

CHAPTER 28

BOARD OF COSMETOLOGY AND HAIRSTYLING

Authority

N.J.S.A. 45:1-15.1, and 45:5B-6.r and s.

Source and Effective Date

Effective: February 4, 2016.
See: 48 N.J.R. 442(b).

Chapter Expiration Date

Chapter 28, Board of Cosmetology and Hairstyling, expires on February 4, 2023.

Chapter Historical Note

Chapter 28, originally Board of Beauty Culture Control, Subchapters 1 through 3, was adopted pursuant to N.J.S.A. 45:4A-13, and was filed and became effective prior to September 1, 1969. Subsequently, Chapter 28 was amended by the following rule adoptions:

R.1977 d.34, effective February 10, 1977. See: 8 N.J.R. 530(a), 9 N.J.R. 129(a).

R.1980 d.94, effective February 27, 1980. See: 11 N.J.R. 452(c), 12 N.J.R. 208(b).

R.1980 d.109, effective March 14, 1980. See: 11 N.J.R. 561(b), 12 N.J.R. 209(a).

R.1980 d.228, effective May 21, 1980. See: 12 N.J.R. 207(b), 12 N.J.R. 433(a).

R.1980 d.229, effective May 21, 1980. See: 12 N.J.R. 206(a), 12 N.J.R. 433(b).

R.1980 d.261, effective June 17, 1980. See: 12 N.J.R. 206(b), 12 N.J.R. 434(c).

R.1981 d.109, effective May 7, 1981. See: 13 N.J.R. 102(b), 13 N.J.R. 308(a).

R.1982 d.69, effective March 15, 1982. See: 13 N.J.R. 931(a), 14 N.J.R. 283(b).

R.1982 d.70, effective March 15, 1982. See: 13 N.J.R. 930(b), 14 N.J.R. 283(a).

Pursuant to Executive Order No. 66(1978), Subchapter 1, Beauty Culture Industry, was readopted as R.1985 d.139, effective February 25, 1985. See: 17 N.J.R. 49(a), 17 N.J.R. 709(c). Pursuant to Executive Order No. 66(1978), Subchapter 2, Beauty Culture Schools, expired on February 25, 1985, and subsequently was adopted as new rules by R.1985 d.160, effective April 1, 1985. See: 17 N.J.R. 172(a), 17 N.J.R. 835(a). Subchapter 3, Forms, referencing a uniform penalty letter, was not readopted. Subchapter 4, Fees, was adopted as R.1985 d.464, effective September 3, 1985. See: 17 N.J.R. 1638(a), 17 N.J.R. 2139(c).

Chapter 28, Board of Beauty Culture Control, was repealed by R.1988 d.214 and a new Chapter 28, Board of Cosmetology and Hairstyling, Subchapters 1 through 6, was adopted, effective May 16, 1988. See: 20 N.J.R. 370(b), 20 N.J.R. 1088(a). A new Subchapter 5, Fees, was adopted as R.1988 d.343, effective July 18, 1988. See: 20 N.J.R. 886(a), 20 N.J.R. 1723(a).

Pursuant to Executive Order No. 66(1978), Chapter 28, Board of Cosmetology and Hairstyling, was readopted as R.1993 d.287, effective May 14, 1993. See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).

Pursuant to Executive Order No. 66(1978), Chapter 28, Board of Cosmetology and Hairstyling, was readopted as R.1998 d.285, effective May 8, 1998. See: 30 N.J.R. 972(a), 30 N.J.R. 2047(a).

Chapter 28, Board of Cosmetology and Hairstyling, was readopted as R.2003 d.458, effective October 27, 2003. See: 35 N.J.R. 2400(a), 35 N.J.R. 5429(a).

Chapter 28, Board of Cosmetology and Hairstyling, was readopted as R.2009 d.169, effective April 23, 2009. See: 40 N.J.R. 6739(a), 41 N.J.R. 2124(b).

Subchapter 1, Practicing Licenses, Application and Examinations, was renamed Practicing Licenses, Application, and Examinations; and Subchapter 1A, Definitions, was adopted as new rules by R.2012 d.169, effective October 15, 2012. See: 44 N.J.R. 1763(a), 44 N.J.R. 2366(a).

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 28, Board of Cosmetology and Hairstyling, was scheduled to expire on April 23, 2016. See: 43 N.J.R. 1203(a).

Chapter 28, Board of Cosmetology and Hairstyling, was readopted, effective February 4, 2016. See: Source and Effective Date.

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SUBCHAPTER 1. PRACTICING LICENSES, APPLICATION, AND EXAMINATIONS

13:28-1.1 Practicing licenses; application and education requirements; acceptable documentation of credentials; license renewals; reinstatement; inactive status

(a) The following practicing licenses shall be available from the Board:

1. Cosmetology and hairstyling license, which shall authorize the holder to provide the following services:

- i. Shaving or trimming of the beard, mustache, or other facial hair;
- ii. Shampooing, cutting, arranging, dressing, relaxing, curling, permanent waving, or styling of the hair;
- iii. Singeing, dyeing, tinting, coloring, or bleaching of the hair;
- iv. Applying cosmetic preparations, antiseptics, tonics, lotions, creams, or makeup to the hair, scalp, face, or neck;
- v. Massaging, cleansing, or stimulating the face, neck, or upper chest and upper back, with or without cosmetic preparations, either by hand, mechanical, or electrical appliances;
- vi. Removing superfluous hair from the face, neck, arms, legs, or abdomen by the use of depilatories, waxing, or tweezers, but not by the use of electrolysis;
- vii. Manicuring the fingernails, nail-sculpturing, or pedicuring the toenails;
- viii. Cutting, fitting, coloring, or styling of hairpieces or wigs to the extent that the services are being performed while the wig is being worn by a person; and
- ix. Hairweaving to the extent that the procedure does not involve the replacement of human hair by means of the insertion of any natural or synthetic fiber hair into the scalp;

2. Beauty culture license, which shall authorize the holder to provide the following services:

- i. Shampooing, cutting, arranging, dressing, relaxing, curling, permanent waving, or styling of the hair;
- ii. Singeing, dyeing, tinting, coloring, or bleaching of the hair;
- iii. Applying cosmetic preparations, antiseptics, tonics, lotions, creams, or makeup to the hair, scalp, face, neck, or upper part of the body;

13:28-6.27 Clinical work prerequisites and limitations

(a) Any school performing clinical work shall display in a conspicuous place in the waiting room and senior room a sign readily visible and legible, stating: SERVICES DONE HERE BY SENIOR STUDENTS ONLY. This sign shall be in letters at least one inch high.

(b) A school shall not permit its students to practice cosmetology and hairstyling, beauty culture, barbering, manicuring, or skin care specialty on the public under any circumstances except by way of clinical work performed upon persons willing to submit themselves to such practice.

(c) Before clinical work may be performed, the person to receive cosmetology and hairstyling, beauty culture, barbering, manicuring, or skin care specialty services shall be advised by the teacher in charge that the operator is a senior student.

(d) Theory shall be taught in every subject before a senior student may be permitted to perform clinical services upon any subject or model.

(e) Clinical services may be performed upon the general public during the hours of school training daily from Monday to Saturday inclusive by senior cosmetology and hairstyling, senior beauty culture, senior barber, senior manicuring, and senior skin care specialty students only.

(f) Senior students shall be prohibited from distributing appointment cards and soliciting or making appointments for services to patrons during school hours.

(g) The instructor shall at all times be responsible for assigning subjects or models to the senior student.

(h) Teachers shall not perform or complete any one or a series of services or receive compensation for services on patrons in school clinics.

(i) Truthful, non-deceptive school advertisements for clinic patrons upon whom cosmetology and hairstyling, beauty culture, barbering, manicuring, or skin care specialty services may be performed are permitted, provided however, that all such advertisements must clearly inform the prospective clinic client that the advertised services are to be performed by senior students under the supervision of licensed teachers.

(j) Fees shall not be accepted from any person who acts as the subject or model for the purpose of a demonstration in school classes or clinics.

(k) The school shall keep records or slips showing the number of cosmetology and hairstyling, beauty culture, barbering, manicuring, or skin care specialty treatments provided by senior students. These records or slips shall be maintained and kept by the school on its premises as part of its official records.

(l) Clinic hours may be determined by the school; provided, however, that at least one hour of classroom instruction for full-time students and one half hour of classroom instruction for part-time students must be scheduled for each day in addition to any scheduled clinic practice for such students.

Amended by R.1996 d.584, effective December 16, 1996.

See: 28 N.J.R. 3882(a), 28 N.J.R. 5175(a).

In (e), added senior skin care specialty students.

Amended by R.2003 d.458, effective December 1, 2003.

See: 35 N.J.R. 2400(a), 35 N.J.R. 5429(a).

In (e), inserted "and hairstyling" following "senior cosmetology".

Amended by R.2012 d.169, effective October 15, 2012.

See: 44 N.J.R. 1763(a), 44 N.J.R. 2366(a).

In (b), (c), (i) and (k), inserted "; beauty culture, barbering, manicuring, or skin care specialty"; in (e), inserted "senior beauty culture, senior barber," and inserted a comma following "manicuring"; and in (k), substituted "provided" for "or operations of clinical work".

Petition for Rulemaking.

See: 47 N.J.R. 2888(a), 47 N.J.R. 3165(a).

Petition for Rulemaking.

See: 48 N.J.R. 468(a).

13:28-6.28 Curriculum for 500-hour course for barbers who wish to obtain a cosmetology-hairstyling license

TIME DISTRIBUTION FOR INSTRUCTION UNITS AND CLINICAL PRACTICE:

	Hours of Class and Subject Related Instruction	Hours of Practical Instruction	Total
Make-up, Depilatory, Eyebrow Arching	15	45	60
Roller Control, Pin Curls, Fingerwaving, Back Combing	50	90	140
Bleaching including Frosting, Tipping & Streaks	50	70	120
Permanent Waving	50	80	130
Manicuring & Pedicuring	<u>15</u>	<u>35</u>	<u>50</u>
TOTAL HOURS	180	320	500

Amended by R.2012 d.169, effective October 15, 2012.

See: 44 N.J.R. 1763(a), 44 N.J.R. 2366(a).

In the last row of the table, inserted "HOURS", and deleted the underlines from the hours entries.

13:28-6.29 Curriculum for 1,200-hour cosmetology and hairstyling course

TIME DISTRIBUTION FOR INSTRUCTIONAL UNITS AND CLINICAL PRACTICE:

	Hours of Class and Subject Related Instruction	Hours of Practical Instruction	Total
State Laws, Rules & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations	10	0	10
Decontamination & Infection Control	15	5	20

	Hours of Class and Subject Related Instruction	Hours of Practical Instruction	Total
Professional Image, Hygiene, & Related Practices	2	0	2
History of Barbering	4	0	4
Shaving	15	66	81
Beard & Mustache Trimming	5	10	15
Facials & Massage, Skin Care, Make-up, Depilatory, Eyebrow Arching, Shaving	25	53	78
Shampooing—including Temporary & Semi-Permanent Rinses	20	40	60
Hair and Scalp Treatments, Reconditioning Treatments	15	35	50
Hair & Basic Layer & Clipper Cut—Razor, Scissors, Thinning Shears, Tapering	40	120	160
Hairstyling—including Pin Curls, Fingerwaving, & Blow Waving	25	135	160
Hair Tinting & Bleaching including Frosting, Tipping & Streaks	35	110	145
Permanent Waving	25	90	115
Chemical Relaxing & Pressing	30	60	90
Thermal Curling & Waving	10	35	45
Manicuring & Pedicure	45	90	135
Chemistry Relating to Cosmetology	<u>30</u>	<u>0</u>	<u>30</u>
TOTAL HOURS	351	849	1,200

	Hours of Class and Subject Related Instruction	Hours of Practical Instruction	Total
Decontamination & Infection Control	15	5	20
Professional Image, Hygiene, & Related Practices	2	0	2
Facials & Massage, Skin Care, Make-up, Depilatory, Eyebrow Arching	25	53	78
Shampooing—including Temporary & Semi-Permanent Rinses	20	40	60
Hair and Scalp Treatments, Reconditioning Treatments	15	35	50
Hair & Basic Layer & Clipper Cut—Razor, Scissors, Thinning Shears, Tapering	40	120	160
Hairstyling—including Pin Curls, Fingerwaving, & Blow Waving	25	135	160
Hair Tinting & Bleaching including Frosting, Tipping & Streaks	35	110	145
Permanent Waving	25	90	115
Chemical Relaxing & Pressing	30	60	90
Thermal Curling & Waving	10	35	45
Manicuring & Pedicure	45	90	135
Chemistry Relating to Cosmetology	<u>30</u>	<u>0</u>	<u>30</u>
TOTAL HOURS	327	773	1,100

Amended by R.1993 d.287, effective June 7, 1993.
See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).
Amended by R.2009 d.169, effective May 18, 2009.
See: 40 N.J.R. 6739(a), 41 N.J.R. 2124(b).

Section was "Curriculum for 1200 hour cosmetology and hairstyling course". In the first column, substituted "Decontamination & Infection Control" for "Sanitation & Sterilization".

Administrative correction.

See: 41 N.J.R. 3938(a).

Amended by R.2012 d.169, effective October 15, 2012.

See: 44 N.J.R. 1763(a), 44 N.J.R. 2366(a).

Section was "Curriculum for 1200-hour cosmetology and hairstyling course". Rewrote the table.

13:28-6.29A Curriculum for 1,100-hour beauty culture course

TIME DISTRIBUTION FOR INSTRUCTIONAL UNITS AND CLINICAL PRACTICE:

	Hours of Class and Subject Related Instruction	Hours of Practical Instruction	Total
State Laws, Rules, & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations	10	0	10

New Rule, R.2012 d.169, effective October 15, 2012.
See: 44 N.J.R. 1763(a), 44 N.J.R. 2366(a).

13:28-6.29B Curriculum for 900-hour barbering course

TIME DISTRIBUTION FOR INSTRUCTIONAL UNITS AND CLINICAL PRACTICE:

	Hours of Class and Subject Related Instruction	Hours of Practical Instruction	Total
State Laws, Rules, & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations	10	0	10
History of Hair & Barbering	4	0	4
Professional Image, Hygiene, & Related Practices	2	0	2
Decontamination & Infection Control	15	5	20
Shampooing & Scalp Care	5	15	20
Honing & Stropping	2	2	4
Shaving	20	105	125
Men's Hair Cutting & Styling	25	200	225
Beard & Mustache Trimming	5	10	15

	Hours of Class and Subject Related Instruction	Hours of Practical Instruction	Total
Women's Hair Cutting & Styling	15	55	70
Facials & Facial Massage	5	10	15
Anatomy of Head, Neck, & Face	5	0	5
Common Disorders of the Skin, Scalp, & Hair	5	0	5
Electricity	5	0	5
Men's Hairpiece Services	15	40	55
Chemistry & Chemical-Related Services – Straightening/Perma- nent Waving	75	135	210
Hair Color and Lightening	<u>30</u>	<u>80</u>	<u>110</u>
TOTAL HOURS	243	657	900

New Rule, R.2012 d.169, effective October 15, 2012.
See: 44 N.J.R. 1763(a), 44 N.J.R. 2366(a).

13:28-6.30 Curriculum for 25-hour shaving course for beauticians who wish to obtain a cosmetology-hairstyling license

TIME DISTRIBUTION FOR INSTRUCTIONAL UNITS AND CLINICAL PRACTICE:

	Theory	Practical	Total
Shaving Course Outline:	10	15	25

Amended by R.2012 d.169, effective October 15, 2012.
See: 44 N.J.R. 1763(a), 44 N.J.R. 2366(a).

Section was "Curriculum for 25 hour shaving course for beauticians who wish to obtain a cosmetology-hairstyling license".

13:28-6.31 Curriculum for 500-hour teacher-training course

TIME DISTRIBUTION FOR INSTRUCTIONAL UNITS AND CLINICAL PRACTICE:

	Hours of Class and Subject Related Instruction	Hours of Practical Instruction	Total
State Laws, Rules & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations	5	0	5
Decontamination & Infection Control	5	0	5
Facials, Massage, Skin Care, Make-up, Depilatory, Eyebrow Arching, Shaving	15	15	30
Shampooing—including Temporary & Semi-Permanent Rinses	5	10	15
Hair and Scalp Treatments, Reconditioning Treatments	5	10	15
Hair & Basic layer & Clipper Cut—Razor, Scissors, Thinning Shears, Tapering	10	30	40

	Hours of Class and Subject Related Instruction	Hours of Practical Instruction	Total
Hairstyling—including Pin Curls, Fingerwaving, & Blow Waving	10	30	40
Hair Tinting & Bleaching including Frosting, Tipping & Streaks	10	20	30
Permanent Waving	10	20	30
Chemical Relaxing & Pressing Thermal Curling & Waving	10	25	35
Manicuring & Pedicuring	10	20	30
Chemistry Relating to Cosmetology	10	0	10
Teaching Methods	40	100	140
Motivation & Learning	10	0	10
Testing	10	0	10
Teacher Preparation	15	0	15
Instruction Evaluation	20	0	20
Classroom Management	<u>20</u>	<u>0</u>	<u>20</u>
TOTAL HOURS	220	280	500

Amended by R.1993 d.287, effective June 7, 1993.
See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).
Amended by R.2002 d.279, effective September 3, 2002.
See: 33 N.J.R. 3727(a), 34 N.J.R. 3094(a).

Rewrote the section.
Amended by R.2003 d.458, effective December 1, 2003.
See: 35 N.J.R. 2400(a), 35 N.J.R. 5429(a).
Amended by R.2009 d.169, effective May 18, 2009.
See: 40 N.J.R. 6739(a), 41 N.J.R. 2124(b).

Section was "Curriculum for 500 hour teacher training course". In the table heading, inserted a colon at the end; and in the first column, substituted "Decontamination & Infection Control" for "Sanitation & Sterilization".

Amended by R.2012 d.169, effective October 15, 2012.
See: 44 N.J.R. 1763(a), 44 N.J.R. 2366(a).

Section was "Curriculum for 500-hour teacher training course". In the first table entry, inserted an ampersand following "Hairstyling"; and in the last table entry, inserted "HOURS".

13:28-6.32 Curriculum for Board administered and approved teacher shaving course

TIME DISTRIBUTION FOR INSTRUCTIONAL UNITS AND CLINICAL PRACTICE:

	Theory	Practical	Total
Shaving Course Outline:	10	15	25

13:28-6.33 Curriculum for 300-hour manicuring course

TIME DISTRIBUTION FOR INSTRUCTIONAL UNITS AND CLINICAL PRACTICE:

	Hours of Class and Subject Related Instruction	Hours of Practical Instruction	Total
State Laws, Rules & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations	10	0	10

	Hours of Class and Subject Related Instruction		Hours of Practical Instruction	Total
Professional Image, Hygiene, & Related Practices	2	0	0	2
Decontamination & Infection Control	15	5	5	20
Manicuring and Pedicuring Diseases and Disorders of the Nail	10	45	45	55
Anatomy of the Hand, Arm, Foot, & Leg	10	0	0	10
Nail Tips and Extensions	5	25	25	30
Nail Wraps	5	25	25	30
Nail Gels	5	15	15	20
Sculptured Nails	10	30	30	40
Nail Art	5	5	5	10
The Skin and its Diseases	5	0	0	5
Removal of Unwanted Hair	10	30	30	40
First Aid	5	0	0	5
Chemicals & Chemistry Relating to Products	13	0	0	13
TOTAL HOURS	120	180	180	300

New Rule, R.1996 d.584, effective December 16, 1996.
 See: 28 N.J.R. 3882(a), 28 N.J.R. 5175(a).
 Former N.J.A.C. 13:28-6.33, "Bond for schools of cosmetology and hairstyling", recodified to 13:28-6.35.
 Amended by R.2002 d.279, effective September 3, 2002.
 See: 33 N.J.R. 3727(a), 34 N.J.R. 3094(a).
 Rewrote the section.
 Amended by R.2009 d.169, effective May 18, 2009.
 See: 40 N.J.R. 6739(a), 41 N.J.R. 2124(b).
 Section was "Curriculum for 300 hour manicuring course". In the table heading, inserted a colon at the end; and in the first column, substituted "Decontamination & Infection Control" for "Sanitation, Sterilization and Bacteriology".
 Amended by R.2012 d.169, effective October 15, 2012.
 See: 44 N.J.R. 1763(a), 44 N.J.R. 2366(a).
 Rewrote the table.

13:28-6.34 Curriculum for 600-hour skin care specialty course

TIME DISTRIBUTION FOR INSTRUCTIONAL UNITS AND CLINICAL PRACTICE:

	Hours of Class and Subject Related Instruction		Hours of Practical Instruction	Total
State Laws, Rules & Regulations for Cosmetology & Hairstyling & Administrative Shop Operations	10	0	0	10
Professional Image, Hygiene, & Related Practices	2	0	0	2
Decontamination & Infection Control	15	5	5	20
Anatomy, Physiology, & Nutrition	40	0	0	40
Structure & Functions of Skin	35	0	0	35
Superfluous Hair	10	30	30	40
Chemistry Related to Skin Care	48	0	0	48
Electricity and Machines	15	40	40	55

	Hours of Class and Subject Related Instruction		Hours of Practical Instruction	Total
Facial and Body Procedures	50	150	150	200
Make-up Techniques & Corrective Make-up Techniques (post-surgical)	50	100	100	150
TOTAL HOURS	275	325	325	600

Repeal and New Rule, R.1996 d.584, effective December 16, 1996.
 See: 28 N.J.R. 3882(a), 28 N.J.R. 5175(a).
 Section was "Eligibility for teacher's license for applicants enrolled in a teacher's training course prior to December 4, 1985".
 Amended by R.2003 d.458, effective December 1, 2003.
 See: 35 N.J.R. 2400(a), 35 N.J.R. 5429(a).
 Amended by R.2009 d.169, effective May 18, 2009.
 See: 40 N.J.R. 6739(a), 41 N.J.R. 2124(b).
 In the table heading, inserted a colon at the end; and in the first column, substituted "Decontamination & Infection Control" for "Bacteriology, Sanitation and Sterilization".
 Amended by R.2012 d.169, effective October 15, 2012.
 See: 44 N.J.R. 1763(a), 44 N.J.R. 2366(a).
 Rewrote the table.

13:28-6.35 Bond for schools of cosmetology and hairstyling

(a) Each school of cosmetology and hairstyling licensed by the Board shall post a bond in favor of the State in an amount to be determined as follows:

- Schools with an average weekly enrollment of 1 to 20 students \$20,000
- Schools with an average weekly enrollment of 21 to 75 students \$30,000
- Schools with an average weekly enrollment of over 75 students \$40,000

Recodified from 13:28-6.33 by R.1996 d.584, effective December 16, 1996.
 See: 28 N.J.R. 3882(a), 28 N.J.R. 5175(a).
 Former N.J.A.C. 13:28-6.35, "Annex classrooms", recodified to 13:28-6.36.
 Amended by R.2009 d.169, effective May 18, 2009.
 See: 40 N.J.R. 6739(a), 41 N.J.R. 2124(b).
 In (a)1, substituted "\$20,000" for "\$10,000"; in (a)2, substituted "\$30,000" for "\$15,000"; and in (a)3, substituted "\$40,000" for "\$20,000".

13:28-6.36 Annex classrooms

(a) An application for approval of a school of cosmetology and hairstyling to conduct an annex classroom separate and apart from the licensed main facility for specific training activities shall be submitted on an application form prescribed and provided by the Board. The application shall specify the location of the annex classroom and the type of instruction to be conducted in the annex classroom, whether cosmetology and hairstyling, beauty culture, barbering, manicuring, or skin care specialty.

- A licensed school may not have more than one annex classroom. It may be used only by the school under which it is licensed.

2. An inspection of the annex classroom shall be made by an inspector after the minimum equipment has been installed therein, and a report of such inspection shall be made to the Board before a school may be authorized to operate.

3. Schools shall submit a new application pursuant to this rule and obtain Board approval prior to changing the type of instruction offered in the annex classroom.

4. Schools making application to include an annex classroom in their initial school license application will not be charged a separate application fee. Schools making application for an annex classroom after their initial license is issued shall be required to pay a separate application fee.

(b) The minimum requirements for an annex classroom are as follows:

1. The minimum floor space in any annex classroom shall be at least 500 square feet, excluding offices, reception, locker and lavatory space, for the first 25 students.

i. For every student thereafter, there shall be 20 square feet of floor space per cosmetology and hairstyling, beauty culture, barbering, and manicuring student and 25 square feet of floor space per skin care specialty student.

ii. The space provided for any annex classroom shall not be considered part of the minimum space required for a school license and shall not exceed the 2,250 square footage work space requirement of the primary school location. The annex classroom shall comply with all applicable requirements in this subchapter.

2. Each annex classroom shall possess and operate equipment adequate and sufficient for the courses of instruction administered. This equipment shall be modern, installed in accordance with standard building codes or safety regulations and operated in conformity with standard safety regulations. The minimum equipment required for all annex classrooms shall include: an ultrasonic unit, a chalk board, one locker per student, separate lavatory facilities for men and women with toilets and sinks having hot and cold running water, a library of texts and reference books, and such other necessary equipment in accordance with the approved curriculum. In addition, annex classrooms shall conform to the following equipment standards:

i. An annex classroom approved for instruction in cosmetology and hairstyling and beauty culture shall include: work stations for at least 25 students or for the actual number of students in attendance, whichever is greater, two shampoo bowls and chairs, two dryers, two styling chairs, a manicure station, a utility table with disposable sanitary covering, a make-up stool, a facial steamer, a suction machine, a magnifying lamp, an electric brushing machine, an electric heating mask, a

waxing unit, a spray machine, a Wood's lamp and a high frequency instrument.

ii. An annex classroom approved for instruction in barbering shall include: work stations for at least 25 students or for the actual number of students in attendance, whichever is greater, two shampoo bowls and chairs, two dryers, two styling chairs, one chair with adjustable headrest suitable for performing shaving services, and a utility table with disposable sanitary covering.

iii. An annex classroom approved for instruction in manicuring shall include: a manicuring table for every two students, two basins, a foot bath, a utility table with disposable sanitary covering and a waxing unit.

iv. An annex classroom approved for instruction in skin care specialty shall include: a facial table for every two students, two basins, one utility table with disposable sanitary covering for every two students, a make-up stool, a facial steamer, a suction machine, a galvanic machine, a magnifying lamp, an electric brushing machine, an electric heating mask, a waxing unit, a spray machine, a Wood's lamp and a high frequency instrument.

3. The maximum distance permitted between the annex classroom and the main facility shall be one mile; and students must be informed prior to enrollment that a portion of their training may be given at the annex facility.

4. Specific training activities permitted at the annex classroom facilities shall be limited to lectures, demonstrations, examinations, work on mannequins, and use of films, tapes, records and written materials. No clinical work on patrons or models (except for lecture/demonstration purposes with proper equipment) shall be permitted, except that instructors or lecturers are permitted to work on models and students may perform work on other students.

5. Students may complete no more than the first 50 percent of the total number of clock hours required for their course of study at the annex classroom. Clock hours completed at the annex classroom shall be recorded on sign-in sheets which must be kept separate and distinct from the sign-in sheets for clock hours completed at the main facility.

6. The ratio of licensed teachers present and on the premises to students in attendance at an annex classroom shall be at least one licensed teacher for every 25 students or less, and one additional licensed teacher for every additional 25 students or less after the first 25.

7. All health, safety, sanitary and operating regulations applicable to licensed schools of cosmetology and hairstyling are applicable to annex classrooms unless otherwise specified.

(c) Upon receipt of an application for approval of a school of cosmetology and hairstyling to operate an annex classroom, the Board shall inform the applicant in writing that the application is either complete and accepted for filing or deficient with an explanation of the specific information or documentation required to complete the application. A complete application is one in which a completed application form, including all required information and documentation, has been filed by the applicant. Required information and documentation is as follows:

1. A floor plan;
2. A copy of the lease;
3. A listing of equipment;
4. Name(s) and license number(s) of the teacher(s) employed to teach at the annex;
5. Copies of the fire and building inspection reports; and
6. Proof of liability and bond coverage for the annex location and the students attending classes there.

(d) After reviewing a completed application and the report of inspection, the Board shall inform the applicant in writing of its decision regarding approval of an annex classroom.

New Rule, R.1992 d.444, effective November 2, 1992.

See: 24 N.J.R. 2333(a), 24 N.J.R. 4057(a).

Recodified from 13:28-6.35 and amended by R.1996 d.584, effective December 16, 1996.

See: 28 N.J.R. 3882(a), 28 N.J.R. 5175(a).

In (b)2, changed minimum equipment requirements.

Amended by R.1998 d.285, effective June 1, 1998.

See: 30 N.J.R. 972(a), 30 N.J.R. 2047(a).

In (a), added a second sentence in the introductory paragraph, inserted a new 3, and recodified former 3 as 4; and in (b), substituted a reference to minimum requirements for a reference to requirements in the introductory paragraph, and rewrote 1 and 2.

Amended by R.2009 d.169, effective May 18, 2009.

See: 40 N.J.R. 6739(a), 41 N.J.R. 2124(b).

Rewrote (b)1ii; in the introductory paragraph of (b)2, substituted "ultrasonic unit" for "ultraviolet sterilizer"; in (b)2i, (b)2ii and (b)2iii, substituted "unit" for "machine"; in (b)2i and (b)2iii, deleted a comma following the second occurrence of "lamp"; and in (b)2ii, deleted a comma following "covering".

Amended by R.2012 d.169, effective October 15, 2012.

See: 44 N.J.R. 1763(a), 44 N.J.R. 2366(a).

In the introductory paragraph of (a), inserted "beauty culture, barbering,"; in (b)1i, inserted " beauty culture, barbering, and manicuring"; in the introductory paragraph of (b)2, inserted a comma following "books"; in (b)2i, inserted "and beauty culture"; added new (b)2ii; and recodified former (b)2ii and (b)2iii as (b)2iii and (b)2iv.