

(5) The salon/shop owner shall complete a board-approved course for health, safety and sanitation.

(6) Salon/shop shall at all times comply with the rules for cleansing, disinfection, sanitization, health and safety required in all Board Rules of Georgia State Board of Cosmetology and Barbers.

Cite as Ga. Comp. R. & Regs. R. 240-12-.01
Authority: O.C.G.A. §§ 43-1-7, 43-10-2(d), 43-10-6(a), 43-10-8(h), 43-10-11.
History. Original Rule entitled "Application for Cosmetology/Barber Salon/Shop" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Chapter 240-13. SCHOOL REQUIREMENTS.

Rule 240-13-.01. Application for School License.

Any person desiring a license to operate a school of barbering, cosmetology, school of hair design, school of esthetics, or school of nail care in the State of Georgia is required to make application for a license to operate the school, using the form furnished by the Georgia State Board of Cosmetology and Barbers, and show by such application that applicant has met all the requirements of the laws and rules of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:

(a) the required application processing fee(s) which is non-refundable;

(b) an electronic copy of the floor plan of the proposed premises drawn to approximate scale, showing the square footage required in the application, arrangement of the classrooms, locker space, separate restroom for male and female with toilet and lavatory, approximate placing of equipment, the entrances and exits, sufficient ventilation and lighting, and adequate floor space. To be adequate, restroom facilities shall have a toilet and lavatory, at least one toilet and one sink each, with properly plumbed hot and cold water and shall be equipped with toilet tissue, soap dispenser with soap or other hand cleaning material, sanitary towels or other hand-drying device such as a wall-mounted electric blow-dryer, and waste receptacle;

(c) a notarized statement attesting that the school has all items of equipment required by laws and rules;

(d) satisfactory evidence of proper provisions for licensed instructors to teach;

(e) certification that each student enrolled shall be supplied with a basic kit as required by rule containing sufficient implements for the appropriate level of instruction and learning of cosmetology, hair design, master barber, barber II, esthetics, or nail technology (For specific requirements of each basic kit see rules 240-14-.01, 240-15-.01, 240-16-.01, 240-17-.01 and 240-18.01).

Cite as Ga. Comp. R. & Regs. R. 240-13-.01
Authority: O.C.G.A. §§ 43-1-7, 43-10-2, 43-10-8, 43-10-11, 43-10-12.
History. Original Rule entitled "Application for School License" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-13-.02. Required Inspections for School Licensing.

(1) Upon acceptance of the application a preliminary inspection of the proposed premises shall be conducted by an inspector for the Board.

(2) A final inspection shall occur after the applicant has met all Board requirements for facility, equipment, and consumable supplies. Upon passage of the final inspection, the appropriate license shall be issued to operate a school of barbering, or a school of cosmetology, or school of hair design, or school of esthetics, or school of nail care.

(3) The Board shall have a reasonable period of time to process any application in order to carry out an investigation for verification of any or all facts stated therein and conduct inspections.

(4) The license will be permitted to be retained and renewed only as long as the school continues to meet all of the current laws and rules of the Georgia State Board of Cosmetology and Barbers. Such licenses are not transferable.

Cite as Ga. Comp. R. & Regs. R. 240-13-.02
Authority: O.C.G.A. §§ 43-1-19, 43-10-2, 43-10-11, 43-10-12.
History. Original Rule entitled "Required Inspections for School Licensing" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-13-.03. Licensed School Operations, Ownership, or Relocation.

(1) A license to operate a school carries with it the approval of the Georgia State Board of Cosmetology and Barbers and is valid only for the owner or owners specified on the application for the school. Any request for relocation or change in the school's name or

school's owners must be submitted to the Board staff on the appropriate application and comply with statutory and regulatory provisions applicable to new schools. Any request for expansion to an address not contiguous with the current facility address must be filed as a new school application.

(2) Any person, firm, corporation or establishment which accepts, directly or indirectly, compensation for teaching more than one person any branch of cosmetology or barbering shall be classified as a school and shall be required to comply with all the provisions of the laws and rules of the Board.

(3) Any person, firm, corporation or establishment licensed hereunder shall, upon request or inspection, furnish to the Georgia State Board of Cosmetology and Barbers a copy of the school policies and procedures.

(4) Upon inspection, schools shall be required to provide a roster of the name and license number(s) of all instructors. Instructors shall be required to hold the appropriate licenses to be an instructor at all times. Each school shall notify the Board in writing within ten days of any change in instructors.

(5) Schools are required to comply with all cleansing, disinfection, and sanitation rules adopted by this Board and shall instruct the students in the importance of complying with all cleansing, disinfection, and sanitation rules of this Board.

(6) All schools of cosmetology, hair design schools, barbering, esthetician schools and schools of nail care shall maintain a library which includes at least one each of the following: a current (updated annually) copy of the Board Rules and a current copy of State laws (O.C.G.A. 43-10 updated annually), medical dictionary, book on first aid, book on cosmetic chemistry, book on esthetics, book on nail technology, book on barbering, barber II, book of instructor training and teaching methods for cosmetology, esthetician, barbering nail technology, and hair design, at least one book on business management. The above referenced materials may be provided electronically.

(7) All schools must be properly lighted and well ventilated. Facilities should consult with the local county or city government to meet all required building and zoning ordinances

(8) All schools must provide the required supplies and equipment for the number of students enrolled

(9) When, and if, the school's enrollment increases beyond its capacity of properly caring for the original fifteen (15) students as to classroom, lockers, equipment and floor space, the school shall, for the purpose of good student training, public protection and safety, enlarge such school to meet the needs of the number of students enrolled. The recommended ratio of students to instructors is 18:1 but shall not exceed more than 20 students per instructor (O.C.G.A. § 43-10-12(a)(1)(B)).

(10) When closing a cosmetology, hair design, barbering, esthetics or nail care school, the Board shall be notified in writing of the closure and all student records and the school license shall be released to the Board no later than 30 days prior to the closure date.

Cite as Ga. Comp. R. & Regs. R. 240-13-.03
Authority: O.C.G.A. §§ 43-10-1, 43-10-2, 43-10-6, 43-10-8, 43-10-11, 43-10-12, 43-10-13.
History. Original Rule entitled "Licensed School Operations, Ownership, or Relocation" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-13-.04. School and Instructor Requirements for Student Records.

Requirements for student records and transcripts shall be as follows:

a) Each school shall have a curriculum guide and lesson plan used by each instructor for each course taught. Such curriculum guides and lesson plans that encompasses but not limited to the curriculum established by the board for each modality, shall be made available to the Georgia State Board of Cosmetology and Barbers for inspection at all times.

b) Student attendance records, grades, test scores, and all records relating to online and distance learning for the theory portion of the curriculum shall be maintained on school premises by the school as part of the permanent record for each student for a period of five (5) years.

c) A weekly work sheet signed by the student and the instructor either in ink or by electronic signature shall be kept for each student indicating the number of hours of training in each subject. This work sheet shall be sub-totaled monthly and shall be subject to review by the Georgia State Board of Cosmetology and Barbers at any time.

d) Progress Reports on students' attendance and grades shall be current and shall be made available for inspection by the Georgia State Board of Cosmetology and Barbers at all times. Should a student withdraw for any purpose, a notarized transcript of total school hours for that student shall be signed by the school's owner or manager and submitted to the Georgia State Board of Cosmetology and Barbers within thirty (30) days of withdrawal.

e) Certification of completed training shall be included with the examination application.

f) Each school shall provide transcripts to students pursuant to O.C.G.A. § 43-10-12(D).

g) School hours and student records shall be submitted to the Board upon request regardless of any financial obligation the student has to the school.

Cite as Ga. Comp. R. & Regs. R. 240-13-.04
Authority: O.C.G.A. § 43-10-12(a)(1)(D).
History. Original Rule entitled "School and Instructor Requirements for Student Records" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Amended: F. Feb. 10, 2023; eff. Mar. 2, 2023.

Rule 240-13-.05. Online and Distance Learning Requirements.

(1) Board licensed or approved schools and supervising licensees may teach the theoretical portion of the curriculum to their students or apprentices through online or distance learning classes. All practical training must be hands-on and taught on the clinic floor inside the school by a Board licensed or approved instructor. Practical training for apprentices must be monitored by the designated licensed supervisor inside the Board approved salon or shop. Schools shall maintain test results and records of the monitoring process in accordance to Rule 240-13-.04(b), and apprentice test results and records shall be maintained in accordance with Rule 240-5-.03(c).

(a) Barbering

1. Master Barber

(i.) A student enrolled in a Board licensed or approved Master Barber program, or an apprentice apprenticing under a designated licensed supervisor, may accrue up to two hundred fifty (250) hours of Level I credit, and/or two hundred (200) hours of Level II credit through an online delivery system only for the theory portion of the curriculum. Schools are responsible for monitoring the student's online hours, course progress, and all testing.

2. Barber II

(i) A student enrolled in a Board licensed or approved Barber II program, or an apprentice apprenticing under a designated licensed supervisor, may accrue up to one hundred ninety (190) hours of Level I credit, and/or two hundred (200) hours of Level II credit through an online delivery system only for the theory portion of the curriculum. Schools are responsible for monitoring the student's online hours, course progress, and all testing.

(b) Cosmetology

1. Master Cosmetology

(i.) A student enrolled in a Board licensed or approved Master Cosmetology program, or an apprentice apprenticing under a designated licensed supervisor, may accrue up to two hundred fifty (250) hours of Level I credit, and/or one hundred (100) hours of Level II credit through an online delivery system only for the theory portion of the curriculum. Schools are responsible for monitoring the student's online hours, course progress, and all testing.

2. Hair Design

   (i.) A student enrolled in a Board licensed or approved Hair Design program, or an apprentice apprenticing under a designated licensed supervisor, may accrue up to two hundred fifty (250) hours of Level I credit, and/or one hundred (100) hours of Level II credit through an online delivery system only for the theory portion of the curriculum. Schools are responsible for monitoring the student's online hours, course progress, and all testing.

3. Esthetician

   (i.) A student enrolled in a Board licensed or approved Esthetician program, or an apprentice apprenticing under a designated licensed supervisor, may accrue up to two hundred fifty (250) hours of Level I credit, and/or one hundred (100) hours of Level II credit through an online delivery system only for the theory portion of the curriculum. Schools are responsible for monitoring the student's online hours, course progress, and all testing.

4. Nail Technician

   (i.) A student enrolled in a Board licensed or approved Nail Technician program, or an apprentice apprenticing under a designated licensed supervisor, may accrue up to one hundred and forty (140) hours of Level I credit through an online delivery system only for the theory portion of the curriculum. Schools are responsible for monitoring the student's online hours, course progress, and all testing.

5. Cosmetology and Barber Instructors

   (i.) A student enrolled in a Board licensed or approved Master Cosmetology, Esthetician, Nail Technician, Hair Designer, Master Barber, or Barber II Instructor training program may accrue up to two hundred and twenty-five (225) hours of credit through an online delivery system only for the theory portion of the curriculum. Schools are responsible for monitoring the student's online hours, course progress, and all testing.

Cite as Ga. Comp. R. & Regs. R. 240-13-.05
Authority: O.C.G.A. §§ 43-1-25, 43-10-2(d), 43-10-12, 43-10-13(a).
History. Original Rule entitled "Online and Distance Learning Requirements" adopted. F. Mar. 6, 2023; eff. Mar. 26, 2023.

Chapter 240-14. BARBER SCHOOL EQUIPMENT, CURRICULUM, AND INSTRUCTOR TRAINING CURRICULUM.

Rule 240-14-.01. Barber School Equipment.

(1) Each school desiring to teach barbering at the Master Barber or Barber II level must provide the following minimum equipment:

(a) secured storage for school and student records (locking filing cabinet, desk, etc.);

(b) sufficient instructional displays (dry erase, audio visual aids, chalkboard, etc);

(c) an appropriate disinfection container which is in accordance with Board rule 240-4-.04(b);

(d) a minimum of seven (7) hair dryers for enrollment of up to sixteen (16) students and one (1) additional dryer for each additional five (5) students;

(e) work stations with mirrors for each individual student;

(f) sufficient covered waste containers for soiled or disposable towels;

(g) hazardous waste container for blood contaminated disposable utensils labeled accordingly with a biohazard label and/or the words "contaminated utensils";

(h) sixteen (16) mannequins, one (1) for each additional five (5) students;

(i) closed towel cabinets to adequately store clean/soiled linens;

(j) separate closed container for bloody towels, labeled accordingly with a biohazard label and/or the words "contaminated linen";

(k) locker space for personal items must be furnished to each student;

(l) student sign: a sign stating "SERVICE BY STUDENTS ONLY" must be displayed;

(m) school minimum floor space (see Rule 240-14-.01(4) below);

(n) ten towels per student;

(o) first aid kit

(2) The basic kit for master barber and barber II students shall contain the following:

(a) basic combs;

(b) brushes (nylon bristles that can be disinfected ONLY);

(c) shears and thinning shears;

(d) straight razor;

(e) mug and brush (nylon bristles that can be disinfected ONLY) or shaving cream;

(f) clippers, guards, trimmers;

(g) dusting brush (nylon bristles that can be disinfected ONLY);

(h) neck strips;

(i) hair cloth and clip;

(j) standard textbook;

(k) one (1) workbook;

(l) blow dryer and styling brush;

(m) shampoo cape.

(3) All of the equipment provided for in Paragraph (1) must be standard Barber equipment, cleansed, disinfected, and maintained in good, safe, working condition at all times.

Cite as Ga. Comp. R. & Regs. R. 240-14-.01
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-12, 43-10-13.
History. Original Rule entitled "Barber School Equipment" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-14-.02. Master Barber School Curriculum.

The curriculum for students in a school of barbering for a complete course of at least nine (9) Months totaling fifteen hundred (1500) hours of training shall be as follows:

(a) Each school or licensed instructor shall require each student to obtain 280 total hours of theory training in the following curriculum before the student is allowed to render clinical services.

1. Classroom Theory - 50 hours: Shall include instruction by a licensed instructor in the following subjects related to barbering:

(i) chemistry (the basics of physical and chemical changes);

(ii) cleansing and disinfection;

(iii) hygiene and good grooming;

(iv) laws and rules.

2. Hair and Scalp Treatments, Shampooing, and Conditioning - 25 hours: Shall include instruction by a licensed instructor in the following subjects:

   (i) hair analysis;

   (ii) scalp condition;

   (iii) treatments;

   (iv) proper procedure of shampooing (towel application, draping);

   (v) knowledge of shampoo formulas;

   (vi) water temperatures.

3. Shaving - 25 hours:

   (i) shaving (proper handling technique of straight razor learning the fourteen (14) stroke process).

4. Coloring of Hair -25 hours: Shall include instruction by a licensed instructor in the following subjects:

   (i) bleaching;

   (ii) high and low lighting;

   (iii) permanent color;

   (iv) semi permanent color; and

   (v) temporary rinse.

5. Hair Cutting and Styling - 70 hours: Shall include instruction by a licensed instructor in the following:

   (i) proper handling of implements (razor, shears, clippers, trimmers, edgers); and

(ii) 35 hours of training on mannequins.

6. Facial Hair Design & Waxing - 20 hours: Shall include instruction by a licensed instructor in the following:

   (i) theory of facial massage;

   (ii) equipment; and

   (iii) facial treatments.

7. Permanent Waving, Relaxing, and Chemical Application - 65 Hours: Shall include instruction by a licensed instructor in the following subjects:

   (i) the chemistry of permanent wave solution;

   (ii) technique of placing wave rods on client heads; and

(b) When a student has completed 280 hours in the above curriculum, the licensed instructor shall complete a statement to be directed to the Georgia State Board of Cosmetology and Barbers, signed by the licensed instructor, and the student (and properly notarized) stating the student is now prepared to progress to the clinic floor to perform clinical services on live subjects. After completion of the first 280 hours of training, the curriculum shall be as follows:

1. Theory - 200 hours;

2. Hairstyling techniques and cutting - 500 hours = 500 applications: Shall include instruction by a licensed instructor in the following subjects:

   (i) proper handling of instruments;

   (ii) improper handling of instruments;

   (iii) training on mannequins and live models.

3. Shaving - 25 hours = 50 applications: Shall include instructions by a licensed instructor in the following:

   (i) proper handling of instruments;

   (ii) proper disposal of razor blades in sharps container in accordance with the provisions of O.C.G.A. § 12-8-20, *et seq*., and the Rules for Solid Waste Management, Chapter 391-3-4-.15(e) applicable to razor blade disposal in solid waste.

(iii) improper handling of instruments;

(iv) training on mannequins and live models.

4. Shampooing - 5 hours = 40 applications: Shall include instructions by a licensed instructor in the following:
   (i) proper procedure of shampooing;

   (ii) knowledge of shampoo formulas;

   (iii) water temperature.

5. Facial Hair Design and Waxing - 10 hours = 30 applications

6. Scalp Treatment Techniques - 10 hours: Shall include instructions by a licensed instructor in the following subjects:
   (i) hair analysis;

   (ii) scalp conditions;

   (iii) treatments.

7. Permanent Waving, Relaxing and Chemical application - 270 hours = 66 applications: Shall include instruction by a licensed instructor in the following subjects:
   (i) the chemistry of cold wave solution relaxers and reaction;

   (ii) techniques of placing cold wave rods on client's head;

   (iii) chemistry of color, technique of color and chemical action of hair color.

8. Additional instructions at the discretion of the instructor - 200 hours.

Cite as Ga. Comp. R. & Regs. R. 240-14-.02
Authority: O.C.G.A. §§ 43-10-2, 43-10-9, 43-10-12, 43-10-13.
History. Original Rule entitled "Master Barber School Curriculum" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-14-.03. Barber II School Curriculum.

The curriculum for students in a school of barbering for a complete course of at least seven (7) months totaling one thousand one hundred and forty (190 curriculum + 950 practical = 1140) hours of training shall be as follows:

(a) Each school or licensed instructor shall require each student to obtain 190 total hours of theory training in the following curriculum before the student is allowed to render clinical services.

1. Classroom Theory - 50 hours: Shall include instruction by a licensed instructor in the following subjects related to barbering:

   (i) chemistry (the basics of physical and chemical changes);

   (ii) cleansing and disinfection;

   (i) hygiene and good grooming;

   (ii) laws and rules.

2. Hair and Scalp Treatments, Shampooing, and Conditioning - 25 hours: Shall include instruction by a licensed instructor in the following subjects:

   (i) hair analysis;

   (ii) scalp condition;

   (iii) treatments;

   (iv) proper procedure of shampooing (towel application, draping);

   (v) knowledge of shampoo formulas;

   (vi) water temperatures.

3. Shaving - 25 hours:

   (i) shaving (proper handling technique of straight razor learning the fourteen (14) Stroke process).

   (ii) proper disposal of razor blades in sharps containers

5. Hair Cutting and Styling - 70 hours: Shall include instruction by a licensed instructor in the following:

   (i) proper handling of implements (razor, shears, clippers, trimmers, edgers); and

   (ii) 35 hours of training on mannequins.

6. Facial Hair Design & Waxing - 20 hours: Shall include instruction by a licensed instructor in the following:

(i) theory of facial massage;

(ii) equipment; and

(iii) facial treatments.

(b) When a student has completed 190 hours in the above curriculum, the licensed instructor shall complete a statement to be directed to the Georgia State Board of Cosmetology and Barbers, signed by the licensed instructor, and the student (and properly notarized) stating the student is now prepared to progress to the clinic floor to perform clinical services on live subjects. After completion of the first 190 hours of training, the curriculum shall be as follows:

1. Practical Theory - 200 hours;

2. Hairstyling techniques and cutting - 500 hours = 500 applications: Shall include instruction by a licensed instructor in the following subjects:

   (i) proper handling of instruments;

   (ii) improper handling of instruments;

   (iii) training on mannequins and live models.

3. Shaving - 25 hours = 50 applications: Shall include instructions by a licensed instructor in the following:

   (i) proper handling of instruments;

   (ii) proper disposal of razor blades in sharps containers

   (ii) improper handling of instruments;

   (iii) training on mannequins and live models.

4. Shampooing - 5 hours = 40 applications: Shall include instructions by a licensed instructor in the following:

   (i) proper procedure of shampooing;

   (ii) knowledge of shampoo formulas;

   (iii) water temperature.

5. Facial Hair Design and Waxing - 10 hours = 30 applications:

6. Scalp Treatment Techniques - 10 hours: Shall include instructions by a licensed instructor in the following subjects:
   (i) hair analysis;
   (ii) scalp conditions;
   (iii) treatments.
7. Additional instructions at the discretion of the instructor - 200 hours.

Cite as Ga. Comp. R. & Regs. R. 240-14-.03
Authority: O.C.G.A. §§ 43-10-2, 43-10-9, 43-10-12, 43-10-13.
History. Original Rule entitled "Barber II School Curriculum" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-14-.04. Barber Instructor Training Curriculum.

(1) Persons receiving instructor training in a barber school must spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.

(2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.

(3) Persons receiving instructor training shall be furnished a teacher training manual.

(4) The curriculum in a school of cosmetology or barbering for an instructor training course must include at least one (1) year and a total of 750 hours of training as follows:
   (a) General Education = (250)-(250 credit/250 clock hours): All practice teaching must be supervised by a licensed instructor.
      1. Cosmetology and Barber Laws, rules and regulations - (25 credit/25 clock hours);
      2. Principles of teaching Barbering - (200 credit/200 clock hours);
   (b) Teaching techniques and audio visual aids = (250)-(250 credit/250 clock hours):
      1. Curriculum development;
      2. Lesson plans and presentations;
      3. Classroom management and discipline;

4. Demonstrations and lectures;

5. Various methods of evaluation.

(c) Practice teaching = (250)-(250 credit/250 clock hours).

Cite as Ga. Comp. R. & Regs. R. 240-14-.04
Authority: O.C.G.A. §§ 43-10-2, 43-10-12, 43-10-13.
History. Original Rule entitled "Barber Instructor Training Curriculum" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Chapter 240-15. COSMETOLOGY SCHOOL EQUIPMENT, CURRICULUM, AND INSTRUCTOR TRAINING CURRICULUM.

Rule 240-15-.01. Cosmetology School Equipment.

(1) Each school desiring to teach cosmetology must provide the following minimum equipment:

(a) secured metal filing cabinets for school and student records;

(b) sufficient chalkboards;

(c) an appropriate disinfection container which is in accordance with Board rule 240-5;

(d) a minimum of four (4) shampoo basins for enrollment up to fifteen (15) students, and one (1) additional shampoo basin for each additional fifteen (15) students or fraction thereof;

(e) three (3) facial chairs or cushioned massage tables;

(f) a minimum of seven (7) chair hair dryers for enrollment up to fifteen (15) students and one (1) additional dryer for each additional five (5) students;

(g) work stations with mirrors for each individual student;

(h) sufficient covered containers for soiled or disposable towels and covered/washable containers for garbage;

(i) one mannequin per student;

(j) one closed container per station for clean implements only;

(k) closed containers to adequately store clean towels/linens;

(l) locker space for personal items must be furnished for each student;

(m) paraffin wax machine and paraffin wax;

(n) school minimum floor space 3,000 sq. ft.;

(o) four (4) manicuring tables with two (2) chairs at each table, and implements as specified on nail care equipment rules of the Board;

(p) one (1) whirlpool pedicure spa (with fixed plumbing), three (3) footbaths and a current cleaning and disinfection log;

(q) audio visual aids;

(r) a current copy of the Laws and Rules of the Georgia State Board of Cosmetology and Barbers;

(s) A basic kit; the basic kit for cosmetology students shall contain the following:

1. mannequin with hair at least 6-7 inches long;
2. basic combs;
3. scissors/shears and thinning shears;
4. razor with guard and disposable blades;
5. brushes;
6. rollers;
7. clips;
8. protective capes;
9. disposable neck strips
10. perm rods and end papers;
11. marcel iron and flat iron;
12. blow dryer;
13. dusting brush (nylon bristles that can be disinfected ONLY);

14. consumable supplies for esthetics;

15. basic nail care kit and consumable supplies for nail care;

16. standard textbook which corresponds with the school curriculum as indicated on the school application;

17. one (1) workbook; and

18. full copy of Georgia State Board of Cosmetology and Barbers rules and Georgia law applicable to Cosmetology and Barbering (O.C.G.A. 43-10).

(t) magnifying lamp (at least one per classroom); and

(u) facial steamer (at least one per classroom).

(2) All of the above equipment must be standard equipment and maintained in good and safe working condition at all times.

(3) Any cosmetology school desiring to teach a separate course in hair design, barbering, barbering II, esthetics or nail technology and having more than fifteen (15) students in a hair design, esthetics, or nail technology course shall provide all necessary equipment and supplies for each such school course.

(4) Schools licensed by the former Georgia State Board of Barbers and/or the Georgia State Board of Cosmetology prior to March 17, 1986 are exempt from the square footage requirements of this rule, but such schools are not exempt from all other requirements of this rule.

Cite as Ga. Comp. R. & Regs. R. 240-15-.01
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-12, 43-10-13.
History. Original Rule entitled "Cosmetology School Equipment" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-15-.02. Cosmetology School Curriculum.

The curriculum for students enrolled in a school of cosmetology for a complete course of a minimum of nine (9) months and totaling fifteen hundred (1,500) hours of training (250 theory + 1250 service application hours) shall be as follows:

(a) Level 1 instruction shall be provided by a licensed master cosmetology instructor. Each school or licensed instructor shall require each student to obtain two hundred fifty (250) total hours of Level 1 training before the student performs clinical services on a client/patron. Of these two hundred fifty (250) hours, two hundred twenty five (225) shall

be theory and training on mannequins, and of the final twenty five (25) hours, fifteen (15) hours shall be on skin care and ten (10) hours shall be on nail care. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first 250 hours of training, which are intended to be theoretical in nature.

1. Theory = (40) - (40 theory hours/40 clock hours);
   (i) chemistry;
   (ii) cleansing and disinfection;
   (iii) EPA; OSHA, infection control standards; blood spill procedures; and
   (iv) AIDS; HIV; and communicable diseases.

2. Theory of Permanent Waving = (45) - (45 theory hours/45 clock hours);
   (i) the chemistry of permanent wave solution and its reaction;
   (ii) the chemistry of relaxers and their reactions; and
   (iii) the principles of permanent wave rod placement.

3. Theory of Hair Coloring = (45) - (45 theory hours/45 clock hours);
   (i) the chemistry of color;
   (ii) principles of color application; and
   (iii) the chemical reaction of hair color.

4. Theory of Hair and Scalp Treatments and Conditioning = (20) - (20 theory hours/20 clock hours);
   (i) hair analysis;
   (ii) scalp condition; and
   (iii) treatments.

5. Theory of Hair Cutting = (25) - (25 theory hours/25 clock hours);
   (i) proper handling and care of instruments.

6. Theory of Shampooing = (15) - (15 theory hours/15 clock hours);
   (i) proper procedure of shampooing;

(ii) knowledge of shampooing formulas; and

(iii) water temperature.

7. Theory of Hairdressing/Hairstyling = (35) - (35 theory hours/35 clock hours);
   (i) 20 hours training on mannequins; and

   (ii) 15 hours training on live models (without compensation).

8. Theory of Nail Care and Skin Care = (25) - (25 theory hours/25 clock hours);
   (i) concepts and principles of nail care procedures and correct handling of instruments - (10 theory hours/10 clock hours); and

   (ii) concepts and principles of skin care procedures and techniques - (15 theory hours/15 clock hours).

(b) Level 2 theory and service application hours on patrons may begin when a student has completed two hundred fifty (250) theory hours in the above curriculum, with a minimum passing score of seventy five percent (75%). The student may then progress to Level 2 theory, practical training, and service application hours on live subjects. The Level 2 curriculum shall be as follows:

1. Theory = (100) - (100 theory hours/100 clock hours);
   (i) cleansing and disinfecting;

   (ii) physiology;

   (iii) electricity;

   (iv) safety precautions;

   (v) chemistry of beauty products, actions/reactions, and the composition of tints, dyes and bleaches;

   (vi) salesmanship;

   (vii) telephone etiquette; and

   (viii) salon deportment; consisting of courtesy, neatness and professional attitude in meeting the public.

2. Social Skills, Reception or Desk Work, Art and Ethics, State Board of Cosmetology Laws and Rules = (50) - (50 theory hours/50 clock hours).

3. Laboratory = (50) - (50 service application hours/50 clock hours); shall include practical training in preparing germicidal solutions, shampoos, tint and bleaches, practical training in washing and sanitizing all equipment in the beauty salon.

4. Hairdressing, Shampoo and Comb-out = (255) - (170 service application hours/170 applications); shall include shampoos, comprising dry, soap-free, oil and reconditioning; wet curls, thermo-curling, blow drying, hair styles, comb outs and all types of pressing; hot combs.

5. Hair Cutting and Shaping = (124.5) - (124.5 service application hours/166 applications).

6. Permanent Waving = (150) - (150 service credit hours/50 applications).

7. Chemical Hair Relaxing = (139) - (139 service application hours);
   (i) virgin application - (82 service application hours/42 applications); and

   (ii) chemical retouch - (57 service application hours/38 applications).

8. Hair Coloring and Hair Lightening = (155) - (155 service application hours);
   (i) temporary rinses and semi-permanent color - (9 service application hours/12 applications);

   (ii) virgin color - (40 service application hours/20 applications);

   (iii) color retouches - (20 service application hours/10 applications);

   (iv) hair bleaching and lightening - (80 service applications hours/40 applications);
      (I) virgin hair lightening (32 service application hours/16 applications);

      (II) retouch hair lightening (20 service application hours/10 applications); and

      (III) foiling techniques and placement - (28 service application hours/14 applications).

   (v) predisposition tests - (3 service application hours); and

   (vi) color removal - (3 service application hours).

9. Scalp and Hair Treatment = (49) - (49 service application hours/49 applications); shall include brushing and manipulations, corrective treatments, and reconditioning treatments.

10. Facial Treatment, Make-up, and Hair Removal = (52.5) - (52.5 service application hours):
    (i) facial treatments - (30 service application hours/30 applications);
    (ii) make-up applications - (20 service application hours/20 applications); and
    (iii) brow and lash tint - (2.5 service application hours/5 applications).

11. Hair Removal = (30) - (30 service application hours):
    (i) lip, chin, and face (tweezing, waxing, threading) - (10 service application hours/20 applications);
    (ii) brow tweezing - (10 service application hours/20 applications); and
    (iii) brow waxing - (10 service application hours/20 applications).

12. Sanitizing and Disinfection of Tools, Implements, and Equipment = (**5**) - (5 service application hours/10 applications):
    (i) implements (brushes, combs, shears, clippers, flat irons, curling irons, nail and skin care implements) - (1 service application hour/2 applications);
    (ii) shampoo bowls and dryer hoods, styling stations, chairs, mats and work space - (1 service application hour/2 applications);
    (iii) pedicure spa bowls, portable or fixed plumbing - (1 service application hour/2 applications);
    (iv) hair removal and waxing stations - (1 service application hour/2 applications); and
    (v) manicure stations - (1 service application hour/2 applications).

13. Manicures, Pedicures, and Nail Sculpting = (90) - (90 service application hours):
    (i) manicures with hand and forearm massage - (25 service credit hours/25 applications);
    (ii) pedicures with foot and leg massage - (20 service application hours/20 applications); and
    (iii) nail sculpting - (45 service application hours/15 applications).

Cite as Ga. Comp. R. & Regs. R. 240-15-.02
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-9, 43-10-12, 43-10-13.

History. Original Rule entitled "Cosmetology School Curriculum" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017

Rule 240-15-.03. Cosmetology School Curriculum Credit Hours.

1. For work performed by students, credits will be allowed to students as listed below:
   (a) one cold or heat wave (including shampoo and set) - **3** clock hours per application;

   (b) one chemical relaxer - **2** clock hours per application;

   (c) one chemical relaxer retouch - **1.5** clock hours per application;

   (d) virgin lightener (including shampoo and set) - **2** clock hours per application;

   (e) retouch lightener - **2** clock hours per application;

   (f) foiling - **2** clock hours per application;

   (g) virgin tint (including shampoo and set) - **2** clock hours per application;

   (h) tint retouch - **2** clock hours per application;

   (i) one brow and lash tint - **30** minutes per application;

   (j) one temporary rinse/semi-permanent color - **45** minutes per application;

   (k) one shampoo, set and comb out, or one pressing, curling and comb out - **1.5** clock hours per application;

   (l) one shampoo - **15** minutes per application;

   (m) one scalp treatment - **1** clock hour per application;

   (n) one haircut - **45** minutes per application;

   (o) one facial - **1** clock hour per application;

   (p) make up application - **1** clock hour per application;

   (q) hair removal - **30** minutes per application;

   (r) sanitizing and disinfection of tools, implements, and equipment - **30** minutes per application;

   (s) one manicure - **1** clock hour per application;

   (t) one pedicure - **1** clock hour per application; and

(u) one full set of sculptured nail application - **3** clock hours per application.

2. A weekly sheet, signed in black ink and/or electronic signature by the student and the instructor, shall be kept for each student, which shows the number of hours of training in each subject. This work sheet shall be sub-totaled weekly, and subject to review by the inspector at any time.

3. Any student shall have the right to refuse to attend classes for more than eight (**8**) hours in one day.

Cite as Ga. Comp. R. & Regs. R. 240-15-.03
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-12, 43-10-13.
History. Original Rule entitled "Cosmetology School Curriculum Credit Hours" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-15-.04. Curriculum for Cosmetology Instructor Training.

(1) Persons receiving instructor training in a cosmetology school shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.

(2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise. Persons receiving instructor training shall be furnished an instructor training manual.

(3) The curriculum in a school of cosmetology for an instructor training course shall be completed within one (1) year and a total of 750 hours of training as stated below. For purposes of this Rule, one (1) credit hour equals one (1) clock hour.

(a) General Education = **(250)**-(250 credit/250 clock hours): All practice teaching must be supervised by a licensed instructor.

1. Cosmetology, Esthetician, Hair Design, Nail Technician and Barber Laws, rules and regulations - (25 credit/25 clock hours);

2. Principles of teaching cosmetology - (150 credit/150 clock hours);

3. Principles of teaching nail care - (35 credit/35 clock hours); and

4. Principles of teaching esthetics - (40 credit/40 clock hours).

(b) Teaching techniques and audio visual aids = **(225)**-(225 credit/225 clock hours):

1. Curriculum development;

2. Lesson plans and presentations;

3. Classroom management and discipline;

4. Demonstrations and lectures; and

5. Various methods of evaluation.

(c) Practice teaching = (**275**)-(275 credit/275 clock hours).

Cite as Ga. Comp. R. & Regs. R. 240-15-.04
Authority: O.C.G.A. §§ 43-10-2, 43-10-12, 43-10-13.
History. Original Rule entitled "Curriculum for Cosmetology Instructor Training" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Chapter 240-16. ESTHETICIAN SCHOOL EQUIPMENT, CURRICULUM, AND INSTRUCTOR TRAINING CURRICULUM.

Rule 240-16-.01. Esthetician School Equipment.

(1) Each esthetician school must provide the following minimum equipment:

(a) secured storage for school and student records (locking filing cabinet, desk, etc.);

(b) sufficient instructional displays (dry erase, chalkboard, etc);

(c) one lavatory bowl for up to fifteen students;

(d) eight facial chairs or cushioned massage tables;

(e) one work station or position per two students;

(f) one (1) set of facial equipment per each four (4) work stations or positions to include:

1. brushing;

2. vacuum ionization;

3. glass electrode or high frequency galvanic or cathodic current (grade 2 tool or lower); and

4. spray or mister.

(g) one (1) set of facial equipment per each two (2) work stations or positions to include:

1. steamer; and

2. magnification lamp.

(h) one (1) covered container for soiled or disposable towels;

(i) covered container for soiled linen;

(j) locker space must be furnished for each student;

(k) one properly lighted make-up area;

(l) one head form or chart per class;

(m) one mannequin per student;

(n) school minimum floor space-1800 sq. ft.;

(o) an appropriate disinfection container which is in accordance with Board rule 240-5;

(p) closed cabinet for clean linen (the closed containers or cabinets may contain small openings for the purpose of ventilation);

(q) closed cabinet or container for soiled/dirty linen;

(r) audio visual aids;

(s) locker space must be furnished for each student;

(t) Adequate toilet and lavatory facilities. To be adequate, such facilities shall have at least one toilet and one sink with running water;

(u) Such facilities shall be equipped with toilet tissue, soap dispenser with soap or other hand cleaning material, sanitary towels or other hand-drying device such as a wall-mounted electric blow-dryer, and waste receptacle;

(v) adequate ventilation;

(w) proper lighting;

(x) hot and cold running water;

(y) facilities for clean sanitary drinking water; and

(z) library.

(2) All of the above equipment must be standard equipment and maintained in good and safe working condition at all times.

(3) Each cosmetology school desiring to specialize in esthetics and having more than 15 students in the specialized course is required to obtain necessary equipment listed in this chapter.

(4) a basic kit; each student kit shall include the following:

1. one (1) textbook;
2. one (1) workbook;
3. a current copy of the laws and rules of the Georgia State Board of Cosmetology and Barbers;
3. tweezers;
4. comedone extractors;
5. cleansers;
6. liquid soap;
7. skin fresheners (toners);
8. astringents;
9. acids (3.5pH or above);
10. moisturizers;
11. emollient creams;
12. foundation;
13. concealer;
14. blusher;
15. lipstick;

16. powder;
17. eye shadow;
18. mascara;
20. eyeliners;
21. eyebrow pencils;
22. professional pencil sharpener;
23. disposable sponges and applicators;
24. cotton swab;
25. round cotton pads;
26. rectangular rolled cotton;
27. cotton balls;
28. wooden spatula;
29. muslin strips; and
30. disposable gloves.

Cite as Ga. Comp. R. & Regs. R. 240-16-.01
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-12, 43-10-13.
History. Original Rule entitled "Esthetician School Equipment" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-16-.02. Esthetician School Curriculum.

The curriculum for students enrolled in an esthetician school for a complete course of at least nine (9) months and 1000 (250 Level 1 theory + 750 Level 2 service application) hours of training shall be as follows:

(a) Level I Instruction shall be provided by a licensed master cosmetology instructor or licensed esthetician instructor. Each school or licensed instructor shall require each student to obtain two hundred fifty (250) total theory hours of Level 1 training before the student performs clinical services on a client. Of these two hundred fifty hours, one hundred fifty (150) shall be Professional Practices, twenty (20) shall Professional Ethics, and eighty (80) shall be Business Practices. For the purposes of this Rule, one (1) theory

hour equals one (**1**) clock hour for the first **250** hours of training, which are intended to be theoretical in nature.

1. Professional Practices = (**150)** - (150 theory hours/150 clock hours); shall include instruction by a licensed esthetician instructor in the following subjects:

   (i) bacteriology, cleansing and disinfection;

   (ii) personal hygiene;

   (iii) public health and safety;

   (iv) EPA, OSHA, chemicals, infection control standards, and blood spill procedures;

   (v) AIDS, HIV, and communicable diseases;

   (vi) methods; and

   (vii) facility hygiene, clean-up applications and procedures.

2. Professional Ethics = **(20)** - (20 theory hours/20 application/clock hours); shall include instruction by a licensed esthetician instructor in the following subjects:

   (i) professional attitude; and

   (ii) personal image.

3. Business Practices = **(80)** - (80 theory hours/80 clock hours); shall include instruction by a licensed esthetician instructor in the following subjects:

   (i) State Board Rules and Laws;

   (ii) esthetician salon development;

   (iii) business insurance;

   (iv) client records;

   (v) confidential ethics;

   (vi) medical record keeping;

   (vii) write your resume; and

   (viii) the job interview.

(b) Level 2 service application hours on patrons may begin when a student has completed two hundred fifty (**250**) theory hours in the above curriculum, with a minimum passing score of seventy five percent (75%). After completing two hundred fifty hours of **Level 1** training, the student may progress to the clinic floor to perform 750 required Level 2 service application hours on a live subject. The Level 2 service application curriculum shall be as follows:

1. Sciences = (**320)** - (320 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:

   (i) histology of the skin:

   (I) cell; and

   (II) tissue.

   (ii) dermatology and physiology:

   (I) structure of the skin and glands;

   (II) functions of the skin and glands;

   (III) conditions and disorders of the skin;

   (IV) physiology of color; and

   (V) morphology.

   (iii) Theory:

   (I) medical terminology;

   (II) medical charting;

   (III) clinical cleansing and disinfection;

   (IV) patient psychology;

   (V) customer service;

   (VI) advanced skin analysis/diseases; and

   (VII) camouflage make-up.

2. Cleansing and Disinfection of Tools, Implements, and Equipment = (**5**) - (5 service application hours/10 applications):

(i) implements (brushes, tools, and skin care implements) - (3 service application hours/6 applications);

(ii) facial stations, beds and equipment - (1 service application hours/2 applications); and

(iii) hair removal and waxing stations - (1 service application hour/2 applications).

3. Body Treatments = (**70)** - (70 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:

(i) massage - (25 service application hours/25 applications);

(ii) wraps - (15 service application hours/15 applications);

(iii) cellulite - (10 service application hours/10 applications);

(iv) aromatherapy - (10 service application hours/10 applications); and

(v) reflexology - (10 service application hours/10 applications).

4. Facials = (**115)** - (115 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:

(i) spa facials - (75 service application hours/75 applications);

(ii) machine facials - (30 service application hours/30 applications); shall include the following:

(I) client consultation and skin analysis;

(II) cleansing;

(III) manipulations;

(IV) toning;

(iii) pre-op therapy - 5 service application hours/10 applications); and

(iv) post-op therapy - 5 service application hours/10 applications).

5. Make-up = (**90)** = (90 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:

(i) client consultation and skin analysis - (20 service application hours/40 applications);

(ii) application - (30 service application hours/30 applications);

(iii) contouring - (10 service application hours/20 applications);

(iv) color accent - (10 service application hours/20 applications);

(v) camouflage make-up - (10 service application hours/10 applications); and

(vi) eye lash tabbing and strips - (10 service application hours/20 applications).

6. Hair removal = (**75)** - (75 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:

   (i) lip, chin, face (tweezing, waxing, threading) - (10 service application hours/20 applications);

   (ii) leg waxing - (20 service application hours/20 applications);

   (iii) bikini waxing - (10 service application hours/20 applications);

   (iv) torso, back, and arm waxing - (10 service application hours/20 applications); and

   (v) brow arching and shaping - (25 service application hours):

      (I) brow tweezing and threading - (10 service application hours/20 applications);

      (II) brow waxing - (10 service application hours/20 applications); and

      (III) brow lashing and tinting - (5 service application hours/10 applications).

7. Spa/salon management = (**75) -** (75 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:

   (i) front desk;

   (ii) marketing: business, client, product;

   (iii) managerial responsibilities;

   (iv) client retention and tracking;

(v) business management;

(vi) business record management; and

(vii) profit and loss statement management.

Cite as Ga. Comp. R. & Regs. R. 240-16-.02
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-9, 43-10-12, 43-10-13.
History. Original Rule entitled "Esthetician School Curriculum" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-16-.03. Esthetician School Curriculum Student Credit Hours.

1. For work performed by students, credits will be allowed to student as listed below:
   (a) one facial, manual and machine applications - **1** clock hour per application;

   (b) one make-up - **1** clock hour per application;

   (c) one client consultation and skin analysis - **30** minutes per application;

   (d) one contouring and color accent - **30** minutes per application;

   (e) eye lash tabbing and strips - **30** minutes per application;

   (f) one hair removal, waxing, or threading (lip, chin, face) - **30** minutes per application;

   (g) one arching - **30** minutes per application;

   (h) eyebrow and lash tinting - **1** clock hour per application;

   (i) one body treatment - **1** clock hour per application;

   (j) one hair removal (legs) - **2** clock hours per application;

   (k) one hair removal (bikini) - **30** minutes per application; and

   (l) torso, back, or arm wax - **30** minutes per application.

2. A weekly sheet, signed in black ink and/or electronic signature by the student and the instructor, shall be kept for each student, which shows the number of hours of training in each subject. This work sheet shall be sub-totaled in January, April, June, and September, and subject to review by the inspector at any time.

3. Any student shall have the right to refuse to attend classes for more than eight (**8**) hours in one day.

Cite as Ga. Comp. R. & Regs. R. 240-16-.03
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-12, 43-10-13.
History. Original Rule entitled "Esthetician School Curriculum Student Credit Hours" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-16-.04. Curriculum for Esthetician Instructor Training.

(1) Persons receiving esthetician instructor training in a cosmetology or esthetician school shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or schools at any time without the direct supervision of a licensed instructor.

(2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.

(3) Persons receiving instructor training shall be furnished a teacher's training manual.

(4) The curriculum in a cosmetology or esthetician school, for an instructor training course, must be completed within nine (9) months for a total of 500 credit hours of training as stated below. For the purposes of this Rule, one (1) credit hour equals one (1) clock hour.

(a) General Education = (150) - (150 credit/150 clock hours):

1. Cosmetology and Barber Laws and rules = (25) - (25 credit/25 clock hours); and

2. Principles of teaching of esthetic = (125) - (125 credit/125 clock hours).

(b) Teaching techniques and audio visual aids = (175) - (175 credit/175 clock hours):

1. Curriculum development;

2. Lesson plans and presentations;

3. Classroom management and discipline;

4. Demonstrations and Theory lectures; and

5. Various methods of evaluation.

(c) Practice teaching = (175) - (175credit/175 clock hours).

Cite as Ga. Comp. R. & Regs. R. 240-16-.04
Authority: O.C.G.A. §§ 43-10-2, 43-10-12, 43-10-13.
History. Original Rule entitled "Curriculum for Esthetician Instructor Training" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Chapter 240-17. NAIL CARE SCHOOL EQUIPMENT, CURRICULUM, AND INSTRUCTOR TRAINING CURRICULUM.

Rule 240-17-.01. Nail Care School Equipment.

(1) Each school of nail care must provide the following minimum equipment:

(a) secured storage for school and student records (locking filing cabinet, desk, etc.);

(b) sufficient instructional displays (dry erase, chalkboard, etc);

(c) audio visual aids;

(d) locker space must be furnished for each student;

(e) school minimum floor space 1,500 sq. ft;

(f) a minimum of four hand washing sinks separate from restrooms for enrollment up to fifteen (15) students and one additional sink for each fifteen (15) students;

(g) fifteen (15) nail stations with adequate light and two (2) chairs for each student;

(h) an appropriate disinfection container which is in accordance with Board rules;

(i) sealed container for storage of disinfected implements (ultraviolet (UV) sanitizers are acceptable for use as a storage container);

(j) covered waste containers for each station;

(k) closed cabinet for clean towels (the closed containers or cabinets may contain small openings for the purpose of ventilation);

(l) covered container for soiled or disposable towels (the closed containers or cabinets may contain small openings for the purpose of ventilation);

(m) proper paraffin wax machine and paraffin wax;

(n) sufficient trays for nail supplies;

(o) closed container with cotton;

(p) fingerbowl with nail brush for each student;

(q) one set of mannequin hands and/or practice fingers per student;

(r) one (1) whirlpool pedicure spa (with fixed plumbing), three (3) footbaths, and current cleaning and disinfection log;

(s) professional electric nail file/drill;

(t) ultraviolet (UV) Gel light;

(u) abasic kit for each student; the basic kit and supplies for nail technology students shall contain the following:

1. metal cuticle pusher;
2. metal nail file;
3. manicure scissors;
4. cuticle nippers;
5. nail implements;
6. metal drill bits;
7. fingernail clipper;
8. toenail clipper; and
9. tweezers and metal tongs.

(2) nail care supplies (disposable):

a. emery boards;

b. nail buffers;

c. orangewood sticks;

d. cotton balls;

e. cotton swabs;

f. sponges applicators;

g. wooden spatula;

h. foot file or paddle;

i. pedicure slippers and toe separators;

i. disposable gloves;

k. nail polish;

l. polish remover;

m. cuticle remover and cuticle oil;

n. hand cream;

o. materials for acrylic/gel sculptured nails, gel nails, nail wraps and nail tip applications;

p. sanitizing foot soak;

q. massage lotion;

r. antiseptic foot spray;

s. copy of the laws and rules of the Georgia State Board of Cosmetology and Barbers;

t. one (1) textbook; and

u. one (1) workbook.

(3) All of the above equipment must be standard equipment and maintained in good working condition at all times.

(4) Each cosmetology school desiring to teach a separate course in nail care and having more than fifteen (15) students in the specialized course is required to obtain necessary equipment listed in this chapter.

Cite as Ga. Comp. R. & Regs. R. 240-17-.01
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-12, 43-10-13.
History. Original Rule entitled "Nail Care School Equipment" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-17-.02. Nail Care Curriculum.

The curriculum for students enrolled in a nail care school for a complete course of at least four (4) months and totaling five hundred twenty five (525) hours of training (140 Level 1 theory + 385 Level 2 service application) shall be as follows:

(a) Level 1 Instruction shall be provided by a licensed master cosmetology instructor or licensed nail technician instructor. Each school or licensed instructor shall require each student to successfully complete one hundred forty (140) hours of Level 1 training before the student performs clinical services on a client/patron. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first one hundred forty (140) hours pf training, which are intended to be theoretical in nature.

(1) Theory = (140) - (140 theory hours/140 clock hours):

(i) personal hygiene, professional ethics, and customer relations;

(ii) cleansing and disinfection, public health and safety, infection control and bacteriology;

(iii) AIDS, HIV, and other communicable diseases;

(iv) EPA, OSHA, other government standards, blood spill procedure;

(v) physiology and anatomy, including that of the hands, arms, feet, and legs;

(vi) the art of massage and massage techniques, introduction to reflexology;

(vii) nail composition and structure, nail disorders and nail diseases;

(viii) chemistry, including product knowledge, composition, usage, safety, and hazardous materials;

(ix) methods and procedures and implements, including their usage and safety;

(x) salon business;

(I) salon development and business operations;

(II) client consultations;

(III) business development;

(IV) marketing, advertising, and retailing;

(V) career/business planning, including preparation for interviews, resume writing, and goal setting; and

(xi) Georgia State Board of Cosmetology laws and rules, a copy of which shall be provided to students.

(b) Level 2 service application hours on live subject may begin when a student has completed the one hundred forty (140) required theory hours in the Level 1 curriculum, with a minimum passing score of seventy five percent (75%). The student may then progress to the clinic floor to perform 385 service application hours on live subjects (hours and applications apply to a full set only). The Level 2 service application curriculum shall be as follows:

(1) Sanitizing and Disinfection of Tools, Implements, and Equipment = (5) - (5 service application hours/10 applications):

(i) implements (brushes, tools, and nail care implements) - (3 service application hours/6 applications); and

(ii) manicure stations, pedicure spas, beds and equipment - (2 service application hours/4 applications).

(2) Manicure with hand and forearm massage (basic, hot oil, and various spa manicures) = (70) - 70 service application hours/70 applications);

(3) Pedicure with foot and leg massage (basic and various spa pedicures) = (60) - 60 service application hours/60 applications);

(4) Nail Sculpting = (60) - 60 service application hours/30 applications);

(5) Artificial tip application with overlay = (60) - 60 service application hours/30 applications);

(6) Nail wrapping (silk, linen, etc. on natural nails only) = (20) - 20 service application hours/20 applications);

(7) UV Gel Nails = (20 service application hours/20 applications);

(8) Fill-in application = (40) - (40 service application hours/40 applications);

(9) Artificial nail removal/nail repair = (10) - (10 service application hours/20 applications);

(10) Professional nail drill usage with professional drill designed for fingernails only = (5) - (5 service application hours/10 applications);

(11) Nail art techniques = (5) - (5 service application hours/5 applications);

(12) Airbrush nail art = (5) - (service application hours/5 applications);

(13) Paraffin treatments on hands and feet = (5) - (5 service application hours/10 applications); and

(14) Student competition: advanced techniques and related subjects = (20) - (20 service application hours/20 applications).

Cite as Ga. Comp. R. & Regs. R. 240-17-.02
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-9, 43-10-12, 43-10-13.
History. Original Rule entitled "Nail Care Curriculum" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-17-.03. Nail Care School Curriculum Credit Hours.

1. For work performed by students, credits will be allowed to students as listed below:
   (a) manicure with hand and forearm massage - **1** clock hour per application;
   (b) pedicure with foot and leg massage - **1** clock hour per application;
   (c) nail sculpting - **3** clock hours per application;
   (d) artificial tip application with overlay - **2** clock hours per application;
   (e) nail wrapping (silk, linen, etc.) on natural nails only - **1** clock hour per application;
   (f) ultraviolet (UV) gel nails - **1** clock hour per application;
   (g) fill in application - **1** clock hour per application;
   (h) nail repair or artificial nail removal - **30** minutes per application;
   (i) professional nail drill usage - **30** minutes per application;
   (j) nail art and airbrush techniques (full set) - **1** clock hour per application;
   (k) natural nail overlay - **1** clock hour per application; and
   (l) paraffin treatment - **30** minutes per application.
2. A weekly sheet, signed in black ink and/or electronic signature by the student and the instructor, shall be kept for each student, which shows the number of hours of training in each subject. This work sheet shall be sub-totaled in January, April, June, and September, and subject to review by the inspector at any time.
3. Any student shall have the right to refuse to attend classes for more than eight (**8**) hours in one day.

Cite as Ga. Comp. R. & Regs. R. 240-17-.03
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-12, 43-10-13.

History. Original Rule entitled "Nail Care School Curriculum Credit Hours" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-17-.04. Curriculum for Nail Care Instructor Training.

(1) Persons receiving nail care instructor training in a cosmetology or nail care school shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.

(2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise. Persons receiving instructor training shall be furnished a teacher's training manual.

(3) The curriculum in a cosmetology or nail care school for an instructor training course be completed within four (4) months and totaling 250 credit hours of training as stated below. For the purposes of this Rule, (1) credit hour equals one (1) clock hour.

(a) General Education = (100) - (100 credit/100 clock hours):

1. Cosmetology and Barber Laws and rules = (25) - (25 credit/25 clock hours); and

2. Principles of teaching nail care = (75) - (75 credit/75 clock hours).

(b) Teaching techniques and audio visual aids = (75) - (75 credit/75 clock hours):

1. Curriculum development;

2. Lesson plans and presentations;

3. Classroom management and discipline;

4. Demonstrations and Theory lectures; and

5. Various methods of evaluation.

(c) Practice teaching = (75) - (75 credit/75 clock hours).

Cite as Ga. Comp. R. & Regs. R. 240-17-.04
Authority: O.C.G.A. §§ 43-10-2, 43-10-12, 43-10-13.
History. Original Rule entitled "Curriculum for Nail Care Instructor Training" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Chapter 240-18. HAIR DESIGNER SCHOOL EQUIPMENT, CURRICULUM, AND INSTRUCTOR TRAINING CURRICULUM.

Rule 240-18-.01. Hair Designer School Equipment.

(1) Each school desiring to teach hair design must provide the following minimum equipment:

(a) secured storage for school and student records (locking filing cabinet, desk, etc.);

(b) sufficient instructional displays (dry erase, chalkboard, etc.);

(c) an appropriate disinfection container which is in accordance with Board rules;

(d) a minimum of four (4) shampoo basins for enrollment up to fifteen (15) students, and one (1) additional shampoo basin for each additional fifteen (15) students or fraction thereof;

(e) a minimum of seven (7) hair dryers for enrollment up to fifteen (15) students and one (1) additional dryer for each additional five (5) students;

(f) work stations with mirrors for each individual student;

(g) sufficient closed containers for soiled or disposable towels;

(h) one mannequin per student;

(i) one closed container per station for clean implements only;

(j) one closed towel container to adequately store clean linens;

(k) locker space for personal items must be furnished for each student;

(l) school minimum floor space: 1800 sq. ft.;

(m) audio visual aids;

(n) a current copy of the Laws and Rules of the Georgia state Board of Cosmetology and Barbers; and

(o) A basic kit; the basic kit for hair design students shall contain the following:

1. mannequin with hair at least 6-7 inches long;

2. basic combs;

3. scissors/shears and thinning shears;
4. razor with guard and disposable blades;
5. brushes;
6. rollers;
7. clips;
8. protective capes;
9. disposable neck strips;
10. perm rods and end papers;
11. marcel iron/flat iron;
12. blow dryer;
13. dusting brush (nylon disinfectable bristles only);
14. consumable supplies for esthetics;
15. standard textbook; and
16. one (1) workbook.

(2) All of the above equipment must be standard equipment and maintained in good and safe working condition at all times.

(3) Any cosmetology school desiring to teach a separate course in cosmetology, esthetics or nail care technology and having more than fifteen (15) students in a cosmetology, esthetics or nail technology each course must shall provide all necessary equipment and supplies for each such school course.

Cite as Ga. Comp. R. & Regs. R. 240-18-.01
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-12, 43-10-13.
History. Original Rule entitled "Hair Designer School Equipment" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-18-.02. Hair Designer School Curriculum.

The curriculum for students enrolled in a school of hair design for a complete course of a minimum of seven (7) months totaling thirteen hundred fifty (1350) hours of training (250 Level 1 theory + 1100 Level 2 service application) shall be as follows:

(a) Level 1 instruction shall be provided by a licensed master cosmetology instructor or licensed hair designer instructor. Each school or licensed instructor shall require each student to obtain two hundred fifty (250) total hours of Level 1 training before the student performs clinical services on a client. Of these two hundred fifty (250) hours, two hundred (200) shall be theory and training on mannequins, and the final fifty (50) hours shall be on live models in the curriculum as stated below. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first 250 hours of training, which are intended to be theoretical in nature.

1. Theory = (50) - (50 theory hours/50 clock hours):

   (i) chemistry;

   (ii) cleansing and disinfection;

   (iii) EPA, OSHA, infection control standards, blood spill procedures; and

   (iv) AIDS, HIV, and communicable diseases.

2. Theory of Permanent Waving = (45) - (45 theory hours/45 clock hours):

   (i) the chemistry of permanent wave solution and its reaction;

   (ii) the chemistry of relaxers and their reactions; and

   (iii) the principles of permanent wave rod placement.

3. Theory of Hair Coloring = (45) - (45 theory hours/45 clock hours):

   (i) the chemistry of color;

   (ii) principles of color application; and

   (iii) the chemical reaction of hair color.

4. Theory of Hair and Scalp Treatments and Conditioning = (20) - (20 theory hours/20 clock hours):

   (i) hair analysis;

   (ii) scalp condition; and

   (iii) treatments.

5. Theory of Hair Cutting = (30) - (30 theory hours/30 clock hours):

   (i) proper handling and care of instruments.

6. Theory of Shampooing = (15) - (15 theory hours/15 clock hours):

   (i) proper procedure of shampooing;

   (ii) knowledge of shampooing formulas; and

   (iii) water temperature.

7. Theory of Hairdressing/Hairstyling = (45) - (45 service application hours/45 clock hours):

   (i) 20 hours of training on mannequins; and

   (ii) 25 hours of training on live models (without compensation).

(b) Level 2 service application hours on live subjects may begin when a student has completed the required two hundred fifty (250) Level 1 theory hours in the above curriculum with a minimum passing score of seventy five percent (75%). The student may then progress to the clinic floor to perform the required 1100 Level 2 service application hours on live subjects. The Level 2 service application curriculum shall be as follows:

1. Theory = (**100**) - (100 theory hours/100 clock hours):

   (i) cleansing and disinfection;

   (ii) physiology;

   (iii) electricity;

   (iv) safety precautions;

   (v) chemistry of beauty products, actions/reactions, and the composition of tints, dyes and bleaches;

   (vi) salesmanship;

   (vii) telephone etiquette; and

   (viii) salon deportment, consisting of courtesy, neatness, and professional attitude in meeting the public.

2. Social Skills, Reception or Desk Work, Art and Ethics, State Board of Cosmetology Laws and Rules = (50) - (50 theory hours/50 clock hours);

3. Laboratory = (50) - (50 service application hours/50 clock hours); shall include practical training in preparing germicidal solutions, shampoos, tint and bleaches, practical training in washing and sanitizing all equipment in the beauty salon;

4. Hairdressing, Shampoo and Comb-out = (276) - (276 service application hours/184 clock hours); shall include shampoos, comprising dry, soapfree, oil and reconditioning; wet curls, thermo-curling, blow drying, hair styles, comb outs and all types of pressing; hot combs;

5. Hair Cutting and Shaping (to include shampoo) = (124.5) - (124.5 service application hours/166 applications);

6. Permanent Waving = (150) - (150 service credit hours/50 applications);

7. Chemical Hair Relaxing = (138) - (138 service application hours):
   (i) virgin application - (80 service application hours/40 applications); and

   (ii) chemical retouch - (57 service application hours/38 applications).

8. Hair Coloring and Lightening = (155) - (155 service application hours):
   (i) temporary rinses and semi-permanent color - (9 service application hours/12 applications);

   (ii) virgin color - (40 service application hours/20 applications);

   (iii) color retouches - (20 service application hours/10 applications);

   (iv) hair bleaching and lightening - (80 service applications hours/40 applications):
      (I) virgin hair lightening (32 service application hours/16 applications);

      (II) retouch hair lightening (20 service application hours/10 applications);

      (III) foiling techniques and placement - (28 service application hours/14 applications); and

      (IV) brow and lash tent (2.5 service applications hours/5 applications.

   (v) predisposition tests - (3 service application hours); and

   (vi) color removal - (3 service application hours).

9. Scalp and Hair Treatment = (49) - (49 service application hours/49 applications) shall include brushing and manipulations, corrective treatments, and reconditioning treatments;

10. Sanitizing and Disinfection of Tools, Implements, and Equipment = (2) - (2 service application hours/4.5 applications):

    (i) implements (brushes, combs, shears, clippers, flat irons, curling irons,) - (1 service application hour/2 applications); and

    (ii) shampoo bowls and dryer hoods, styling stations, chairs, mats and work space - (1 service application hour/2 applications).

Cite as Ga. Comp. R. & Regs. R. 240-18-.02
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-9, 43-10-12, 43-10-13.
History. Original Rule entitled "Hair Designer School Curriculum" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-18-.03. Hair Designer School Curriculum Credit Hours.

(1) For work performed by students, credits will be allowed to students as listed below:

(a) one cold or heat wave (including shampoo and set) - **3** clock hours per application;

(b) one chemical relaxer - **2** clock hours per application;

(c) one chemical relaxer retouch - **1.5** clock hours per application;

(d) virgin lightener (including shampoo and set) - **2** clock hours per application;

(e) retouch lightener - **2** clock hours per application;

(f) foiling - **2** clock hours per application;

(g) virgin tint (including shampoo and set) - **2** clock hours per application;

(h) tint retouch - **2** clock hours per application;

(i) one brow and lash tint - **30** minutes per application;

(j) one temporary rinse/semi-permanent color - **45** minutes per application;

(k) one shampoo, set and comb out, or one pressing, curling and comb out - **1.5** clock hours per application;

(l) one shampoo - **15** minutes per application;

(m) one scalp treatment - **1** clock hour per application;

(n) one haircut - **45** minutes per application; and

(o) sanitizing and disinfection of tools, implements, and equipment - **30** minutes per application.

(2) A weekly sheet, signed in black ink and/or electronic signature by the student and the instructor, shall be kept for each student, which shows the number of hours of training in each subject. This work sheet shall be sub-totaled in January, April, June, and September, and subject to review by the inspector at any time.

(3) Any student shall have the right to refuse to attend classes for more than eight (**8**) hours in one day.

Cite as Ga. Comp. R. & Regs. R. 240-18-.03
Authority: O.C.G.A. §§ 43-10-2, 43-10-6, 43-10-12, 43-10-13.
History. Original Rule entitled "Hair Designer School Curriculum Credit Hours" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

Rule 240-18-.04. Curriculum for Hair Designer Instructor Training.

(1) Persons receiving instructor training in a hair design school shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.

(2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.

(3) Persons receiving instructor training shall be furnished an instructor training manual.

(4) Students enrolled in courses of cosmetology or hair design for an instructor training course shall complete the curriculum within one (1) year totaling 750 hours of training as stated below (For purposes of this Rule, one (1) credit hour equals one (1) clock hour):

(a) General Education = (225) - (225 credit/225 clock hours);

(b) Cosmetology, Barber and Hair Design Rules and Laws = (25) - (25 credit/25 clock hours);

(c) Principles of teaching hair design = (200) - (200 credit/200 clock hours);

(d) Teaching techniques and audio visual aids = (225) - (225 credit/225 clock hours):

1. Curriculum development;
2. Lesson plans and presentations;
3. Classroom management and discipline;
4. Demonstrations and Theory lectures; and
5. Various methods of evaluation.

(e) Practice teaching = (300) - (300 credit/300 clock hours).

Cite as Ga. Comp. R. & Regs. R. 240-18-.04
Authority: O.C.G.A. §§ 43-10-2, 43-10-12, 43-10-13.
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