

Chapter 5

Student and Student Instructors

Section 1. Student Qualifications. Students enrolled in any course in cosmetology or a related field must be at least sixteen (16) years of age and have received at least a tenth grade education or its equivalent.

Section 2. Enrollment Reports. Within ten (10) days of the date of enrollment the school shall submit the original Board approved enrollment report to the Board office, and include the following:

- (a) Name and address of the school;
- (b) Name, date of birth, and address of the student;
- (c) Date student will commence training;
- (d) Signatures of student and registrar;
- (e) Proof of lawful presence in the United States;
- (f) Government issued picture I.D.;
- (g) Social security number;
- (h) Proof that the student completed the tenth grade or its equivalent; and
- (i) Student hours will not be recorded at the Board office until the completed enrollment form (including all supporting documents) have been received.

Section 3. Student Instructor Qualifications. Students must meet the following qualifications before enrolling in a school's instructor training course:

- (a) Have a high school diploma or its equivalent;
- (b) Be at least eighteen (18) years of age;
- (c) Have a Wyoming license in cosmetology or related field; and

(d) Have practiced cosmetology or a related field in a salon for at least fifty (50) weeks with no less than thirty six (36) hour per week within the last five (5) years immediately preceding enrollment.

Section 4. Student Instructor Enrollment. Within ten (10) days of the date of enrollment the school shall submit the original Board approved enrollment report to the Board office and include the following:

(a) Refer to section 2 of this chapter (b) through (h);

(b) Proof of high school graduation or equivalency certificate; and

(c) Proof of work experience as required in Section 3 (d) of this chapter. Proof shall be by notarized statement(s) of employer(s).

(d) Student instructor hours will not be recorded at the Board office until the completed enrollment form (including all supporting documents) has been received.

Section 5. Supervision of Students and Student Instructors. All students and student instructors shall be under the supervision of a licensed instructor throughout the entire course of instruction.

Section 6. Student Records and Reports

(a) Each school shall keep a daily record of every student's activities that shall be signed by an instructor each day the student attends school. Daily student records are to be kept on the school premises at all times.

(b) On or before the tenth (10th) day of each month, all schools shall report the actual number of instruction and practice hours each student acquired during the previous month to the Board office. The school shall also report any student who is in arrears of tuition by submitting a statement of the arrearage signed by the student and a school representative. The school shall notify the Board office upon settlement of tuition that the hours are no longer to be held. The Board will not approve transfer of any student hours without first confirming with the school that all tuition has been paid.

(c) All records and reports shall be made on forms approved by the Board and furnished by the school and shall be made in triplicate: the school shall send the original report to the Board, one copy to the student, and retain one copy. Reports shall be signed by the student and an instructor.

Section 7. Transfers.

(a) Students may transfer from one school to another upon notification to the Board.

(b) Transfer students from licensed schools in other states or foreign countries having comparable requirements to those of Wyoming will be granted credit for the hours of instruction completed, provided the hours were earned less than five (5) years before transferring. Students must provide the Board certification of hours from the states or country's governing board or licensing agency. If hours cannot be certified by the state or licensing agency, certification must be provided by the school. Hours certified by a school must be on school letter and notarized. The school must also provide documentation that they are a licensed or authorized facility of the state.

Section 8. Withdrawals. The school shall submit the required documentation to the Board within five (5) days of a student's withdrawal from school.

Section 9. Reentry.

(a) Reentering students shall be enrolled in accordance with sections 2 and 4 of this chapter.

(b) Credit for previously earned hours will not be granted to students who have interrupted their studies for a period of five (5) years or more and they shall complete the full hours required to complete the specific course they have enrolled in.

Section 10. Student Practice. No Student with fewer hours than designated in chapter 3, section 8 (a) shall be permitted to practice cosmetology or related fields on patrons and no student instructor shall practice cosmetology or related fields in the school except as necessary for instructional purposes.