

**TITLE 175. STATE BOARD OF COSMETOLOGY AND BARBERING
CHAPTER 10. LICENSURE OF COSMETOLOGISTS, BARBERS, SCHOOLS AND
RELATED ESTABLISHMENTS**

SUBCHAPTER 3. LICENSURE OF SCHOOLS

PART 1. INITIAL SCHOOL LICENSING

175:10-3-3. Second inspection

(a) A second Board inspection is in order once the name of the school, location and space are approved.

(b) The second inspection set forth in (a) of this Section will be conducted at such time as the Board is notified in writing that:

- (1) the school has all equipment and minimum tools for training;
- (2) approved textbooks, library reference materials and educational materials are obtained;
- (3) the minimum equipment is installed and operable; and
- (4) the school license applicant is prepared to begin classes in compliance with Board rules, regulations and law.

(c) All enrolled students shall be present and in appropriate uniform at time of second inspection and if all student registrations are complete, students may accumulate hours for the date of inspection provided all other license requirements are met.

PART 3. STUDENT REGISTRATION AND ENTRANCE REQUIREMENTS

175:10-3-16. Student entrance requirements

Student entrance requirements for the Basic Cosmetologist, Manicurist/Nail Technician, Cosmetician, Hairbraiding Technician, Esthetician/Facialist/Facial Operator, Barber and Barber Instructor courses are as follows:

(1) The student must:

(A) be at least 16 years of age by November 1st of the current year.

(B) submit completed student registration application accompanied by a fee of \$5.00 before attending classes.

(C) submit a copy of the completed student/school contract with the student registration application.

~~(C)-(D)~~ submit proof of at least eighth grade education or equivalency or submit proof of having satisfactorily passed an ability to benefit exam.

~~(D)-(E)~~ submit, if under 18 years of age, a photocopy of birth certificate or other legal proof of age.

~~(E)-(F)~~ submit 2"X3" current full-face photograph of the applicant as requested on registration form. A current photograph is one taken within the last six months.

(2) Each student shall be registered with the Board before attending school.

(3) Each student shall be provided with an approved textbook or manual upon commencing training.

(4) Each student must be provided a kit with minimum content requirements before commencing clinic training.

(5) All applicants who register with the Board as students or who apply for a license will be considered without regard to race, sex, creed, color, religion, or national origin provided they have met all requirements of cosmetology and barber law and rules of the Board. All students shall be considered for enrollment in a school. Admission to public schools is governed by applicable state and federal laws.

PART 5. EQUIPMENT AND CURRICULUM REQUIREMENTS

175:10-3-34. Basic Cosmetologist course curriculum for privately owned and public schools

(a) **Privately owned cosmetology school.** The 1500 clock hour curriculum (pure cosmetology) is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- (1) Theory (must be coordinated with each practical practice subject as is appropriate throughout the course of training) 150 clock hours
- (2) Manicuring and pedicuring (including sculptured nails and tips and other artificial nail application procedures and care) 90 clock hours
- (3) Facials (skin care training includes make-up, arching, waxing and/or other methods for non- permanent hair removal) 160 clock hours
- (4) Scalp treatments and shampooing/conditioning rinses 30 clock hours
- (5) Hairstyling, including finger waving, the dressing of wigs, thermal and blow drying 300 clock hours
- (6) Hair color tints and bleaching and other color treatments 170 clock hours
- (7) Hair cutting and hair shaping with shears and thinning shears (scissors) razor and Clipper (includes beard) 180 clock hours
- (8) Professional development, Establishment management and unassigned hours for review, examinations, etc. 180 clock hours
- (9) Hair restructuring/permanent waving and chemical hair relaxing 240 clock hours
- (10) Total cosmetology hours 1500 hours

(b) **Public cosmetology school.** The 1500 clock hour curriculum (1000 hours pure cosmetology plus 500 hours of cosmetology related high school subjects) is prescribed for public school, parochial school, private school or home schooled students in the following situations:

- (1) Cosmetology students that are currently attending high school, parochial, private school or a home school.
- (2) Persons that did not otherwise complete their cosmetology training while registered as a cosmetology student in high school, parochial school, or a home school .
 - (A) Students who shall qualify for training in this matter must complete 1000 clock hours in a Basic cosmetology course and 500 hours of approved related subjects. The official parochial, private school or home school high school transcript shall serve as documentation for the 500 hours of related instruction. The transcript must show passing grades in related subjects and completion of at least the first semester of the twelfth (12th) grade. Related subjects shall run concurrently with and shall be in no instance older than three (3) years at time of enrollment in a cosmetology school course. The curriculum as follows has a recommended completion time of two (2) school years.
 - (B) Adult students registered in a cosmetology school are not eligible to train under the

1000 hours pure cosmetology plus 500 hours of cosmetology related high school subjects unless qualified under (b) (1) and (2) of this rule.

- (3) Theory (must be coordinated with each practical practice subject as is appropriate throughout the course of training) 150 clock hours
- (4) Manicuring and pedicuring (including sculptured nails and tips and other artificial nail application procedures and care) 60 clock hours
- (5) Facials (skin care training includes make-up, arching, waxing and/or other methods for non-permanent hair removal) (60) clock hours
- (6) Scalp treatments, shampooing/conditioning rinses 30 clock hours
- (7) Hairstyling, including finger waving, the dressing of wigs, thermal and blow drying 180 clock hours
- (8) Hair color tints and bleaching and other color treatments 120 clock hours
- (9) Hair cutting and hair shaping with shears and thinning shears (scissors) razor and clipper (includes beard) 120 clock hours
- (10) Professional development, Establishment management and unassigned hours for review, examinations, etc. 100 clock hours
- (11) Hair restructuring/permanent waving and chemical hair relaxing 180 clock hours
- (12) Cosmetology related subjects 500 clock hours
- (13) Total cosmetology hours 1500 hours

(c) **Minimum training supplies for private and public schools.** A Basic Cosmetology student minimum training supplies are required as follows:

- (1) one (1) approved text on theory of cosmetology
- (2) one (1) razor-type hair shaper and shaper blades
- (3) one (1) pair each hair cutting shears and thinning shears
- (4) one (1) cuticle nipper for finger nails and one (1) nipper for toe nails
- (5) one (1) cuticle scissors
- (6) one (1) nail brush
- (7) one (1) nail file or package of emery boards
- (8) one (1) tweezer
- (9) six (6) assorted hair brushes
- (10) twelve (12) combs (including tail, all purpose and/or barber-type)
- (11) one (1) curling iron
- (12) one (1) shampoo cape
- (13) appropriately disinfected set of manicuring implements for student training use on each patron
- (14) toe nail clipper
- (15) permanent wave rods
- (16) other hair restructuring supplies
- (17) an adequate supply of applicator bottles and chemical bowl and brush
- (18) an adequate supply of protective gloves (disposable)
- (19) an adequate supply of neck strips
- (20) an adequate supply of hair clippers
- (21) an adequately supplied products dispensary to appropriately train students in cosmetology classes
- (22) visual aid equipment in addition to the chalk or marker board

175:10-3-37. Master cosmetology instructor course entrance and curriculum requirements

(a) Entrance requirements.

- (1) Student registered in the master cosmetology instructor course must:
 - (A) hold an Oklahoma Cosmetologist license or be registered for the Basic Cosmetologist examination. If any person enrolled prior to examination shall fail to appear or fail to pass Basic Cosmetologist, he/she shall immediately cease master cosmetology instructor training until such time as he shall again register for and show proof of achieving a passing score on the cosmetologist examination.
 - (B) hold a High School Diploma or General Education Development Certificate.
 - (C) file registration application for master cosmetology instructor course including fee of \$5.00 with the Board.
- (2) Each student shall be provided with an approved textbook or manual before commencing training.

(b) Curriculum requirements. The 1000 clock hour Master Cosmetology Instructor course curriculum is prescribed as follow: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- (1) Orientation 60 clock hours
- (2) Introduction to teaching and curriculum 120 clock hours
- (3) Course outlining and development; lesson planning; teaching techniques; teaching aids; developing and administering and grading examinations 330 clock hours
- (4) Cosmetology Law, cosmetology school management and record keeping 90 clock hours
- (5) Teaching - assisting in the classroom and clinic 150 clock hours
- (6) Practice teaching - classroom and clinic 250 clock hours
- (7) Total hours 1000 hours

(c) Master Cosmetology Instructor students are assigned practice in classes actually scheduled by the school. Practice teaching by master cosmetology instructor students will be in the Basic, Manicurist/Nail Technician, Cosmetician, Hairbraiding Technician and/or Esthetician/Facialist/Facial Operator course. Practice teaching must be supervised by a licensed master cosmetology instructor.

(d) A master cosmetology instructor student is not allowed to perform patron services. The master cosmetology instructor student shall only demonstrate for or otherwise assist student under his supervision.

(e) Minimum training supplies. A master cosmetology instructor shall be provided the following:

- (1) textbook or manual
- (2) workbook
- (3) Board Statute, Rules and Regulations Book

175:10-3-38. Manicurist/Nail Technician course entrance and curriculum requirements

(a) Entrance requirements. Manicurist/nail technician course entrance requirements are the same as for a Basic course student.

- (1) Each student shall be provided an approved textbook before commencing classroom training.
- (2) A manicurist/nail technician student shall not be allowed to perform patron services until such time as he/she has received at least 80 clock hours of practice and classroom

instruction under the direct supervision of a licensed instructor.

(b) **Curriculum requirements.** The 600 clock hour curriculum is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- (1) Bacteriology, disinfection and sanitation 40 clock hours
- (2) Nail structure, composition, disorders and diseases 60 clock hours
- (3) Manicuring and pedicuring (includes waxing or other non-permanent hair removal) 160 clock hours
- (4) Artificial nails 160 clock hours
- (5) Nail art 60 clock hours
- (6) Establishment development (includes business administration and law; insurance; professional ethics; record keeping; business telephone techniques; salesmanship; displays and advertising; hygiene and public health) 80 clock hours
- (7) Board rules, regulations and statutes 40 clock hours
- (8) Total hours 600 hours

(c) **Minimum training supplies.** Manicurist/nail technician minimum training supplies are required as follows:

- (1) one (1) textbook or manual
- (2) one (1) cuticle nipper for finger nails and one (1) nipper for toe nails
- (3) one (1) cuticle scissor
- (4) one (1) cuticle pusher
- (5) one (1) nail brush
- (6) one (1) nail file or package of emery boards
- (7) artificial nail product and tools
- (8) appropriately disinfected set of manicuring implements for student use on each patron
- (9) an adequate supply of protective gloves (disposable)
- (10) visual aid equipment in addition to the chalk or marker board

175:10-3-39. Esthetician/Facialist/Facial Operator course entrance and curriculum requirements

(a) **Entrance requirements.** Esthetician/Facialist/Facial Operator course entrance requirements are the same as for a basic course student.

(1) Each student shall be provided an approved textbook before commencing classroom training.

(2) An esthetician/facialist/facial operator student shall not be allowed to perform patron services until such time as he/she has received at least 80 clock hours of practice and classroom instruction under the direct supervision of a licensed instructor.

(b) **Curriculum requirements.** The 600 clock hour curriculum is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- (1) Bacteriology, disinfection, sanitation and safety 80 clock hours
- (2) Sciences: Histology, dermatology and physiology of the skin (includes structure and function of skin and glands; color and morphology) 180 clock hours

- (3) Facials: (includes draping, manipulations, cleaning and toning; chemistry and light therapy and make-up 200 clock hours
- (4) Non-permanent hair removal: (includes methods and procedures and arching) 40 clock hours
- (5) Salon development: (includes business administration and law; insurance; professional ethics; record keeping; business telephone techniques; salesmanship; displays and advertising; hygiene and public health) 60 clock hours
- (6) Board rules, regulations and statutes 40 hours
- (7) Total hours 600 hours

(c) **Minimum training supplies** Esthetician/Facialist/Facial operator minimum training supplies are required as follows:

- (1) one (1) textbook or manual
- (2) make-up with disposable applicators
- (3) one (1) set of five (5) make-up brushes
- (4) one (1) comb-out cape
- (5) one (1) tweezer
- (6) an adequate supply of protective gloves (disposable)
- (7) an adequately supplied dispensary with skin care products
- (8) visual aid equipment in addition to the chalk or marker board

175:10-3-41. Cosmetician course entrance and curriculum requirements

(a) **Entrance requirements.** Cosmetician course entrance requirements are the same as for a Basic course.

- (1) Each student shall be provided an approved textbook or manual before commencing classroom training.
- (2) A Cosmetician student shall not be allowed to perform patron services until such time as he/she has received at least 80 clock hours of practice and classroom instruction under the direct supervision of a licensed instructor.
- (3) Kit is required on or before completion of practice and classroom instruction hours.

(b) **Curriculum requirements.** The 600 clock hour curriculum is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- (1) Bacteriology, disinfection and sanitation 60 clock hours
- (2) Make-up application (includes application of make-up, lipstick, eye shadow, eyeliner, mascara and rouge) 200 clock hours
- (3) Hair arranging (includes arranging of the hair using curling irons, hot rollers, combs, brushes and any necessary product and accessories) 200 clock hours
- (4) Establishment development (includes business administration and law, insurance, professional ethics, record keeping, business telephone techniques, salesmanship, displays, advertising, hygiene and public health) 90 clock hours
- (5) Board rules, regulations and statutes 50 clock hours
- (6) Total hours 600 hours

(c) **Minimum training supplies.** Cosmetician minimum training supplies are required as follows:

- (1) textbook or manual

- (2) make-up with disposable applicators
- (3) lipstick with disposable applicators
- (4) eye shadow with disposable applicators
- (5) mascara with disposable applicators
- (6) eyeliner with disposable applicators
- (7) rouge/blush with disposable applicators
- (8) 1 set of five (5) make-up brushes
- (9) hairspray
- (10) minimum of twelve (12) combs
- (11) minimum of twelve (12) hairbrushes
- (12) disposable make-up sponges
- (13) hot rollers
- (14) curling iron
- (15) one (1) comb-out cape
- (16) an adequate supply of protective gloves (disposable)
- (17) an adequate supply of neck strips
- (18) visual aid equipment in addition to the chalk or marker board.

175:10-3-42. Facial/Esthetics Instructor course entrance and curriculum requirements

(a) Entrance requirements.

- (1) Student registered in the facial esthetics instructor course must:
 - (A) hold an Oklahoma facial/esthetician license or be registered for the facial/esthetician examination. If any person enrolled prior to examination shall fail to appear or shall fail to pass facial test, he/she shall immediately cease facial/esthetics instructor training until such time as he shall again register for and show proof of achieving a passing score on the facial/esthetician examination.
 - (B) hold a high school diploma or General Education Development Certificate.
 - (C) file registration application for facial/esthetician instructor course including fee of \$5.00 with the Board.
- (2) Each student shall be provided with an approved textbook or manual before commencing Training.
- (3) A person licensed as a Manicurist/Nail Technician Instructor and holds a current esthetician license may be eligible for Facial/Esthetics Instructor licensure by registering and passing the Facial/Esthetics Instructor practical examination.

(b) Curriculum requirements. The 1000 clock hour Facial/Esthetics Instructor course curriculum is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- (1) Orientation 60 clock hours
- (2) Introduction to teaching and curriculum 120 clock hours
- (3) Course outlining and development; lesson planning; teaching techniques; teaching aids; developing and administering and grading examinations 330 clock hours
- (4) Board rules, regulations and statutes, cosmetology school management and record keeping 90 clock hours
- (5) Teaching - assisting in classroom and clinic 150 clock hours
- (6) Practice teaching - classroom and clinic 250 clock hours

(7) Total hours 1000 hours

(c) **Minimum training supplies.** A Facial/Esthetics Instructor training supplies are required as follows:

- (1) textbook or manual
- (2) workbook
- (3) Board Statute, Rules and Regulations Book

175:10-3-43. Hairbraiding Technician course entrance and curriculum requirements

(a) **Entrance requirements.** Hairbraiding Technician course entrance requirements are the same as for a Basic course pursuant to OAC 175:10-3-16.

(1) Each student shall be provided an approved textbook or manual before commencing classroom training.

(2) A Hairbraiding Technician student shall not be allowed to perform patron services until such time as he/she has been training in safety and disinfection procedures on the clinic services performed instruction under the direct supervision of a licensed Instructor.

(b) **Curriculum requirements.** The 40 clock hour or curriculum is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

(1) Bacteriology, chemistry, shampooing, disinfection and sanitation (includes hair and scalp disorders) 10 clock hours

(2) Hairbraiding/hairweaving skills (includes purpose and effect, procedures, repair, removal of weft, sizing and finishing, extension and maintenance/care of braids/weaves) 10 clock hours

(3) Board rules, regulations and statutes 20 clock hours

(4) Total hours 40 hours

(c) **Minimum training supplies.** A Hairbraiding Technician minimum training supplies are required as follows:

(1) textbook or manual

(2) four (4) hair brushes

(3) four (4) hard rubber combs or other good quality combs (shall include rat-tail, color, regular and/or barber type)

(4) hair extension material

(5) one (1) comb-out cape

(6) one (1) box of curl clips (100 per box)

(7) an adequate supply of protective gloves (disposable)

(8) an adequate supply of neck strips

(9) visual aid equipment in addition to the chalk, marker board or acceptable alternative.

(d) Upon completion of the 40 hours of training, a passing score of 75% is required on the Board's written sanitation and safety examination to be eligible for licensure.

175:10-3-44. Manicurist/Nail Technician Instructor course entrance and curriculum requirements

(a) **Entrance requirements.**

(1) Student registered in the manicurist/nail technician instructor course must:

(A) hold an Oklahoma manicurist/nail technician license or be registered for the manicurist examination. If any person enrolled prior to examination shall fail to appear or shall fail to pass manicurist test, he/she shall immediately cease manicurist/nail technician instructor training until such time as he/she shall again register for and show proof of achieving a passing score on the manicurist examination.

(B) hold a high school diploma or General Education Development Certificate.

(C) file registration application for manicurist/Nail Technician Instructor course including fee of \$5.00 with the Board.

(2) Each student shall be provided with an approved text book or manual before commencing training.

(3) A person licensed as a Facial/Esthetics Instructor and holds a current Manicurist license, may be eligible for Manicurist/Nail Technician Instructor licensure by registering and passing the Manicurist/Nail Technician Instructor practical examination.

(b) Curriculum requirements. The 1000 clock hour Manicurist/Nail Technician Instructor course curriculum is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

(1) Orientation 60 clock hours

(2) Introduction to teaching and curriculum 120 clock hours

(3) Course outlining and development; lesson planning; teaching techniques; teaching aids; developing, administering and grading examinations 330 clock hours

(4) Board rules, regulations and statutes, cosmetology school management and record keeping 90 clock hours

(5) Teaching - assisting in classroom and clinic 150 clock hours

(6) Practice teaching - classroom and clinic 250 clock hours

(7) Total hours 1000 hours

(c) Minimum training supplies. Manicurist/Nail technician instructor minimum training supplies are required as follows:

(1) textbook or manual

(2) workbook

(3) Board Statute, Rules and Regulations Book

175:10-3-45. Barber course entrance and curriculum requirements

(a) Entrance requirements. A Barber course entrance requirements are the same as for a Basic cosmetology course pursuant to OAC 175:10-3-16.

(1) Each student shall be provided an approved textbook or manual before commencing classroom training.

(2) A Barber student shall not be allowed to perform patron services until such time as he/she has been trained in safety and disinfection procedures on the clinic services performed under the direct supervision of a licensed Instructor.

(b) Curriculum requirements. The 1500 clock hour curriculum for the barber course is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

(1) Safe work practices, infection control, bacteriology, implements, tools, equipment, sterilization, disinfection and safety 155 clock hours

- (2) Salesmanship, job search, shop management, history of barbering and professional image 175 clock hours
- (3) Anatomy, physiology, chemistry, electricity and light therapy, properties and disorders of skin, scalp and hair, hair and scalp treatments 200 clock hours
- (4) Facial massage and treatment 40 clock hours
- (5) Haircutting and styling 580 clock hours
- (6) Chemical relaxing, soft curl perms, permanent waving 95 clock hours
- (7) Hair coloring 150 clock hours
- (8) Men's hairpieces, mustache, beard design and shaving 65 clock hours
- (9) Board rules, regulations and statutes 40 clock hours
- (10) Total hours 1500 hours

(c) **Public barber school.** The 1500 clock hour curriculum (1000 hours pure barber plus 500 hours of barber related high school subjects) is prescribed for public school, parochial school, private school or home schooled students in the following situations:

- (1) Barber students that are currently attending high school, parochial, private school or a home school.
- (2) Persons that did not otherwise complete their barber training while registered as a barber student in high school, parochial school, or a home school.

(A) Students who shall qualify for training in this matter must complete 1000 clock hours in a Basic barber course and 500 hours of approved related subjects. The official parochial, private school or home school high school transcript shall serve as documentation for the 500 hours of related instruction. The transcript must show passing grades in related subjects and completion of at least the first semester of the twelfth (12th) grade. Related subjects shall run concurrently with and shall be in no instance older than three (3) years at time of enrollment in a barber school course. The curriculum as follows has a recommended completion time of two (2) school years.

(B) Adult students registered in a barber school are not eligible to train under the 1000 hours pure barber plus 500 hours of barber related high school subjects unless qualified under (c) (1) and (2) of this rule.

(d) **Minimum barber student training supplies.** Barber training supplies are required as follows:

- (1) one (1) approved text on theory of barbering
- (2) one (1) razor-type hair shaper and shaper blades
- (3) one (1) pair each hair cutting shears and thinning shears
- (4) one (1) tweezer
- (5) six (6) assorted hair brushes
- (6) twelve (12) combs (including tail, all purpose and/or barber-type)
- (7) one (1) shampoo cape
- (8) permanent wave rods
- (9) other hair restructuring supplies
- (10) an adequate supply of applicator bottles or chemical bowl and brush
- (11) an adequate supply of protective gloves (disposable)
- (12) an adequate supply of neck strips
- (13) an adequate supply of hair clippers
- (14) an adequately supplied products dispensary to appropriately train students in classes
- (15) visual aid equipment in addition to the chalk or marker board

175:10-3-46. Master Barber instructor course, entrance and curriculum requirements

(a) Entrance requirements.

- (1) Student registered in the barber instructor course must:
 - (A) hold an Oklahoma Barber license or be registered for the Barber examination. If any person enrolled prior to examination shall fail to appear or fail to pass the Barber exam, he/she shall immediately cease instructor training until such time as he shall again register for and show proof of achieving a passing score on the barber examination.
 - (B) hold a High School Diploma or General Education Development Certificate.
 - (C) file registration application for barber instructor course including fee of \$5.00 with the Board.
- (2) Each student shall be provided with an approved textbook or manual before commencing training.

(b) Curriculum requirements. The 1000 clock hour Master Barber Instructor course curriculum is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- (1) Orientation 60 clock hours
- (2) Introduction to teaching and curriculum 120 clock hours
- (3) Course outlining and development; lesson planning; teaching techniques; teaching aids; developing and administering and grading examinations 330 clock hours
- (4) Board rules, regulations and statutes, school management and record keeping 90 clock hours
- (5) Teaching - assisting in the classroom and clinic 150 clock hours
- (6) Practice teaching - classroom and clinic 250 clock hours
- (7) Total hours 1000 clock hours

(c) Master Barber Instructor students are assigned practice in classes actually scheduled by the school. Practice teaching by barber instructor students will be in the barber course. Practice teaching must be supervised by a licensed Barber instructor.

(d) A master barber instructor student is not allowed to perform patron services. The master barber instructor student shall only demonstrate for or otherwise assist students under his supervision.

(e) Minimum student training supplies. A master barber instructor minimum kit equipment is required as follows:

- (1) textbook or manual
- (2) workbook
- (3) Board Statute, Rules and Regulations Book

PART 7. GENERAL OPERATIONS AND LICENSING REQUIREMENTS

175:10-3-55. Student application and contract

(a) A new student application, contract and other required documents must be submitted before student commences training in any course. Student registration form must contain all applicable information including social security information.

(b) A student must be given a copy of the student contract at enrollment time.

(c) A copy of each student/school contract must be kept on file in the school.

(d) A student/school contract shall not be changed after a copy is submitted to the Board unless a change in contract is initialed by each involved party. A copy of the initialed contract shall be given to student at time of any change and a copy submitted to the Board within five (5) days of a change, noted with revised date.

(e) A student shall be registered in only one school at any given time.