



2020 Practitioner Continuing Education Course Approval Application

Submit this application and attachment (via fax, email, mail or hand-delivery) to receive approval to offer continuing education (CE) courses for licensed operators and salon managers. This application will be reviewed within 15 business days of receipt. Course approvals expire on December 31, 2020.

Approval Process: If this is your first application of the year and you become approved as a Practitioner CE Course Provider, you will receive an approval letter with a Practitioner CE Provider Number to be used on all subsequent applications for this calendar year. Once a course is approved, it will be published on the Board website in the 2020 Practitioner Continuing Education List. Please check this list to determine whether your course has been approved (within 15 business days).

Records and Documentation: You must provide each attendee with a course attendance certificate. The course attendance certificate must include the name of the course, the name of the attendee, the date of attendance, the practitioner CE provider name, and practitioner CE provider number. Course providers must retain records of course attendance for at least five years and respond to Board audit requests within 15 days.

Sales Prohibited: The sale of any product is prohibited during core and professional practice continuing education courses.

Already approved as a Practitioner CE Provider for this calendar year. Practitioner CE Provider Number: _____
Course Provider Name: _____

First course approval request, not yet approved as a Practitioner CE Course Provider for this calendar year.

- **Attach payment of \$150.00.**
- **Select applicable type of course provider.** Licensed Cosmetology School Post-Secondary Institution
 Licensed Salon Board-Recognized Professional Association
- **Provide contact information.** Course Provider Name: _____
Course Provider Physical Address: _____
Contact Person: _____ Contact's Email: _____

Published on Board Website: Website Address: _____
Phone Number: _____ Email Address: _____

Course Title: _____

Course Type: 4-hour Core CE Course (cannot be offered by a salon)
One hour must include instruction pertaining to state laws and rules governing the practice of cosmetology. Ensure you are teaching the most current laws and rules. Three hours must include instruction pertaining to health, safety, and infection control matters consistent with the United States Department of Labor's Occupational Safety and Health Administration standards applicable to the practice of cosmetology, or other applicable federal health, infection control, and safety standards, and must be regularly updated so as to incorporate newly developed standards and accepted professional best practices.

4-hour Professional Practice CE Course (cannot be offered by a non-cosmetology post-secondary institution; salons must offer in-person)
Course must be based on any or all of the following: (1) product chemistry and chemistry interaction; (2) proper use of machines and instruments; (3) business management, professional ethics, and human relations; or (4) techniques relevant to the type of license held.

Delivery Method (check all that apply): Online In-Person, list city & state: _____

Will this course be offered multiple times throughout 2020? Yes No, one time (list date): _____

Is this course open to the public? Yes No

Is this course at least 4 hours long? Yes No

About the Course: List course learning objectives below and attach the lesson plan. Include a description of the format of the course.

Names and Qualifications of Presenters:	Names and Qualifications of Course Developers: