

School Memo

To: Cosmetology Schools, Designated School Managers, Instructors
From: Minnesota Board of Cosmetology Staff
Re: English Proficiency and Student Enrollment
Date: March 4, 2019

The purpose of this memo is to remind schools that all students enrolled in licensure programs must be proficient in the language in which they are taught.

Student Proficiency

Students taught in English must be proficient in English. To be proficient means a student is able to competently speak, listen to, write in, and use English to perform tasks independently. Students should have the ability to comprehend textbooks, theoretical and practical instruction, and to communicate with instructors and clients in the classroom and school clinic.

Board Expectation

At the February 4, 2019 Board meeting, the Board affirmed the expectation that schools must ensure that students attending a licensure program taught in English are proficient in English. The school must afford students every opportunity to learn and absorb the instruction provided to them.

Students who are not proficient in English must:

1. Be taught in a language in which they and their instructor(s) are proficient,
2. Use a professional interpreter for the entirety of their training, or
3. Not be enrolled.

Prior to enrolling a student whose primary language is not English, the school must establish that the student is proficient in English. The school may use a variety of methods to establish the student's English proficiency including but not limited to the student's completion or passing of:

- Secondary (i.e high school) or post-secondary (i.e. college) education in an English-speaking country
- An ESL program from an accredited post-secondary institution
- A post-secondary English composition course at an accredited post-secondary institution
- Test of English as a Foreign Language (TOEFL)
- ACCUPLACER Test
- Michigan Test

The method used by the school to establish that students are proficient in English must be documented in the student's record.

Questions

For any questions related to this memo, please email School Liaison Alex Herbert at Alex.Herbert@state.mn.us.