

STATE OF OKLAHOMA



BOARD OF COSMETOLOGY AND BARBERING

MINUTES OF THE MEETING

June 30, 2025

1. Call to Order

Chair Heather Sinclair called the meeting of the State Board of Cosmetology and Barbering to order at 10:00 a.m. on Monday, June 30, 2025. The meeting was held at the State Cosmetology Board Office in Suite 74.

BOARD MEMBERS PRESENT

- Heather Sinclair
- Krissy Miller
- Carla Wilkins
- Machele Callicoa
- Ericka Jackson
- Christie Luther
- Carla Dame

BOARD MEMBERS NOT PRESENT

- Kyle Jarnagin
- Annie Jo Gilbert
- Joel Rogers

AGENCY MEMBERS PRESENT

- MiMi Casebolt, Interim Executive Director
- Matt Burton, Principal Assistant

LEGAL COUNSEL PRESENT

- Kylie Cooper, Assistant Attorney General

2. Quorum

A quorum was confirmed, and the meeting proceeded according to the agenda. This special meeting of the Oklahoma Cosmetology and Barbering Board has been convened in accordance with the Oklahoma Open Meeting Act.

3. National Interstate Council of Cosmetology Boards (NIC) Contract Renewal

Overview: The Board discussed the renewal of the National Interstate Council of Cosmetology Boards (NIC) contract for State Fiscal Year 2026. Key points included clarification on prison testing—while not currently in the contract, NIC attorneys expressed willingness to include it if the contract was approved. There was a suggestion for Board members to sign Non-Disclosure Agreements (NDAs), especially when observing written exams. Concerns were raised about Board presence during testing, and it was clarified that Board members may observe written exams after signing an NDA, though impartiality agreements are typically only required for practical exams. The availability of a non-chemical barber exam was confirmed, but NIC does not currently offer a non-chemical cosmetology test, which would require a separate development process at an estimated cost of \$20,000. It was noted that signing the contract allows current testing operations to continue, and any new mandates—such as for non-chemical testing—would need to be addressed separately. The Board also reviewed testing logistics, including NIC’s role in written testing, Prov’s operation of testing centers, and improved turnaround times for test results, which have been reduced from five to six weeks down to one week.

- **Conclusion:** Following a thorough discussion of testing procedures, cost considerations, and the scope of services under the current arrangement, the Board approved the renewal of the NIC contract for SFY26. This decision ensures continuity in exam administration while allowing time to address future needs, such as the development of a non-chemical cosmetology exam if required. The approval reflects the Board’s commitment to maintaining consistent testing standards and supporting timely licensure for candidates.
- **Motion:** To approve the contract renewal of NIC for SFY26.
 - **Moved by:** Luther
 - **Seconded by:** Dame
 - **Vote:**
Miller: Yes

Callicot: Yes
Jackson: Yes
Luther: Yes
Dame: Yes
Wilkins: Yes

- **Outcome:** Motion passed.
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4. National Interstate Council of Cosmetology Boards (NIC) Membership Renewal

Overview: The Board reviewed and discussed the renewal of the National Interstate Council of Cosmetology Boards (NIC) Silver Membership for SFY26 at a cost of \$1,500. The membership provides numerous benefits, including access to a national forum promoting health and safety standards, support for reciprocity and military mobility, access to exclusive resources and publications, one complimentary delegate registration to the annual conference, and various networking and sponsorship opportunities. It also includes tools such as the U.S. test administration map and updates from the Executive Director Committee.

- **Motion:** To approve the membership renewal of NIC for SFY26.
 - **Moved by:** Luther
 - **Seconded by:** Jackson
 - **Vote:**
Miller: No
Callicot: Yes
Jackson: Yes
Luther: Yes
Dame: Yes
Wilkins: Yes
 - **Outcome:** Motion passed.
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5. Access Controls

Overview: The Board discussed the installation of a new access control system for the Agency facility to replace the previously proposed Ubiquiti system, which was incompatible and not approved by the Office of Management and Enterprise Services (OMES). The new system,

recommended by OMES for SFY26, is intended to enhance security by controlling access to four key entry points—three lobby doors and the back door. The system will be provided by Duly Integrated Systems (DIS). It will utilize badges and a keypad to manage building entry. The cost is slightly higher than the previously approved amount, estimated at approximately \$8,400. A question was raised about whether the system was related to credit card processing, but it was clarified that it pertains solely to physical security.

- **Motion:** To approve the installation of a new access control system for the Agency’s security.
 - **Moved by:** Calliccoat
 - **Seconded by:** Jackson
 - **Vote:**
 - Miller: Yes
 - Calliccoat: Yes
 - Jackson: Yes
 - Luther: Yes
 - Dame: Yes
 - Wilkins: Yes
 - **Outcome:** Motion passed.
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6. Emergency Rulemaking

Overview: The Board conducted a thorough review of emergency rule changes necessary to align Agency rules with newly enacted legislation and ensure compliance with public health, safety, and welfare standards. The first major revision addressed OAC 175:10-3-34, updating the basic cosmetologist course curriculum to reflect statutory requirements: 1,250 clock hours for chemical cosmetologists and 1,000 hours for non-chemical. Further discussion covered OAC 175:10-3-45, which amends the barber course curriculum to establish both a 1,250-hour track and a 1,000-hour non-chemical version. Emphasis was placed on ensuring both courses maintain critical chemical educational components such as sanitation, pH levels, and product composition. The third rule introduced OAC 175:10-3-48, establishing a new Eyelash Extension Specialist Instructor program. The course requires a 120-hour eyelash specialist license and adds an 80-hour instructor component. Assistant Attorney General Cooper clarified that because the statute now provides for both programs, the Agency is required to accept them, stating, “If the statute says that that’s a curriculum available, we have to accept it.” Although previous discussions referenced a November 1 start date, AAG Cooper cited Title 59 §199.7(G)(1), which mandates that the Board adopt and

implement these programs by July 1, 2025. As a result, the previously submitted permanent rules with a later effective date were not signed.

- **Issues with Curriculum Implementation and Enrollment Timing:** Currently, schools have been enrolling for 1,500-hour programs while delaying the launch of the new 1,250-hour curriculum until January, prompting discussion about statutory compliance and financial aid eligibility. Nationally accredited institutions are not allowed to offer more hours than permitted by statute, and schools risk legal consequences if they continue to offer and fund non-compliant programs. A rule was also established to prevent students from withdrawing from 1,500-hour programs and re-enrolling into a shorter program as a workaround.
- **Concerns on Scope-of-Practice for Eyelash Extension Specialist Instructors:** Specifically, graduates of this limited instructor training might seek to teach broader licensure areas (e.g., cosmetology, nails, esthetics). In response, the Board approved an amendment stating: “The 80-hour instructor course hours are not transferable to another discipline.” This ensures the course remains discipline-specific and cannot be applied toward other licensure tracks.
- **Certification Process for Eyelash Extension Specialist and Instructor Programs:** While no formal exam is required for certification, a short written test focused on safety, sanitation, and instructional awareness will be administered. No practical component is included.
- **Conclusion:** The Board unanimously approved a set of emergency rules to align Agency regulations with recent statutory mandates and clarify curriculum expectations across multiple licensure areas. These included OAC 175:10-3-34 to update the basic cosmetologist course curriculum, offering both a 1,250-hour chemical program and a 1,000-hour non-chemical program; the amendment of OAC 175:10-3-45 to revise the barber course entrance and curriculum requirements to reflect both chemical and non-chemical tracks with an emphasis on sanitation and theory; and the adoption of OAC 175:10-3-48 to establish a new 80-hour Eyelash Extension Specialist Instructor course, explicitly stating that these hours will not be transferred to other licensure disciplines. Staff were directed to immediately notify schools and instructors to ensure timely and accurate implementation.
- **Motion:** To approve 175:10-3-34 (Basic Cosmetologist) as stated.

- **Moved by:** Calliccoat
 - **Seconded by:** Jackson
 - **Vote:**
 - Miller: Yes
 - Calliccoat: Yes
 - Jackson: Yes
 - Luther: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion passed.

- **Motion:** To approve 175:10-3-45 (Barber) with amendments:
 - Subsection (e)(3)(C) changing “Chemistry 15 hours” to “Chemistry (pH scale, safety & sanitation, and product composition) 15 hours”.
 - **Moved by:** Calliccoat
 - **Seconded by:** Jackson
 - **Vote:**
 - Miller: Yes
 - Calliccoat: Yes
 - Jackson: Yes
 - Luther: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion passed.

- **Motion:** To approve 175:10-3-48 (Eyelash Extension Specialist Instructor) with amendments:
 - Creating subsection (g) adding “(g) The 80-hour instructor course hours are not transferrable to another discipline”.
 - **Moved by:** Calliccoat
 - **Seconded by:** Jackson
 - **Vote:**
 - Miller: Yes
 - Calliccoat: Yes
 - Jackson: Yes
 - Luther: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion passed.

7. Adjournment

- **Time:** 10:50 a.m.

End of Board Meeting Minutes for June 30, 2025.