

SCHOOL LEADERSHIP RESOURCES

SELF-INSPECTION CHECKLIST

This document is provided as a courtesy by the Minnesota Board of Cosmetology. It is meant to serve as a resource for the school leadership to conduct a self-inspection of their school and to assist in achieving compliance with [Chapter 155A](#), [Rules 2105](#) and [Rules 2110](#). This checklist is not an inclusive list of all statutes and rules. Performing a self-inspection does not replace a formal Board inspection.

Licensing - Maintaining a School License

- The school license and all individual licenses are current and conspicuously displayed in the school clinic or clinic reception area.
 - School license is current
 - Instructor and DSM licenses are current
- The school is identified as a school of cosmetology or beauty school with signs conspicuously placed on the front of the school and in the reception area of the school clinic.
- A sign stating “All services performed by students” is conspicuously displayed in the reception area.
- A new School License is required when the business structure, ownership, or location is changed; A School License does not transfer.
- A change to the school’s assumed name must be reported to the Board within 60 days of the effective date of the change. The old license with the former name must be returned to the Board.
- A change to the school’s Designated School Manager must be reported to the Board within 30 days of the DSM’s departure. Temporary DSM appointments must be reported within 10 days of the departure or resignation of the DSM.
- A change to the school’s instructor roster must be reported within 10 days of the change.
- A new curriculum or changes to a previously approved curriculum must be approved by the Board prior to offering the new or changed program.
- School’s must maintain current Professional Liability Insurance of at least \$150,000 for each policy year, current Worker’s Compensation Insurance in accordance with Minnesota Statute 176.182, and a corporate Surety Bond in accordance with Minnesota Statute 155A.30.

SCHOOL LEADERSHIP RESOURCES

SELF-INSPECTION CHECKLIST

Instructors and Students

- Name tags are worn by all students and staff. Name tags are at least two inches by one inch.
- At least 1 licensed instructor is present for every 20 students physically at the school or participating virtually in synchronous real-time instruction.
- All students are supervised by instructors.
- Students performing clinic services have successfully completed the required hours of preclinical training.
- All services performed by students are supervised by instructors and checked before, during, and after performance.
- Instructors must devote the entire instructional time scheduled to training and must not have any additional noninstructional duties or responsibilities during class or clinical time.
- Students receive credit only for hours spent training for licensed cosmetology services.
- School maintains instructor payroll and time records showing hours worked each day for each pay period for three consecutive calendar years.

Infection Control

- Each student and each instructor must wash hands with soap and hot water before providing or demonstrating any service on a student, mannequin, or client.
- Hair is removed from shampoo bowls immediately after each shampoo service.
- Paraffin wax is always portioned out for each client in a bag or other container or dispensed in a manner that prevents contamination of the unused supply.
- All pedicure thrones and tubs are properly cleaned and disinfected after each use.
- Work surface areas where services are performed (shampoo bowls, facial or waxing chairs or beds, etc.) are protected from skin contact by a clean cloth or paper towel or sheet.
- All used, disinfectable implements, are stored in covered, closed containers labeled "used" immediately after the service unless immediately cleaned and disinfected.
- All used or soiled towels, linens, and capes are stored in closed containers labeled "used."
- Used implements made of porous material are immediately disposed of after each service.
- All disinfectable implements are properly cleaned and disinfected.
- Only hospital-level disinfectants that are EPA-registered as bactericidal, virucidal, and fungicidal are used.
- All new and disinfected implements, including clean towels and linens, are stored in a clean, closed container, and separate from unclean items.

SCHOOL LEADERSHIP RESOURCES

SELF-INSPECTION CHECKLIST

- All electric implements and equipment are properly cleaned, disinfected, and stored.
- Any tool or implement that is designed to puncture or invade the skin is cleaned and then sterilized before the tool or implement is reused.
- All products are legibly labeled if not in the original container.
- All waste and laundry receptacles are covered at all times.
- Gloves are worn in accordance with Minnesota Rule 2105.0375.

Physical Space

- All lighting, vents, and other fixtures are kept clean and in good repair.
- All walls, ceilings, and floors are kept clean and in good repair.
- All floors are kept clean and free from hair, nails, skin, wax, liquids, and other debris at all times and are in good repair, free from crevices, cracks, holes, or tears which could collect dirt or debris.

Supplies and Materials

- The school provides each student with a beginning professional kit containing the majority of equipment and implements required for the program of training for which the student has enrolled.
- The school provides the students with all supplies and materials necessary to perform all clinical services and classroom exercises. All supplies and materials necessary to perform all clinical services and classroom exercises are provided at no additional cost.
- The school provides at least one mannequin with hair for each cosmetology student, and one mannequin without hair for each esthetician student.
- The school provides at least one dozen clean towels per student on the clinic floor that are maintained, in good repair, and available to students.
- Reference materials are readily available for student use.

Student Records

- All student records are available for inspection during normal business hours or upon request.
- All student records are legible, kept up-to-date, and are stored in a secure, orderly fashion on the school premises for at least 5 (five) years from the date of the student's termination or completion of training.
- Daily and monthly records and reports are maintained that include student hours, work progress, and daily clinical experiences.

SCHOOL LEADERSHIP RESOURCES

SELF-INSPECTION CHECKLIST

- Complete, accurate, and detailed records are retained of all payments from financial transactions with students.
- Transfer students evaluated and records kept in accordance with Minnesota Rule 2110.0705.

Student Reports Maintained for Each Student

- Transcript
- Student registration form (Enrollment Contract)
- Certification of pre-clinical courses
- Progress evaluation report
- Certification of readiness
- Documentation of completion of training (i.e., Course Completion Certificate)
- Certification of withdrawal, suspension, or termination (if applicable)

Prohibitions

- Students and licensees are prohibited from school premises while consuming or under the influence of an intoxicant or controlled substance.
- The school contains no illegal chemicals.
- The school does not use and does not house any callus shavers, rasps, graters, credo blades, or any other implements used to cut below the skin surface.
- The school does not use and does not house any UV light sterilizer "light boxes."
- The school does not use methyl methacrylate liquid monomers (MMA), fumigants, or formalin liquids in any service.
- Porous implements are not being reused. Used implements made of porous material are disposed of immediately after use. Implements made of porous material are not cleaned and disinfected.
- Paper or plastic bags are not used to store implements, unless a properly maintained and operated autoclave is used to first sterilize the implements.