



Memo

To: Cosmetology Schools and Designated School Managers
From: BCE Staff
Re: New Course Completion Certificates, Clinical Service Exercises
Date: December 29, 2016

The Minnesota Board of Cosmetologist Examiners (BCE) has had several recent changes related to clinical service exercises and the certificates used to report course completion. This memo is to remind schools of these changes and provide additional helpful information. The BCE strongly encourages you to distribute this memo to your school staff and any other interested party.

Clinical Service Exercises (Quotas)

Any cosmetology or esthology student who completes their training hours on or after 1/1/2017 must meet the updated clinical service exercise requirements. The new rules require the following clinical exercises to be completed within cosmetology and esthology training programs: 60 facials, 40 makeup applications, 20 facial waxes, and 20 body waxes with one half of all 40 waxes using hard wax and the other half using soft wax. These services must be reported using the updated Course Completion Certificate (see next item).

Reminder: Artificial nail quotas may be completed using any type of artificial nail product(s), but the artificial nail section of the Practical Skills Test must be completed using either acrylic or gel product. The Practical Skills Test Guide is attached with this memo.

Updated Course Completion Certificate

As mentioned in the BCE's September memo, the Course Completion Certificate has been updated to reflect the new clinical service exercise requirements mentioned above. This certificate is to be used for any students who will obtain their initial license in Minnesota and who *have not* been licensed in any other state. The updated Course Completion Certificate is attached with this memo.

The certificate may be signed by either the school owner or designated school manager (DSM). The student and school owner/DSM can sign this certificate apart from one another, each in the presence of a Notary Public. Both signatures must still occur after the training, Practical Skills Test, and certificate are complete. The certificate cannot be changed in any way after it is notarized.

New Course Completion Certificates for Transfer Students

➤ License Transfer Course Completion Certificate

A new course completion certificate has been created to be used for Minnesota license applicants who *have* been licensed in another state for less than three years and whose state license certification letter verifies less than the minimum required hours for a Minnesota cosmetologist, esthetician or nail technician operator license (1,550/600/350 hours). These applicants must complete any remaining initial training in a Minnesota school. Upon course completion, the school must certify the hours which were accepted upon transfer into

the school and any hours completed at the school. These applicants must also pass the Practical Skills Test. The new License Transfer Course Completion Certificate has been attached with this memo.

➤ **Foreign Transfer Course Completion Certificate**

BCE staff are working to create a new Foreign Transfer Course Completion Certificate to be used for Minnesota license applicants who have training and experience in another country and *have not* been licensed in the United States. If your school encounters an applicant in this situation, please contact the BCE office. This specific completion certificate will be made available upon request.

Skills Course Certificate

BCE licensing staff have seen Skills Course Certificates submitted under incorrect circumstances. As a reminder, a Skills Course is only required for licensure in the following situations:

- A student does not become licensed within five years of completing initial training (MN Rule 2105.0145, Subp. 1, D (1-2)).
- A license applicant with an expired out-of-state license who either:
 - A. has equivalent training (MN Rule 2105.0183, Subp. 1(C)),
 - OR**
 - B. has less than equivalent training and has been licensed for three years or more (MN Rule 2105.0183, Subp. 2(B and D)). If your school works with out-of-state licensees transferring into Minnesota, please see the Domestic License Transfer Application and MN Rule 2105.0183 for more details.

A skills course begins with the Practical Skills Test (MN Rule 2105.0187), then:

- If the test is passed, the course is complete and the Skills Course Certificate is awarded.
- If any section of the Practical Skills Test is not passed, the skills course provider must provide training and retest every section not passed. Once all sections are passed, the course is complete and this certificate is awarded.

Practical Skills Test results from a skills course are valid for one year. Schools do not need pre-approval to offer skills courses, but may notify the BCE if they choose to offer skills courses.

School Town Hall

On Sunday 2/12/2017, BCE staff will host a town hall meeting for school owners, managers, instructors and school staff to discuss upcoming legislation, the school rules overhaul, recent changes and new resources. BCE staff are working to create a virtual attendance option for those unable to attend in person. A "Save the Date" flyer was recently emailed to all schools and is also attached with this memo. Please RSVP to bce.board@state.mn.us with "School Town Hall Attendance" as the subject by 2/5/2017. To assist with planning, please indicate who will attend and if they plan to attend in person or via electronic means.

Foreign Documentation Evaluation

An [information page](#) regarding foreign document evaluation has been added to the [BCE website](#). The BCE encourages applicants to submit any relevant foreign documentation to Aequo International for evaluation before or at the start of cosmetology school training. Starting the process at the beginning of training will help to avoid a delay after graduation and upon application for licensure. The information page can be accessed from the home page of the BCE website under Licensing > Foreign Documents.

BCE Office Relocation

The BCE office relocated from Minneapolis to Saint Paul on 10/31/2016. All applications and forms were updated to reflect our new office address and are available on the [BCE website](#). Please ensure that your students utilize the most current version of applications.