

Chapter 3

Schools

Section 1. Application and License. No person, association, partnership, corporation, or other form of business organization may operate a postsecondary or secondary cosmetology school without first securing a license from the Board.

Section 2. Postsecondary. As used in these regulations, and in application forms issued by the Board, the term “postsecondary” shall mean an institution or school that has certified in its application to the Board that it will only enroll individuals who meet one of the following qualifications;

- (a) Holds a high school diploma;
- (b) Holds a general education development (GED) certification or its equivalent;
- (c) Has completed a home schooling program that meets the requirements of the state in which it occurred and contains at least twelve (12) high school credits; or

(d) Has provided acceptable proof of prior enrollment, commencing at any date prior to July 1, 2012, in a Title IV eligible academic program at a Title IV eligible postsecondary institution. With respect to an institution, “Title IV eligible” shall have the meaning given in 34 C.F.R. § 600.2 as the regulation existed at the time of such prior enrollment, and with respect to an academic program, “Title IV eligible” shall have the meaning given in 34 C.F.R. § 668.8 as the regulation existed at the time of such prior enrollment. The status of being postsecondary is optional, and an applicant may apply to operate a cosmetology school in Wyoming without such status.

Section 3. Secondary. As used in these regulations and in application forms issued by the Board the term “secondary” shall mean an institution or school that has certified on its application to the Board that it is a public or private vocational-technical school.

Section 4. Applications. All applications shall be made on the prescribed form and be accompanied by the appropriate fee. The completed application shall include or be accompanied by the following:

(a) The name of the school, the owner and proprietor, the street address, mailing address if different, and a description of the exact location of the school;

(b) For Cosmetology or Hairstyling. A detailed floor plan of the school building showing a minimum of 2,000 square feet of floor space; the location of separate restrooms

for male and female students; the location of at least one classroom which is separated from the clinic area by walls or partitions; shampoo area; dispensary; entrances and exits; and carpeted areas of floor and location of all equipment required;

(c) For Nail Technician or Esthetics. A detailed floor plan of the school showing a minimum of 1,000 square feet of floor space; the location of separate restrooms for male and female students; the location of at least one classroom that is separated from the clinic area by walls or partitions; a sink area; dispensary; entrance and exits; and locations of all equipment required;

(d) For Nail Technician and Esthetics. A detailed floor plan of the school showing a minimum of 1,500 square feet of floor space; the location of separate restrooms for male and female students; the location of at least one classroom that is separated from the clinic area by walls or partitions; a sink area; dispensary; entrances and exits; and location of all equipment required;

(e) Proof of ownership or a lease agreement covering the premises of the school;

(f) Copies of the school's information brochure, school rules and regulations and policies, and the financial agreements required of students;

(g) A statement that management personnel are knowledgeable about applicable federal, state, and local laws and regulations that apply to the school; and

(h) The names, addresses, and license numbers of all instructors.

Section 5. Inspections. All areas licensed and regulated by the Board shall be open to inspection by authorized representatives of the Board anytime during normal business hours.

Section 6. Premises.

(a) The use of a school as living or sleeping quarters is prohibited. Beds or mattresses are not allowed on the premises.

(b) When a school occupies the same building as another business the school shall be separated from the other areas by a solid partition from floor to ceiling.

(c) Access to a school shall be by means of an outside or separate entrance or from a passageway in a public building. All doors to a school from adjacent areas used for other purposes shall be closeable.

(d) Every school shall provide and maintain two (2) toilets and hand washing facilities for employees, students, and patrons. Restroom facilities shall be convenient and accessible.

(e) All schools shall be adequately heated, lighted, and ventilated.

(f) Walls and ceilings shall be kept clean, painted, or otherwise in good repair. Floors shall be easily cleaned and shall be smooth, washable, and in good repair. Acceptable flooring is a smooth non-porous surfaced material. Carpeting shall be permitted only in the following areas;

(i) Under nail technician stations;

(ii) Esthetics rooms; and

(iii) Reception/drying area.

Section 7. Consideration of Applications. Applications for school licenses are considered by the Board at regularly scheduled meetings. Applicants will be notified of the Board's action by letter.

Section 8. Definitions. The following definitions shall apply throughout these rules:

(a) Clinic area or "floor" is the part of a school where students with more than the minimum basic training and instruction are permitted to provide services for patrons. No student with fewer hours than fifteen (15) percent of the total required hours per their course of study is permitted to practice cosmetology on patrons or clients.

(b) A class consists of lectures, demonstrations, and discussion designed to provide students with a basic understanding of the principals necessary to the practice of cosmetology and related fields.

Section 9. Facility and Equipment Requirements. Each school must provide and maintain no fewer than the following:

(a) Six work stations;

(b) Six styling chairs;

(c) Three shampoo bowls;

- (d) Three shampoo chairs;
- (e) One facial booth or room and one facial chair;
- (f) Three manicure tables;
- (g) Adequate wet disinfectant containers;
- (h) Adequate storage for clean implements;
- (i) One classroom size chalkboard, white board, or screen;
- (j) One anatomical chart showing the nervous, skeletal, circulatory, and vascular systems of the body to be displayed in each classroom;
- (k) One chart showing the structures of the hair, skin, and nails to be displayed in each classroom;
- (l) One mannequin head and hand or finger per cosmetology student, one mannequin head per esthetics student, and one mannequin hand per nail technician student;
- (m) One English dictionary and one medical dictionary;
- (n) An instructor training manual and curriculum lesson plans for student instructor training courses;
- (o) Course outlines and curriculum lesson plans for courses in cosmetology and related fields;
- (p) Two copies of the Wyoming State Board of Cosmetology Law Book in the school's library;
- (q) A copy of the Wyoming State Board of Cosmetology Law Book shall be provided to each student upon enrollment and shall become the student's personal copy;
- (r) A seal bearing the name of the school shall be impressed on all official documents such as diplomas;

(s) Diplomas shall be delivered to students who complete the prescribed course of study and shall bear the name of the school, the school seal, date of completion, the student's name, and instructor signature(s);

(t) A locking file cabinet for safeguarding student files and records;

(u) A conspicuous sign posted at the school entrance bearing the words "beauty school" or "cosmetology school" and a sign with the words "student work only" posted in plain sight in the clinic area;

(v) Schools designated as nail technician schools must provide all the facility and equipment items in this section except those in subsections (a), (b), (c), (d), and (e);

(w) Schools designated as esthetics schools must provide all of the above facility and equipment items excluding (a), (b), (c), (d), and (f) ; and

(x) Schools designated as hairstyling schools must provide all of the above facility and equipment items excluding (e) and (f).

Section 10. Distance Learning. When distance learning is offered by the school, it must be approved by the Board before implementation. Adequate school records must be kept and provided to the Board monthly.

Section 11. Advertising. All advertising for a school shall clearly denote that the establishment is a school of cosmetology and that all services are provided by students.

Section 12. School Closing. If a school ceases its operation or is sold as a school the Board shall be immediately notified and all records of instruction for all students attending the school at or before the time of its closing or transfer must be filed with the Board within ten (10) days.

Section 13. School License Renewal. All school licenses expire on December 31st of each year. Failure to renew the license on or before the expiration date shall result in a late fee. A license that has been expired less than ninety (90) days may be renewed. An applicant for renewal of a School license that has been expired for more than ninety (90) days must apply for an original license and meet the current requirements and submit current fees.

Section 14. Annual Records Update. Each school shall submit updated copies of items listed in Section 4 (e), (f), (g), and (h) to the Board at the beginning of each year.

Section 15. Schools Licensed as a Salon. If a school is also licensed as a salon, professional practice is only allowed when the school is closed and no students are present.