

CHAPTER 10. LICENSURE OF COSMETOLOGISTS, BARBERS, SCHOOLS AND RELATED ESTABLISHMENTS

SUBCHAPTER 3. LICENSURE OF SCHOOLS

PART 5. EQUIPMENT AND CURRICULUM REQUIREMENTS

175:10-3-34. ~~Basic Cosmetologist~~ Cosmetology course curriculum for privately owned and public schools

(a) **Privately owned cosmetology school.** The ~~1500~~ 1250 clock hour curriculum (pure cosmetology) is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- (1) Theory (must be coordinated with each practical practice subject as is appropriate throughout the course of training) ~~150~~ 125 clock hours
- (2) Manicuring and pedicuring (including sculptured nails and tips and other artificial nail application procedures and care) ~~90~~ 70 clock hours
- (3) Facials (skin care training includes make-up, arching, waxing and/or other methods for non-permanent hair removal) ~~160~~ 130 clock hours
- (4) Scalp treatments and shampooing/conditioning rinses ~~30~~ 25 clock hours
- (5) Hairstyling, including finger waving, the dressing of wigs, thermal and blow drying ~~300~~ 250 clock hours
- (6) Hair color tints and bleaching and other color treatments ~~170~~ 140 clock hours
- (7) Hair cutting and hair shaping with shears and thinning shears (scissors) razor and clipper (includes beard) ~~180~~ 160 clock hours
- (8) Professional development, Establishment management and unassigned hours for review, examinations, etc. ~~180~~ 150 clock hours
- (9) Hair restructuring/permanent waving and chemical hair relaxing ~~240~~ 200 clock hours
- (10) Total cosmetology hours ~~1500~~ 1250 hours

(b) **Public cosmetology school.** The ~~1500~~ clock hour curriculum (1000 hours pure cosmetology plus ~~500~~ hours of cosmetology related high school subjects) is prescribed for public school, parochial school, private school or home schooled students in the following situations:

- (1) Cosmetology students that are currently attending high school, parochial, private school or a home school.
- (2) Persons that did not otherwise complete their cosmetology training while registered as a cosmetology student in high school, parochial school, or a home school.
 - (A) Students who shall qualify for training in this matter must complete 1000 clock hours in a Basic cosmetology course and ~~500~~ hours of approved related subjects. The official parochial, private school or home school high school transcript shall serve as documentation for the ~~500~~ hours of related instruction. The transcript must show passing grades in related subjects and completion of at least the first semester of the twelfth (12th) grade. Related subjects shall run concurrently with and shall be in no instance older than three (3) years at time of enrollment in a cosmetology school course. The curriculum as follows has a recommended completion time of two (2) school years.
 - (B) Adult students registered in a cosmetology school are not eligible to train under the 1000 hours pure cosmetology plus ~~500~~ hours of cosmetology related high school subjects unless qualified under (b) (1) and (2) of this rule.
- (3) Theory (must be coordinated with each practical practice subject as is appropriate throughout the course of training) ~~150~~ clock hours
- (4) Manicuring and pedicuring (including sculptured nails and tips and other artificial nail application procedures and care) 60 clock hours
- (5) Facials (skin care training includes make-up, arching, waxing and/or other methods for non-permanent hair removal) (60) clock hours
- (6) Scalp treatments, shampooing/conditioning rinses 30 clock hours
- (7) Hairstyling, including finger waving, the dressing of wigs, thermal and blow drying 180 clock hours
- (8) Hair color tints and bleaching and other color treatments ~~120~~ 125 clock hours
- (9) Hair cutting and hair shaping with shears and thinning shears (scissors) razor and clipper (includes beard) ~~120~~ 125 clock hours
- (10) Professional development, Establishment management and unassigned hours for review, examinations, etc. ~~100~~ 90 clock hours
- (11) Hair restructuring/permanent waving and chemical hair relaxing ~~180~~ 200 clock hours
- (12) Cosmetology related subjects ~~500~~ 250 clock hours
- (13) Total cosmetology hours ~~1500~~ 1250 hours

(c) **Minimum training supplies for private and public schools.** A Basic Cosmetology student minimum training supplies are required as follows:

- (1) one (1) approved text on theory of cosmetology
- (2) one (1) razor-type hair shaper and shaper blades
- (3) one (1) pair each hair cutting shears and thinning shears
- (4) one (1) cuticle nipper for finger nails and one (1) nipper for toe nails
- (5) one (1) cuticle scissors
- (6) one (1) nail brush
- (7) one (1) nail file or package of emery boards
- (8) one (1) tweezer
- (9) six (6) assorted hair brushes
- (10) twelve (12) combs (including tail, all purpose and/or barber-type)
- (11) one (1) curling iron
- (12) one (1) shampoo cape
- (13) appropriately disinfected set of manicuring implements for student training use on each patron
- (14) toe nail clipper
- (15) permanent wave rods
- (16) other hair restructuring supplies
- (17) an adequate supply of applicator bottles and chemical bowl and brush
- (18) an adequate supply of protective gloves (disposable)
- (19) an adequate supply of neck strips
- (20) an adequate supply of hair clippers
- (21) an adequately supplied products dispensary to appropriately train students in cosmetology classes
- (22) visual aid equipment in addition to the chalk or marker board.

(d) Non-Chemical Cosmetology curriculum. The 1000 clock hour curriculum is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- (1) Theory (must be coordinated with each practical practice subject as is appropriate throughout the course of training) 100 clock hours
- (2) Manicuring and pedicuring (including sculptured nails and tips and other artificial nail application procedures and care) 60 clock hours
- (3) Facials (skin care training includes make-up, arching, waxing and/or other methods for non-permanent hair removal) 130 clock hours
- (4) Scalp treatments and shampooing/conditioning rinses 30 clock hours
- (5) Hairstyling, including finger waving, the dressing of wigs, thermal and blow drying 300 clock hours
- (6) Hair cutting and hair shaping with shears and thinning shears (scissors) razor and clipper (including beard) 180 clock hours
- (7) Professional development, Establishment management and unassigned hours for review, examinations, etc. 180 clock hours
- (8) Total cosmetology hours 1000 hours

175:10-3-37. Master cosmetology instructor course entrance and curriculum requirements

(a) Entrance requirements.

- (1) Student registered in the master cosmetology instructor course must:
 - (A) hold an Oklahoma Cosmetologist license or be registered for the Basic Cosmetologist examination. If any person enrolled prior to examination shall fail to appear or fail to pass Basic Cosmetologist, he/she shall immediately cease master cosmetology instructor training until such time as he shall again register for and show proof of achieving a passing score on the cosmetologist examination.
 - (B) hold a High School Diploma or General Education Development Certificate
 - (C) file registration application for master cosmetology instructor course including fee of ~~\$5.00~~ \$10.00 with the Board.
- (2) Each student shall be provided with an approved textbook or manual before commencing training.

(b) Curriculum requirements. The ~~1000~~ 600 clock hour Master Cosmetology Instructor course curriculum is prescribed as follow: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- (1) Orientation ~~60~~ 30 clock hours
- (2) Introduction to teaching and curriculum ~~120~~ 60 clock hours
- (3) Course outlining and development; lesson planning; teaching techniques; teaching aids; developing and administering and grading examinations ~~330~~ 165 clock hours
- (4) ~~Cosmetology Law, cosmetology school management and record keeping~~ Board rules, regulations, and statutes, school management and record keeping ~~90~~ 45 clock hours
- (5) Teaching - and assisting in the classroom and clinic ~~150~~ 75 clock hours
- (6) Practice teaching - classroom and clinic ~~250~~ 125 clock hours
- (7) Total hours ~~1000~~ 600 clock hours

(c) Master Cosmetology Instructor students are assigned practice in classes actually scheduled by the school. Practice teaching by master cosmetology instructor students will be in the Basic, Manicurist/Nail Technician, Cosmetician, and/or Esthetician/Facialist/Facial Operator course. Practice teaching must be supervised by a licensed master cosmetology instructor.

(d) A master cosmetology instructor student is not allowed to perform patron services. The master cosmetology instructor student shall only demonstrate for or otherwise assist student under his supervision.

(e) **Minimum training supplies.** A master cosmetology instructor shall be provided the following:

- (1) textbook or manual
- (2) workbook
- (3) Board Statute, Rules and Regulations Book.

(f) Any lapse in licensure will not be credited towards work experience as outlined in 199.7(n)(1)(2)

175:10-3-44. Manicurist/Nail Technician Instructor course entrance and curriculum requirements

(a) **Entrance requirements.**

(1) Student registered in the manicurist/nail technician instructor course must:

(A) hold an Oklahoma manicurist/nail technician license or be registered for the manicurist examination. If any person enrolled prior to examination shall fail to appear or shall fail to pass manicurist test, he/she shall immediately cease manicurist/nail technician instructor training until such time as he/she shall again register for and show proof of achieving a passing score on the manicurist examination.

(B) hold a high school diploma or General Education Development Certificate.

(C) file registration application for manicurist/Nail Technician Instructor course including fee of ~~\$5.00~~ \$10.00 with the Board.

(2) Each student shall be provided with an approved text book or manual before commencing training.

(3) A person licensed as a Facial/Esthetics Instructor and holds a current Manicurist license, may be eligible for Manicurist/Nail Technician Instructor licensure by registering and passing the Manicurist/Nail Technician Instructor practical examination.

(b) **Curriculum requirements.** The ~~1000~~ 600 clock hour Manicurist/Nail Technician Instructor course curriculum is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- (1) Orientation ~~60~~ 30 clock hours
- (2) Introduction to teaching and curriculum ~~120~~ 60 clock hours
- (3) Course outlining and development; lesson planning; teaching techniques; teaching aids; developing, administering and grading examinations ~~330~~ 165 clock hours
- (4) Board rules, regulations and statutes, cosmetology school management and record keeping ~~90~~ 75 clock hours
- (5) Teaching - assisting in classroom and clinic ~~150~~ 75 clock hours
- (6) Practice teaching - classroom and clinic ~~250~~ 125 clock hours
- (7) Total hours ~~1000~~ 600 hours

(c) **Minimum training supplies.** Manicurist/Nail technician instructor minimum training supplies are required as follows:

- (1) textbook or manual
- (2) workbook
- (3) Board Statute, Rules and Regulations Book

175:10-3-45. Barber course entrance and curriculum requirements

(a) **Entrance requirements.** A Barber course entrance requirements are the same as for a Basic cosmetology course pursuant to OAC 175:10-3-16.

(1) Each student shall be provided an approved textbook or manual before commencing classroom training.

(2) A Barber student shall not be allowed to perform patron services until such time as he/she has been trained in safety and disinfection procedures on the clinic services performed under the direct supervision of a licensed Instructor.

(b) **Curriculum requirements.** The ~~1500~~ 1250 clock hour curriculum for the barber course is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- (1) Safe work practices, infection control, bacteriology, implements, tools, equipment, sterilization, disinfection and safety 155 clock hours
- (2) Salesmanship, job search, shop management, history of barbering and professional image 175 clock hours
- (3) Anatomy, physiology, chemistry, electricity and light therapy, properties and disorders of skin, scalp and hair, hair and scalp treatments 200 clock hours
- (4) Facial massage and treatment 40 clock hours
- (5) Haircutting and styling 580 clock hours
- (6) Chemical relaxing, soft curl perms, permanent waving 95 clock hours
- (7) Hair coloring 150 clock hours
- (8) Men's hairpieces, mustache, beard design and shaving 65 clock hours
- (9) Board rules, regulations and statutes 40 clock hours
- (10) Total hours 1500 hours

- (1) Safe work practices 155 clock hours
 - i. Infection control and safe work practices-100 hours
 - ii. Implements, Tools, and Equipment- 55 hours
- (2) Orientation to Barbering and Business Skills 175 clock hours
 - i. History of Barbering- 15 hours
 - ii. Professional Image- 35 hours
 - iii. Job Search- 25 hours
 - iv. Barbershop Management- 35 hours
 - v. Building Clientele-30 hours
 - vi. Demographics- 15 hours
 - vii. Make Barbershop Models- 20 hours
- (3) Science of Barbering 155 clock hours
 - i. Microbiology- 15 hours
 - ii. Anatomy and Physiology-30 hours
 - iii. Chemistry- 15 hours
 - iv. Electricity and Light Therapy- 20 hours
 - v. Properties and Disorders of the Skin- 30 hours
 - vi. Properties and Disorders of the Hair and Scalp- 30 hours
 - vii. Treatments of the Hair and Scalp- 15 hours
- (4) Advanced Barbering 250 hours
 - i. Chemical Texture Service- 110 hours
 - ii. Haircoloring and Lightening- 110 hours
 - iii. Practice Application- 30 hours
- (5) The Practice of Barbering 475 hours
 - i. Men's Haircutting and Styling- 145 hours
 - ii. Basic Principle, Fundamentals and Technology- 55 hours
 - iii. Intro to Men's Haircutting and Review- 25 hours
 - iv. Women's Haircutting and Styling- 145 hours
 - v. Shaving and Facial Hair Design- 65 hours
 - vi. Men's Hair Replacement-20 hours
 - vii. Facial Massage and Treatment-20 hours
- (6) State Board Prep and Licensing Law 40 hours
- (7) Total hours 1250 hours

(c) **Public barber school.** The ~~+500~~ 1250 clock hour curriculum (1000 hours pure barber plus 500 hours of barber related high school subjects) is prescribed for public school, parochial school, private school or home schooled students in the following situations:

- (1) Barber students that are currently attending high school, parochial, private school or a home school.
- (2) Persons that did not otherwise complete their barber training while registered as a barber student in high school, parochial school, or a home school.
 - (A) Students who shall qualify for training in this matter must complete 1000 clock hours in a Basic barber course and ~~500~~ 250 hours of approved related subjects. The official parochial, private school or home school high school transcript shall serve as documentation for the 500 hours of related instruction. The transcript must show passing grades in related subjects and completion of at least the first semester of the twelfth (12th) grade. Related subjects shall run concurrently with and shall be in no instance older than three (3) years at time of enrollment in a barber school course. The curriculum as follows has a recommended completion time of two (2) school years.
 - (B) Adult students registered in a barber school are not eligible to train under the 1000 hours pure barber plus ~~500~~ 250 hours of barber related high school subjects unless qualified under (c) (1) and (2) of this rule.

(d) **Minimum barber student training supplies.** Barber training supplies are required as follows:

- (1) one (1) approved text on theory of barbering

- (2) one (1) razor-type hair shaper and shaper blades
 - (3) one (1) pair each hair cutting shears and thinning shears
 - (4) one (1) tweezer
 - (5) six (6) assorted hair brushes
 - (6) twelve (12) combs (including tail, all purpose and/or barber-type)
 - (7) one (1) shampoo cape
 - (8) permanent wave rods
 - (9) other hair restructuring supplies
 - (10) an adequate supply of applicator bottles or chemical bowl and brush
 - (11) an adequate supply of protective gloves (disposable)
 - (12) an adequate supply of neck strips
 - (13) an adequate supply of hair clippers
 - (14) an adequately supplied products dispensary to appropriately train students in classes
 - (15) visual aid equipment in addition to the chalk or marker board
 - (16) straight razors
- (e) Non-chemical Barber curriculum. The 1000 clock hour curriculum for the non-chemical barber course is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education.)
- (1) Safe work practices 155 clock hours
 - i. Infection control and safe work practices - 100 hours
 - ii. Implements, Tools, and Equipment-55 hours
 - (2) Orientation to Barbering and Business Skills 175 clock hours
 - i. History of Barbering - 15 hours
 - ii. Professional Image- 35 hours
 - iii. Job Search - 25 hours
 - iv. Barbershop Management-35 hours
 - v. Building Clientele- 30 hours
 - vi. Demographics-15 hours
 - vii. Make Barbershop Models- 20 hours
 - (3) Science of Barbering 155 clock hours
 - i. Microbiology- 15 hours
 - ii. Anatomy and Physiology- 30 hours
 - iii. Chemistry- 15 hours
 - iv. Electricity and Light Therapy- 20 hours
 - v. Properties and Disorders of the Skin- 30 hours
 - vi. Properties and Disorders of Hair and Scalp- 30 hours
 - vii. Treatments of the Hair and Scalp- 15 hours
 - (4) The Practice of Barbering 475 hours
 - i. Men's Haircutting and Styling- 145 hours
 - ii. Basic Principle, Fundamentals and Technology- 55 hours
 - iii. Intro to Men's Haircutting and Reivew-25 hours
 - iv. Women's Haircutting and Styling- 145 hours
 - v. Shaving and Facial Hair Design- 65 hours
 - vi. Men's Hair Replacement- 20 hours
 - vii. Facial Massage and Treatment- 20 hours
 - (5) State Board Prep and licensing law 40 hours
 - (6) Total hours 1000 hours

175:10-3-46. Master Barber instructor course, entrance and curriculum requirements

(a) Entrance requirements.

- (1) Student registered in the barber instructor course must:
 - (A) hold an Oklahoma Barber license or be registered for the Barber examination. If any person enrolled prior to examination shall fail to appear or fail to pass the Barber exam, he/she shall immediately cease instructor training until such time as he shall again register for and show proof of achieving a passing score on the barber examination.
 - (B) hold a High School Diploma or General Education Development Certificate.
 - (C) file registration application for barber instructor course including fee of \$5.00 with the Board.
- (2) Each student shall be provided with an approved textbook or manual before commencing training.

(b) Curriculum requirements. The ~~1000~~ 600 clock hour Master Barber Instructor course curriculum is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- (1) Orientation ~~60~~ 30 clock hours

- (2) Introduction to teaching and curriculum ~~120~~ 60 clock hours
- (3) Course outlining and development; lesson planning; teaching techniques; teaching aids; developing and administering and grading examinations ~~330~~ 165 clock hours
- (4) Board rules, regulations and statutes, school management and record keeping ~~90~~ 45 clock hours
- (5) Teaching - assisting in the classroom and clinic ~~150~~ 75 clock hours
- (6) Practice teaching - classroom and clinic ~~250~~ 125 clock hours
- (7) Total hours ~~1000~~ 600 clock hours

(c) Master Barber Instructor students are assigned practice in classes actually scheduled by the school. Practice teaching by barber instructor students will be in the barber course. Practice teaching must be supervised by a licensed Barber instructor.

(d) A master barber instructor student is not allowed to perform patron services. The master barber instructor student shall only demonstrate for or otherwise assist students under his supervision.

(e) Minimum student training supplies. A master barber instructor minimum kit equipment is required as follows:

- (1) textbook or manual
- (2) workbook
- (3) Board Statute, Rules and Regulations Book

(f) Any lapse in licensure will not be credited towards work experience as outlined in 199.7(n)(1)(2)

175:10-3-47. Eyelash Extension Specialist course entrance and curriculum requirements

(a) **Entrance requirements.** Eyelash Extension Specialist course entrance requirements are the same as for a basic course student.

(1) Each student shall be provided an approved textbook or manual before commencing classroom training.

(2) An Eyelash Extension Specialist student shall not be allowed to perform patron services until such time as he/she has received at ~~seventy-five hours (75)~~ ten (10)

clock hours of practice and classroom instruction under the direct supervision of an instructor licensed by the board

(b) **Curriculum requirements.** The ~~two hundred (200)~~ one hundred and twenty (120) clock hour curriculum is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- (1) Orientation, rules and law – ~~six (6)~~ eight (8) clock hours;
- (2) First aid and adverse reactions – ~~nine (9)~~ fifteen (15) clock hours;
- (3) Sanitation and contagious diseases – twenty (20) clock hours;
- (4) Safety and client protection – ~~fifty (50)~~ twenty (20) clock hours;
- (5) Eyelash growth cycles and selection – ~~five (5)~~ ten (10) clock hours;
- (6) Chemistry of products – ~~three (3)~~ fifteen (15) clock hours;
- (7) Supplies, materials and related equipment – ~~six (6)~~ ten (10) clock hours;
- ~~(8) Eyelash extension application – eighty five (85) clock hours;~~
- ~~(9) Eyelash extension isolation and separation – thirteen (13) fifteen (15) clock hours;~~
- (10) Professional image/salon management – ~~three (3)~~ five (5) clock hours.
- (11) Total hours – ~~two hundred (200)~~ one hundred twenty (120) clock hours.

(c) **Minimum training supplies.** Eyelash Extension Specialist minimum training supplies are required as follows:

- (1) One (1) textbook or manual;
- (2) One (1) mannequin;
- (3) One (1) first aid/eye wash/blood exposure kit;
- (4) One (1) straight tweezer;
- (5) One (1) curved tweezer;
- (6) Adequate supply of disposable mascara wands;
- (7) Adequate supply of disposable microfiber brushes;
- (8) Adequate supply of lashes;
- (9) Adequate supply of eyelash adhesive;
- (10) Adequate supply of adhesive remover;
- (11) Adequate supply of eyelash extension tape;
- (12) Adequate supply of small scissors; and
- (13) Adequate supply of facial table/chair/beds.

175:10-3-48. Eyelash Extension Specialist Instructor course, entrance and curriculum requirements

(a) Entrance requirements

(1) Student registered in the barber instructor course must:

(A) hold an Eyelash Extension Specialist certificate.

(B) file registration application for Eyelash Extension Specialist Instructor course including fee of \$50.00 with the

(2) Each student shall be provided with an approved textbook or manual before commencing

(b) Curriculum requirements. The 120-clock hour Eyelash Extension Specialist Instructor course curriculum is prescribed as follows: (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a

regional or national accreditation entity recognized by the United States Department of Education.)

- _____ (1) Orientation 10 clock hours
- _____ (2) Introduction to teaching and curriculum 10 clock hours
- _____ (3) Course outlining and development 20 clock hours
- _____ (4) Law, School management and Record keeping 10 clock hours
- _____ (5) Teaching and assisting in the classroom and clinic 10 clock hours
- _____ (6) Total hours 80 clock hours

(c) Eyelash Extension Specialist Instructor students are assigned practice in classes actually scheduled by the school. Practice teaching by Eyelash Extension Specialist Instructor students will be in the Eyelash extension Specialist course. Practice teaching must be supervised by a licensed instructor.

(d) An Eyelash Extension Specialist Instructor student is not allowed to perform patron services. The Eyelash Extension Specialist Instructor student shall only demonstrate for or otherwise assist students under his supervision.

(e) Minimum student training supplies. An Eyelash Extension Specialist Instructor minimum kit equipment is required as follows:

- _____ (1) textbook or manual
- _____ (2) workbook
- _____ (3) Board Statute, Rules and Regulations Book

(f) Any lapse in licensure will not be credited towards work experience as outlined in 7(n)(1)(2).

PART 7. GENERAL OPERATIONS AND LICENSING REQUIREMENTS

175:10-3-56. Student training; approved credits; credit limits

(a) **Commencement of student training.** Student training shall be counted from the date on the student registration receipt. The postmark will determine the issuance date on the registration receipt provided that all forms and affidavits required by the Board are complete and accurate in accordance with Board rules. A student registration for any course in a specific school is valid two (2) years.

(b) If a school has an articulation agreement with a college or university, then the school shall notify a student prior to the student's registration of the following:

- (1) the identity of the college or university with which the school has the agreement; and
- (2) the number of credit hours that the college or university will accept pursuant to the articulation agreement.

(c) The notice shall also include a disclaimer informing the student that there is no guarantee that colleges or universities that do not have an articulation agreement with the school will accept the credit hours. The notice to the student shall be prominently displayed in the student handbook.

(d) **Direct instructor supervision required.** A student must train under the direct supervision of an instructor employed by the school at all times in order to be credited for hours by the Board.

(e) **Credit for field of study related field trip.** A student may be given credit for hours spent in a Board approved cosmetology/barber related field trip provided:

- (1) the student is accompanied and observed by an instructor licensed by the Oklahoma State Board of Cosmetology and Barbering.
- (2) credit for cosmetology/barber related field trips shall not exceed ~~seventy-two (72)~~ fifty (50) total clock hours of the Basic Cosmetology/Barber course or more than sixteen clock hours in a given week.
- (3) credit for cosmetology related field trips shall not exceed twenty-four (24) total clock hours of the Manicurist, Facial/Esthetics course or more than sixteen clock hours in a given week.
- (4) credit for cosmetology related field trips shall not exceed ~~forty (40)~~ twenty-four (24) total clock hours of the Master Instructor, Manicurist/Nail Technician Instructor or Facial/Esthetics Instructor course, Barber or Barber Instructor or more than sixteen (16) clock hours in a given week.

(f) **Credit for model participation in a State Board practical examination.** A student may be given eight (8) clock hours for participation as a student model in a State Board practical examination.

(g) **Credit limit per day.** No student is permitted to receive more than ~~eight (8) clock hours per day~~ forty (40) hours a week.

175:10-3-60. Attendance and other records and requirements

(a) **Minimum attendance per week.** A part time schedule shall be submitted and approved by the Board. Student shall attend a clock hour school at least three (3) hours per day, five (5) days per week or a total of fifteen (15) hours per week.

(b) **Daily sign-in/time clock or other records maintained in a clock hour school.** In addition to maintaining a current record of student hours, clock hour schools shall keep a record of daily attendance. Students registered in a clock hour school shall sign or clock in and out of each class daily.

(c) **Credit hour records maintained in a credit hour school.** Credit hour schools shall maintain a current record of credit hours earned by each student and turned in at the end of each term.

(d) **Practical practice records.** Clock and credit hour schools shall maintain a record of clinic practical practices and theory credit or clock hours earned by each student.

(e) **Student hour retention.** School shall retain records of students for three (3) years.

(f) **Record availability.** All attendance and educational records shall be available during inspection or upon request of the Board as allowed under the Cosmetology and Barbering Act.

(g) **Monthly Quarterly submission of hour reports.** All clock hour schools shall be required to submit a report of all student hours earned to the board ~~monthly~~ quarterly and will be due by the 10th of ~~the following month~~ January (October-December), April (January-March), July (April-June), and October (July-September). All hours shall be submitted as follows: Private school hours must reflect day and evening classes, student's name, file/registration number, and accumulated hours received. Public school hours must reflect the instructor who teaches the program and program taught, whether day or evening class, student name, file/registration number, and hours received by student.

175:10-3-64. School uniform/dress code

(a) School rules shall be specific for student and student instructor uniform dress code requirements. The uniform dress code shall meet or exceed the Board rule requirements as pertain to professional uniform and safe and sanitary training practices. No hours shall be credited to any student who is not in uniform during classroom or clinic practical practice training. The Board minimum uniform dress code standards set forth as follows:

~~(1) Each instructor, student training in a school or apprentice training in an Establishment shall be dressed in a washable tightly woven crisp fabric which shall readily shed hair clippings and/or other airborne particles. All students in a cosmetology or barber school shall at all times wear a clean, washable uniform of the style established by the school for each course.~~

(2) Tank or tube tops, sleeveless tops, high heels, and open toe footwear are considered by the Board to be unsafe and unsanitary attire for any student while training in the theory and practical practices of cosmetology or barbering.

(b) It shall be the responsibility of the managing instructor of a school to dismiss any student not in compliance with uniform dress code from clinic or theory class until such time as the student is in Board approved uniform dress code.

SUBCHAPTER 7. SANITATION, DISINFECTION AND SAFETY STANDARDS FOR ESTABLISHMENTS AND SCHOOLS

175:10-7-4. Furnishings; windows; ceilings; walls; floors

(a) Furniture shall be of washable material and shall be kept clean. Breaks or cracks in furniture must be repaired immediately.

(b) Windows must be kept in a clean condition.

(c) Each work/styling station shall be provided with adequate light and fixtures which shall be kept in a sanitary and safe condition.

(d) Ceilings and walls shall be of an easily cleaned, smooth and unbroken surface.

(e) Curtains, partitions and wall hangings shall be kept clean at all times

(f) Floors in Establishments and schools shall be maintained in a clean manner.

(g) Carpet is prohibited for use in work areas (shampoo and styling areas) of an Establishment or school.

~~(h) Each work/styling station shall be provided with a waste container which shall be emptied and cleaned each day. There shall be 1 covered trash container for:~~

~~(1) every two chairs in a salon or barbershop;~~

~~(2) each room used for services (e.g. waxing, massage etc.);~~

~~(3) each nail station~~

~~(4) between every 2 pedicure chairs~~

~~(5) each restroom, dispense area and any break room where food is prepared;~~

(i) Trash containers must have solid sides and liners should be used. Trash containers must be emptied when full.

175:10-7-12. Towels/linens

(a) Clean towels shall be used for each patron.

(b) Clean towels and other linens shall be kept in a closed container, cabinet or drawer that is free from contamination.

(c) The headrest of the facial chair shall be covered with a clean towel for each patron.

(d) An appropriate supply of clean towels, linens and neck strips shall be maintained in the Establishment.

(e) All linens (towels, sheets, robes, etc.) cannot be re-used and must be laundered prior to use.

(f) Linens shall be washed on hot with detergent and dried until "hot to the touch".

(g) There shall be 1 ~~vented~~, covered container provided for soiled linens (towels, capes, sheets) in salons, barber shops spa and nail salons and each individual room used for services and any customer changing area.

(h) Containers for used linens must be covered ~~and have vented sides~~ to reduce the growth of pathogens.

(i) Towel warmers must be disinfected daily with a disinfectant wipe or spray.

(j) Salons using hot steamed towels in services must meet these requirements;

(1) Towels used in a warmer must be washed with detergent and bleach and dried using a hot dryer setting.

(2) Practitioners preparing towels for the warmer must first wash their hands or wear gloves.

(3) Wet towels used in services must be prepared fresh each day. At the end of the day, unused steamed towels must be removed and laundered.

(4) Towel warmers must be left open overnight to allow unit to dry completely.