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Cosmetologist Examiners, Board of

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mn.gov/boards/cosmetologist-examiners

AT A GLANCE

- **FY 2016 Licensing**
 - 14,079 licenses issued
 - 33,830 total individual licenses
 - 5,286 total establishment licenses
- **FY 2016 Inspections**
 - 1,342 completed establishment inspections
 - 629 attempted, uncompleted establishment inspections
- **FY 2016 Complaint Resolutions**
 - 118 complaints filed/received
 - 47 complaints closed/resolved

PURPOSE

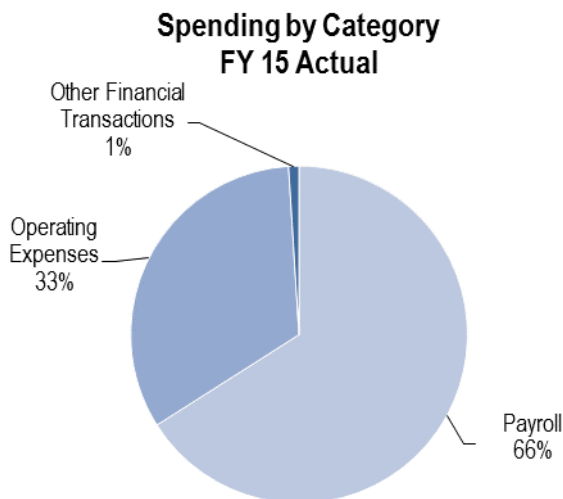
The Board of Cosmetologist Examiners (BCE) credentials, licenses, inspects, disciplines, and educates on the necessity of the safe practice of cosmetology services in order to protect the public and licensees.

The BCE's mission is to constantly strive to serve and care for our licensees, applicants, and the public by being committed to public protection, superior service, excellence, and continuous improvement.

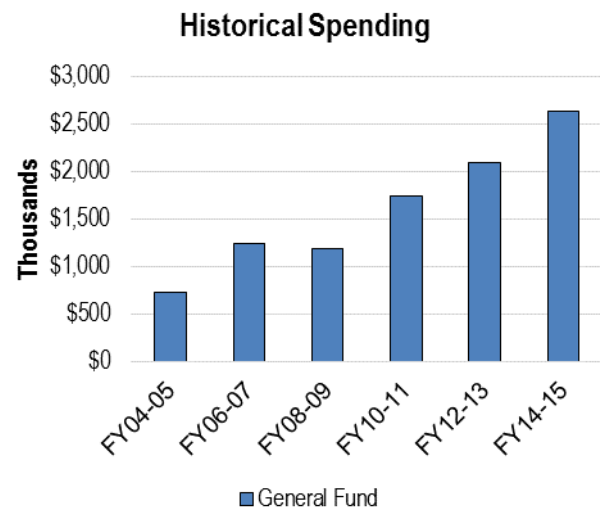
The BCE contributes to statewide outcomes in the following ways:

- **Promoting a thriving economy** through simplifying licensing processes to promote faster business growth and entry into the workforce.
- Through inspections and education, encouraging licensees to **have the education and skills needed to achieve their goals**.
- By licensing those competent to provide safe services to avoid injury and disease and performing regular inspections to ensure compliance with safety standards, the BCE aims to keep **all people in Minnesota safe**.
- The BCE constantly evaluates and seeks improvement on internal processes to ensure **efficient and accountable government services**.

BUDGET



Source: BPAS



Source: Consolidated Fund Statement

All receipts collected by the BCE are deposited into the General Fund. The BCE receives a direct appropriation from the General Fund to cover operational expenses. The BCE does not receive funding from any other sources.

STRATEGIES

The BCE promotes a thriving economy and business growth by:

- Assisting salon and school owners and license applicants through in-person, email, and telephone correspondence in answering questions related to the licensing process and other general topics, which results in more successful licensees.
- Educating licensees on proper infection control practices, resulting in better and continued services.
- Limiting barriers to license issuance and renewal through a major rules overhaul, which promotes more individuals to maintain active participation in the cosmetology industry.

The BCE promotes Minnesotans to have the education and skills needed to achieve their goals by:

- Educating licensees through inspections and outreach to promote best practices.
- Requiring continuing education for license renewal.
- Continuously updating licensing exams to ensure minimum competency is tested for and met by all individuals receiving licenses, which includes weekly to quarterly monitoring of exam question performance.

The BCE promotes Minnesotans safety by:

- Only issuing licenses to qualified applicants.
- Routine inspections of salons and schools to ensure safety and infection control standards are met.
- Performing field inspections, electronic communications, and face-to face outreach which continuously educates licensees of new standards and how to resolve deficiencies.
- Reach voluntary resolution of violations and offer remedial education when necessary to ensure licensing and safety standards are met.
- Constantly reviewing cosmetology related laws and rules to create simplified processes that adhere to national industry standards.

The BCE promotes efficient and accountable government services by:

- Credentialing and issuing licenses to qualified applicants within 15 business days.
- Utilizing an optional expedited process for qualified applicants to become licensed within 5 business days.
- Maintaining a standard that all general inquiries are responded to within 1 business day or less.
- Providing educational materials in conjunction with inspections to improve awareness and immediate response.
- Using instant license account management and real-time online license lookup and renewal to provide transparency and efficiency to licensees and the public.

RESULTS

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Number of Expedited Applications ¹	0	324	FY14; FY16
Quantity	Number of Education Materials Provided Upon Inspection ²	7	10	FY14; FY16
Quantity	Number of Outreach Events ³	7	16	FY14; FY16
Quality	Voluntary Resolution of Settlement Agreement ⁴	89%	89.3%	FY14; FY16
Result	Rewrite of MN Rule 2105 ⁵	84 changes; incomplete	>500 changes; complete	FY14; FY16

Source: GLSuite (Government Licensing Database); BCE website, www.bceboard.state.mn.us

Minnesota Statutes and Administrative Rules Governing Cosmetology:

- Minnesota Statute 155A, <https://www.revisor.leg.state.mn.us/statutes/?id=155A>
- Minnesota Rule Chapter 2105, <https://www.revisor.leg.state.mn.us/rules/?id=2105>

¹ Beginning January 1, 2016, the BCE was able to offer an option to process applications on an expedited timeline for a fee. Instead of the standard 15 business day or less timeline, expediting applications are processed within 5 business days or less. This allows for individuals and businesses to begin working faster.

² A variety of education materials are provided to licensees in order to further educate on current infection control standards, safety practices, and compliance with cosmetology regulatory rules. These documents are in plain language and can be posted in salons to encourage education for licensees and the public.

³ To support the BCE's mission of public protection and encouraging industry development, we have increased our number of outreach events for licensees. These events promote communication, awareness, and education related to safe and lawful practices.

⁴ The BCE offers a simplified settlement agreement process for licensees that have been cited for serious violations. This condensed process is done only if the licensee is willing and agrees. This process has been beneficial for both the licensees and the Board and significantly reduces the amount of time by several months to reach the settlement agreement.

⁵ The BCE has rewritten our rules over the past three years. Over 500 changes were made to existing rules to eliminate unnecessary requirements, to update outdated language, and to implement plain language, and to reflect current credentialing and infection control standards.

(Dollars in Thousands)

Expenditures By Fund

	Actual FY14	Actual FY15	Actual FY16	Estimate FY17	Forecasted Base	
					FY18	FY19
1000 - General	1,187	1,441	1,351	3,798	2,584	2,584
Total	1,187	1,441	1,351	3,798	2,584	2,584
Biennial Change				2,521		19
Biennial % Change				96		0

Expenditures by Program

Program: Cosmetology	1,187	1,441	1,351	3,798	2,584	2,584
Total	1,187	1,441	1,351	3,798	2,584	2,584

Expenditures by Category

Compensation	891	952	982	1,998	1,656	1,699
Operating Expenses	288	483	353	1,794	903	873
Other Financial Transactions	8	6	17	6	25	12
Total	1,187	1,441	1,351	3,798	2,584	2,584
Full-Time Equivalents	14.7	15.4	14.9	23.0	23.0	23.0

1000 - General

	Actual		Actual	Estimate	Forecast Base	
	FY14	FY 15	FY 16	FY17	FY18	FY19
Balance Forward In	0	163	0	1,214	0	0
Direct Appropriation	1,346	1,366	2,565	2,584	2,584	2,584
Cancellations	0	87	0	0	0	0
Expenditures	1,187	1,441	1,351	3,798	2,584	2,584
Balance Forward Out	159	0	1,214	0	0	0
<i>Biennial Change in Expenditures</i>				2,521		19
<i>Biennial % Change in Expenditures</i>				96		0
Full-Time Equivalents	14.7	15.4	14.9	23.0	23.0	23.0