

Curriculum Approval Request Form

Schools use this form to apply for approval of a new training program curriculum, or a change to an existing training program curriculum.

10/2023

Schools must apply for and receive Board approval prior to offering a new training program or implementing a change to the curriculum of a previously approved training program**

**Minnesota Rule 2110.0320 Subp. 10; 1,550 hour Cosmetologist, 600 hour Esthetician, 350 hour Nail Technician, 14 hour Eyelash Technician, 500 hour Advanced Practice Esthetician, 1,100 hour combined Esthetician/Advanced Practice Esthetician, 900 hour Hair Technician, or 45 hour Instructor Training

Directions:

- Prior to submission, complete all sections of this form and prepare and attach all corresponding materials.
- Complete one form per training program.
- Submit the completed form and all corresponding materials to the Board of Cosmetology office for review and approval. Electronic submissions to cosmoschools@state.mn.us are encouraged.

Select Request Type

- New Training Program Curriculum** **Change to Previously Approved Program Curriculum**

Provide School Information

School Name	School License Number
School Address	School Phone Number and Email Address
Designated School Manager Name <i>First and last</i>	Designated School Manager License Number

Provide Program Details

Training Program Type *(Select one)*

- | | | |
|---|--|--|
| <input type="checkbox"/> 1,550 hour Cosmetologist | <input type="checkbox"/> 600 hour Esthetician | <input type="checkbox"/> 350 hour Nail Technician |
| <input type="checkbox"/> 14 hour Eyelash Technician | <input type="checkbox"/> 500 hour AP Esthetician | <input type="checkbox"/> 1,100 hour Esthetician/AP Esthetician |
| <input type="checkbox"/> 900 hour Hair Technician | <input type="checkbox"/> 45 hour Instructor | |

For Board Use Only	Date Received:	Date Processed:	Processor:
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Training Program Curricula

Program Name or Title: _____

Schedule Information

<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <i>(Select One)</i>	Program Includes Online Theory Instruction: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Clinical instruction must not take place online.</i>
Projected First Start Date: _____	

Daily and Weekly Schedule Details

Day of the Week	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Total Hours per Week: _____		
Total Number of Weeks in Program: _____		

Program Hour Totals

Type of Training	Hours
Pre-Clinical Hours <i>N/A to AP Esthetician or Instructor Training Programs</i>	
Clinical/Practical Hours	
Remaining Theory Hours	
Total Program Hours: _____	

Unregulated Services

Program Includes Instruction in Unregulated Services? <small>No more than one percent of the total curriculum time may be dedicated to teaching unregulated services.</small>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Select One)</i>	If Yes, List Unregulated Service Topics:
If Yes, Total Number of Hours:		

Program Name or Title: _____

Provide a daily schedule/calendar for the program. You may use the template provided at the end of this form, or submit your own PDF or Excel file with the same information.

The daily schedule/calendar must clearly identify:

- all rule-required training topics (referenced on next page).
- the number of hours devoted to each topic per day labeled as pre-clinical theory, theory, or clinical/practical.
- which portions of theory training are offered online, if any.
- any prerequisites for enrollment.

Identify Textbook and Instructional Resources

Resource Title	Publisher	Publication Date	Print or Digital <i>Indicate which</i>	Instructor Manual Used? <i>Yes or No</i>

Student Access

Please describe how students will access the resources listed above (Ex: Is student access to the resources temporary or permanent? Are the resources paid for by the school, paid for by the student, included in the student kit, etc.?)

Required training topics are listed within [Minnesota Rule Chapter 2110](#) and [Minnesota Statute Chapter 155A](#) and detailed below by program type. **IMPORTANT:** Each daily calendar/schedule submission must include **all** required topics using the terminology below.

Training Program	Required Training Topics
<p>Cosmetologist - 1,550 hrs 420 theory (240 pre-clinical) 1,130 clinical</p>	<p>Theory: Pre-Clinical Theory (first 240 hours): Anatomy, dermatology, trichology, manicuring, and chemistry as related to cosmetology; electricity and light; infection control; safety procedures related to the practice of cosmetology; and Minnesota Statutes and rules which pertain to the regulation of the practice of cosmetology; student orientation; elementary service skills.</p> <p><i>Eyelash Theory:</i> Structure, function, and disorders of the eye and orbital area; eyelash growth cycles; contraindications and allergic reactions; infection control; eye shapes and eyelash evaluation; product ingredients; health and safety; laws and rules.</p> <p>Clinical: Shampooing; scalp and hair conditioning; hair design and shaping; chemical hair control (perms, relaxers); hair coloring; hair styling; skin care and facials; makeup; waxing; manicuring and nail care.</p> <p><i>Eyelash Clinical:</i> Client consultation; design; cleansing the eye area; applying eyelash extensions; removing eyelash extensions.</p>
<p>Esthetician - 600 hrs 120 pre-clinical theory 200+ clinical</p>	<p>Theory: Pre-Clinical Theory (first 120 hours): Anatomy, dermatology, and chemistry as related to skin care; infection control; safety procedures related to the practice of skin care; and Minnesota statutes and rules that pertain to the regulation of the practice of skin care; student orientation; elementary service skills.</p> <p><i>Eyelash Theory:</i> Structure, function, and disorders of the eye and orbital area; eyelash growth cycles; contraindications and allergic reactions; infection control; eye shapes and eyelash evaluation; product ingredients; health and safety; laws and rules.</p> <p>Clinical: Procedures of cosmetic care of the skin; client consultation and skin analysis; applications of facials and makeup; waxing.</p> <p><i>Eyelash Clinical:</i> Client consultation; design, cleansing the eye area; applying eyelash extensions; and removing eyelash extensions.</p>
<p>Nail Technician - 350 hrs 50 pre-clinical theory 150+ clinical</p>	<p>Theory: Pre-Clinical Theory (first 50 hours): Anatomy, dermatology, and chemistry as related to manicuring; electricity and lights; infection control; safety procedures related to the practice of manicuring; and Minnesota Statutes and rules which pertain to the practice of manicuring; elementary service skills.</p> <p>Clinical: Cleaning, conditioning, shaping, reinforcing, coloring, and enhancing of nails; application and repair of artificial nails (including sculptured applications).</p>
<p>Eyelash Technician - 14 hrs 8 pre-clinical theory 6 clinical</p>	<p>Theory: Structure, function, and disorders of the eye and orbital area; eyelash growth cycles; contraindications and allergic reactions; infection control; eye shapes and eyelash evaluations; product ingredients; health and safety; and laws and rules.</p> <p>Clinical: Client consultation; design; cleansing the eye area; applying eyelash extensions; removing eyelash extensions.</p>

(Continued.)

Required training topics are listed within [Minnesota Rule Chapter 2110](#) and [Minnesota Statute Chapter 155A](#) and detailed below by program type. **IMPORTANT:** Each daily calendar/schedule submission must include **all** required topics using the terminology below.

Training Program	Required Training Topics
<p>Hair Technician - 900 hours</p>	<p>The first 300 hours: student orientation; preclinical instruction in the theory of sciences, including: muscle and bone structure and function, properties of the hair and scalp, disorders and diseases of the hair and scalp, chemistry as related to hair technology; and electricity and light related to the practice of hair technology; theory and preclinical instruction on client and service safety prior to students offering services; introductory service skills that are limited to the observation of an instructor demonstration, student use of mannequins, or student-to-student application of basic services related to hair technology; Minnesota statutes and rules pertaining to the regulation of hair technology; health and safety instruction that includes: chemical safety, safety data sheets, personal protective equipment (PPE), hazardous substances, and laws and regulations related to health and public safety; and infection control to protect the health and safety of the public and technician that includes: disinfectants, disinfectant procedures, cleaning and disinfection, single use items, storage of tools, implements, and linens, and other implements and equipment used in salons and schools.</p>
	<p>300 hours in: hair cutting and styling that includes hair and scalp analysis, cleaning, scalp and hair conditioning, hair design and shaping, drying, arranging, curling, dressing, waving, and nonchemical straightening.</p>
	<p>300 hours in: chemical hair services that includes hair and scalp analysis, dyeing, bleaching, reactive chemicals, keratin, hair coloring, permanent straightening, permanent waving, predisposition and strand tests, safety precautions, chemical mixing, color formulation, and the use of dye removers.</p>
<p>Advanced Practice (AP) Esthetician - 500 hrs</p>	<p>Theory: Advanced cell histology of the skin; lymphatic system; wound healing; skin classification systems; dermatological disorders and terminology; advanced practice skin care treatments; chemistry and biochemistry of product ingredients and modalities; electrical and light energy; client consultation with skin classifications and medical history; infection control; health and safety.</p>
	<p>Clinical: Skin analysis; client consultation; dermaplaning or a machine exfoliation service; chemical peels to include alpha hydroxy acids, beta hydroxy acids, trichloroacetic acids, and blended acid peels; electrical energy services to include services using direct current, indirect current, sound energy, and light energy; advanced facial treatments using lymphatic drainage and advanced extractions; skin needling; infection control and safety procedures.</p>
<p>Instructor - 45 hrs</p>	<p>Theory: Lesson planning and development; pedagogy and teaching methodologies; classroom and clinic-floor management; student evaluation and assessment; social equity and cultural responsiveness; remote learning strategies; administration of the skills test; and Minnesota statutes and rules.</p>

Program Name or Title: _____

Provide Online Theory Instruction Details

Schools that are not seeking online theory approval SKIP this step.

Online instruction is permitted for Board-approved theory-based classes.

Practice-based classes must not be given online ([Minnesota Statute 155A.30 Subd. 11](#)).

Online Theory Instruction Details	
Method of Delivery <i>Indicate Type</i>	<input type="checkbox"/> Synchronous <input type="checkbox"/> Asynchronous <input type="checkbox"/> Mixed Synchronous/ Asynchronous
Provide a description of the method of delivery to be used, and how the school will meet instructor supervision requirements:	
List the technologies to be used by the school <i>and</i> students:	
Provide a description of how student training hours will be tracked:	

School Inventory

1. **Attach** a list showing the contents of the **Student Kit** for the program as a PDF or Excel file.

AND

2. **Use** the template provided below to list the inventory the ***school*** provides for the program, **or attach** an inventory list with the same information as a PDF or Excel file.

Program Inventory Provided by the School		
Name of Item <i>(i.e. name of device, equipment, instrument, or tool)</i>	Number on Hand	Number of Students

Important inventory considerations:

Schools must provide students with basic supplies, including:

- A beginning professional kit for each student, containing the implements and the majority of equipment required for the student’s training program.
- All supplies and materials necessary to perform all clinical services and classroom exercises at no additional cost.
- At least one mannequin with hair for each cosmetologist student, and one mannequin without hair for each esthetician student.
- A copy of all textbooks to be used in the program, a copy of Minnesota Rules Chapters 2105 and 2110, a copy of Minnesota Statutes Chapter 155A, and copies of all other necessary instructional materials.
- Reference materials, as outlined in [Minnesota Rule 2110.0410](#), must be centrally located and available to all students.

**If the school will offer an Advanced Practice Esthetician training program, please see [Minnesota Rule 2110.0525](#) and contact the Board office for additional information regarding equipment requirements.*

Instructor Roster

Using the template below, report the instructors who will teach this program.

- A school must maintain a minimum ratio of one instructor per 20 students who are present at the school or participating virtually in synchronous real-time instruction. All students must be under the supervision of an instructor at all times when in a classroom or clinic and whenever the student is performing cosmetology services on the school's premises.
- Instructors are restricted to instruction in the area of their practitioner license and may not instruct in other disciplines.
- An instructor must maintain an active operator or manager's license in the area in which the instructor holds an instructor's license.

Instructor Name—first and last	Instructor License Number and Type

Provide Submission Certification and Contact Information

Designated School Manager Acknowledgement of Submission

Name <small><i>First and last</i></small>	Title	Contact Phone Number & Email Address
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A school owner or the school's Designated School Manager must certify the contents of this request by providing a signature below.

Incomplete request submissions may require supplemental signatures upon submission completion.

<p><i>I certify that the information submitted as part of this Curriculum Approval Request to be true and correct. I understand that as the school's owner or Designated School Manager, I am responsible for the school and its compliance. DI certify that this document has not been altered in any manner from the form adopted by the Board.</i></p>		
School Owner or DSM Name <small><i>First and last</i></small>	School Owner or DSM Signature <small><i>Electronic signatures are accepted</i></small>	Date

Disclose an individual responsible for responding to questions regarding this request:

Name <small><i>First and last</i></small>	Title	Contact Phone Number & Email Address
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Submit the completed form and all corresponding materials to the Board of Cosmetology office for review and approval.

Electronic submissions to cosmoschools@state.mn.us are encouraged.

School Curriculum Reporting Template

- Complete one template for each week of the training program. Fill in all enterable fields.
- List all daily topics of instruction and label each as Pre-Clinical, Theory or Clinical/Practical.

Reminders:

- Curriculum must include all training topics required by rule.
- Students must not receive credit for more than ten hours of training per calendar day.
- Online instruction is permitted for board-approved theory-based classes. Practice-based classes must not be given online.

School Name _____

Program Name _____

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Week No. ___ of ___						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>Start Time:</i>	<i>Start Time:</i>	<i>Start Time:</i>	<i>Start Time:</i>	<i>Start Time:</i>	<i>Start Time:</i>	<i>Start Time:</i>
<i>End Time:</i>	<i>End Time:</i>	<i>End Time:</i>	<i>End Time:</i>	<i>End Time:</i>	<i>End Time:</i>	<i>End Time:</i>
Daily Theory Hours	Daily Theory Hours	Daily Theory Hours	Daily Theory Hours	Daily Theory Hours	Daily Theory Hours	Daily Theory Hours
Daily Clinic Hours	Daily Clinic Hours	Daily Clinic Hours	Daily Clinic Hours	Daily Clinic Hours	Daily Clinic Hours	Daily Clinic Hours