

CHAPTER 28

BOARD OF COSMETOLOGY AND HAIRSTYLING

Authority

N.J.S.A. 45:5B-6.

Source and Effective Date

R.1993 d.287, effective May 14, 1993.
See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).

Executive Order No. 66(1978) Expiration Date

Chapter 28, Board of Cosmetology and Hairstyling, expires on May 14, 1998.

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Chapter 28, Board of Beauty Culture Control, was repealed by R.1988 d.214 and a new Chapter 28, Board of Cosmetology and Hairstyling, Subchapters 1 through 6, was adopted, effective May 16, 1988.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 was readopted as R.1993 d.287. See: Source and Effective Date. See, also, section annotations for specific rulemaking activity.

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SUBCHAPTER 1. PRACTICING LICENSES, APPLICATION AND EXAMINATIONS

13:28-1.1 Application for examination for licensure; acceptable documentation of credentials

(a) Applications for examination may be procured from the office of the Board of Cosmetology and Hairstyling.

(b) All applications must be accompanied by satisfactory proof of age. The following are deemed to constitute such proof:

1. Birth Certificate or Baptism Certificate;
2. Passport, citizenship papers, immigration certificate or Alien Registration Card;
3. A valid New Jersey driver's license; or
4. Any other document or affidavit which constitutes a valid proof of age.

(c) All applications must be accompanied by proof of satisfactory completion of high school or its equivalent. The following are deemed to constitute such proof:

1. A high school diploma or the equivalent thereof;
2. A certified High School transcript substantiating successful completion of a secondary program; or
3. Any other document or affidavit which constitutes reliable proof of educational attainment.

(d) All applications must be accompanied by satisfactory proof of the attainment of the requisite training in cosmetology and hairstyling.

1. Applicants obtaining their cosmetology and hairstyling training in another state or country must demonstrate, by way of certification from that state's or country's licensing authority that such training conforms substantially with the standards applicable to cosmetology and hairstyling schools in the State of New Jersey. Applicants holding a license from another state who have engaged in the practice of cosmetology and hairstyling for at least three years in that state, may submit, in lieu of documentation of cosmetology and hairstyling training, a notarized affidavit of work experience and a letter of certification of licensure by the State's board.

(e) Application for licensure as a teacher must be accompanied by satisfactory proof of the requisite work experience in the form of affidavits from former employers.

(f) All applications for licensure must be accompanied by the appropriate fee as set forth in N.J.A.C. 13:28-5.1.

13:28-1.2 Examination and reexaminations

(a) Applicants shall be subject to testing in all areas of cosmetology and hairstyling appropriate for the license sought, and such examination shall be in two parts: practical and written.

(b) Applicants must receive a passing grade on each part of the examination to obtain a license.

(c) An applicant who fails one part of the examination shall be reexamined only on the part failed; provided, however, that an applicant for a cosmetology and hairstyling license by endorsement pursuant to N.J.S.A. 45:5B-29 and 30 who fails one part of the examination shall retake the complete examination.

(d) An applicant who fails the examination or fails to appear for an examination may be rescheduled for examination upon written notice to the Board. Payment of the initial fee shall entitle an applicant to be scheduled for no more than two examinations.

Amended by R.1993 d.287, effective June 7, 1993.
See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).

13:28-1.3 Temporary permits and student permits

(a) Upon the Board's acceptance of an application to sit for an examination, a temporary permit, which shall be valid for a period of 120 days, may be issued to an applicant.

(b) Upon application, the Board may issue a student permit to any student registered at a licensed New Jersey cosmetology and hairstyling school or enrolled in a New Jersey State approved high school or vocational program.

1. An application for a student permit shall be accompanied by the appropriate fee as set forth in N.J.A.C. 13:28-5 and a certification from the school that the student has completed the requisite hours of training, as set forth in N.J.S.A. 45:5B-3(r).

Amended by R.1996 d.584, effective December 16, 1996.
See: 28 N.J.R. 3882(a), 28 N.J.R. 5175(a).

13:28-1.4 Application for license to teach or practice cosmetology and hairstyling by persons holding both a barber license and a beauty culture license

(a) Any person holding both a New Jersey State barber license and a New Jersey State beautician license may be issued a license to practice cosmetology and hairstyling upon notice to the Board and payment of the appropriate fee as set forth in N.J.A.C. 13:28-5.1.

(b) Any person holding both a New Jersey State barber license and a New Jersey state license to teach beauty culture may be issued a license to teach cosmetology and hairstyling upon application to the Board and payment of the appropriate fee as set forth in N.J.A.C. 13:28-5.

Amended by R.1996 d.584, effective December 16, 1996.
See: 28 N.J.R. 3882(a), 28 N.J.R. 5175(a).

13:28-1.5 Lost licenses

Licensees may secure a duplicate replacement license upon payment of the required fee as set forth in N.J.A.C. 13:28-5 and submission of an affidavit indicating the circumstances under which the license initially issued was lost or destroyed.

13:28-1.6 Notification of change of address

(a) Licensees shall notify the Board in writing of any change from the address currently registered with the Board and shown on the most recently issued certificate. Such notice shall be sent to the Board no later than 30 days following the change of address.

(b) Failure to notify the Board of any change of address pursuant to (a) above may result in disciplinary action in accordance with N.J.S.A. 45:1-21(h).

(c) Service of an administrative complaint or other Board-initiated process at a licensee's address currently on file with the Board shall be deemed adequate notice for the purposes of N.J.A.C. 1:1-7.1 and the commencement of any disciplinary proceedings.

New Rule, R.1993 d.287, effective June 7, 1993.
See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).

SUBCHAPTER 2. SHOP LICENSES

13:28-2.1 Applications

(a) Applications for a shop license may be procured at the office of the Board.

(b) Where the application is for other than an individual proprietorship it must be accompanied by proof of the form of ownership of the shop. The following are deemed to be proof of the form of ownership:

1. Incorporation papers;
2. Partnership agreement; or
3. Any other document or affidavit which constitutes reliable proof of ownership.

(c) All applications must be accompanied by an acceptable floor plan.

(d) Upon receipt of an acceptable application and the requisite fee as provided in N.J.A.C. 13:28-5, the Board shall conduct an inspection of the premises. No shop shall be permitted to operate until the Board has reviewed the inspection report and issues a shop license.

13:28-2.2 Removal of a shop

(a) Prior to the removal of a shop to another address, the holder of a shop license shall notify the Board of his intention and make application for a new shop license pursuant to N.J.A.C. 13:28-2.1.

1. An acceptable application shall be received by the Board not less than three weeks prior to the intended opening date of the new shop.
2. No practice of cosmetology and hairstyling shall be done on the premises of the new shop until a shop license has been issued.

13:28-2.3 Transfer of ownership

(a) Upon any transfer of ownership the holder of a shop license shall, by letter, notify the Board of the transfer, providing the name and address of the new owner. The shop license shall be surrendered to the Board as soon as the transfer of ownership is complete.

(b) Prior to the completion of a transfer of ownership, the intended new owner shall apply for a new shop license pursuant to N.J.A.C. 13:28-2.1.

Amended by R.1996 d.584, effective December 16, 1996.
See: 28 N.J.R. 3882(a), 28 N.J.R. 5175(a).

13:28-2.4 Renewal of shop license

(a) The holder of any shop license shall submit an application for renewal of that license prior to the expiration of the current license.

(b) The Board, in its discretion, may renew shop licenses within 90 days from the date of expiration.

(c) The Board will not renew a shop license if the application for renewal is submitted more than 90 days after the date of expiration. In such cases the shop owner shall be required to make application for an initial shop license pursuant to N.J.A.C. 13:28-2.1.

(d) Notwithstanding the Board's renewal or restoration of an expired license, the Board may initiate whatever penalty action it may deem appropriate for the operator of a shop without a valid license.

Amended by R.1996 d.584, effective December 16, 1996.
See: 28 N.J.R. 3882(a), 28 N.J.R. 5175(a).

13:28-2.5 Physical requirements for cosmetology and hairstyling shops applying for initial shop license on or after December 4, 1985

(a) All licensed premises shall contain not less than 350 square feet of space. An additional 50 square feet of space shall be provided for every work station in excess of two.

1. Each shop shall contain at least one lavatory. Lavatories shall include a toilet, hand washing facilities and a door.

2. All shops must contain the following:

i. At least one shampoo basin with hot and cold running water and a reclining chair;

ii. A dry sterilizer for each work station;

iii. A wet sterilizer for each work station;

iv. A closed container for clean linens;

v. A closed container for soiled linens;

vi. Hair drying facilities;

vii. A dispensary or place where supplies are prepared and dispensed; and

viii. Such other equipment as is necessary to provide those services offered by the shop in a safe and sanitary manner.

(b) Shops shall display a permanent sign indicating the name of the shop, which shall be clearly visible to the general public from the exterior of the shop.

(c) Where application is made to issue a new shop license for premises that had been licensed by the former Board of Barber Examiners or the former Board of Beauty Culture Control, and the shop premises do not meet the minimum requirements of this section, the Board may, in its discretion, waive one or more of the requirements of this section for good cause shown. Such waiver will not be granted where the failure to meet minimum requirements may result in the inability of the shop owner to provide authorized services in a safe and sanitary manner.

Amended by R.1996 d.584, effective December 16, 1996.
See: 28 N.J.R. 3882(a), 28 N.J.R. 5175(a).

Recodified (b) and (c) to (a)1 and (a)2 and recodified (d) and (e) to (b) and (c).

13:28-2.6 Physical requirements for manicuring shops applying for initial shop license

(a) In addition to meeting the requirements of N.J.A.C. 13:28-2.5(a)1, (b) and (c), all manicuring shops shall contain the following:

1. At least one sink in the work area with hot and cold running water;

2. A dry sterilizer for each work station;

3. A wet sterilizer for each work station;

4. A closed container for clean linens;

5. A closed container for soiled linens;

6. A dispensary or place where supplies are prepared and dispensed; and

7. Such other equipment as is necessary to provide those services offered by the shop in a safe and sanitary manner.

(b) Each shop shall ensure that there is at least one experienced practicing licensee, as defined in N.J.S.A. 45:5B-11(a) or (b), present to generally oversee the management of the shop.

(c) All licensed manicuring shops shall display the following notice in a location clearly visible to all patrons:

NOTICE

This shop and the operators herein are licensed to engage in the practice of manicuring by the State Board of Cosmetology and Hairstyling, an agency of the New Jersey Division of Consumer Affairs. Any member of the consuming public having a complaint concerning the manner in which this practice is conducted may notify the State Board of Cosmetology and Hairstyling or the New Jersey Division of Consumer Affairs, P.O. Box 45003, Newark, New Jersey 07101.

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. 13:28-2.6, "Shops within residential premises", recodified to 13:28-2.7.

13:28-2.7 Shops within residential premises

(a) No portion of any licensed shop shall be used as a portion of a private residence.

(b) Entrances to shops located within private residences must permit patrons to enter the shop directly, without requiring passage through any portion of the residence.

(c) No services encompassed within the definition of cosmetology and hairstyling services shall be rendered or offered to be rendered upon residential premises which are not licensed pursuant to N.J.S.A. 45:5B-9.

Amended by R.1993 d.287, effective June 7, 1993.

See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).

Recodified from 13:28-2.6 and amended 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. 13:28-2.7, "Leasing space prohibited", recodified to 13:28-2.8.

13:28-2.8 Leasing space prohibited

No holder of a shop license shall lease or sublease space or provide space on the licensed premises to a non-employee for the purpose of providing cosmetology and hairstyling services or ancillary services as part of a separate business to be conducted by the non-employee. Practices commonly known as chair rentals or booth rentals are prohibited by this section.

Recodified from 13:28-2.7 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. 13:28-2.8, "Sale of merchandise", recodified to 13:28-2.9.

13:28-2.9 Sale of merchandise

The holder of a shop license may permit the sale of merchandise within licensed premises, provided that space allocated for such sales is in addition to the space required by N.J.A.C. 13:28-2.5.

Recodified from 13:28-2.8 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. 13:28-2.9, "Ancillary services", recodified to 13:28-2.10.

13:28-2.10 Ancillary services

(a) The holder of a shop license, other than a manicuring shop license, may offer ancillary services related to the beautification of the body or the enhancement of personal appearance, but not included in the definition of cosmetology and hairstyling, on the licensed premises, provided that these services are performed in a safe and sanitary manner by personnel who are adequately trained to render such services, and that the space allocated for such services is in addition to the space required by N.J.A.C. 13:28-2.5.

(b) If electrolysis for the removal of superfluous hair is offered, it must be performed by an electrologist who has completed either a course or program of training in electrolysis approved by the New Jersey State Department of Education or another course or program of training in electrolysis substantially equivalent to a course or program approved by the New Jersey Department of Education.

(c) If tanning booths or tanning beds are utilized, they must be operated by an individual who is appropriately

trained in the use of the tanning equipment. Manufacturer's instructions concerning the use and limitations on the use of the tanning equipment must be scrupulously followed.

1. Appropriate warnings concerning possible hazards from over-exposure to ultraviolet radiation must be posted in plain sight near the equipment and clients using the equipment must be verbally informed of such possible hazards.

(d) Permanent cosmetic application such as, but not limited to, tattooing and permanent make-up, is prohibited on any licensed premises.

Amended by R.1993 d.287, effective June 7, 1993.

See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).

Recodified from 13:28-2.9 and amended 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. 13:28-2.10, "Posting of licenses and required notices", recodified to 13:28-2.12.

13:28-2.11 No ancillary services at licensed manicuring shops

The holder of a manicuring shop license shall not offer on the licensed premises any ancillary services related to the beautification of the body or the enhancement of personal appearance or any services contained within the definition of cosmetology as set forth in N.J.S.A. 45:5B-3(j) except for manicuring the fingernails, nail-sculpturing, pedicuring the toenails, or removing superfluous hair from the face, neck, arms, legs or abdomen by the use of depilatories, waxing or tweezing, but not by the use of electrolysis.

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. 13:28-2.11, "Supervision of shops and absence of experienced practicing licensee", recodified to 13:28-2.13.

13:28-2.12 Posting of licenses and required notices

(a) All shops shall display the following in a location clearly visible to all patrons:

1. The shop license;
2. Licenses for all practitioners rendering services within the shop. Each license shall contain a current picture of the licensee; and
3. A listing of all services performed and the charges for each service.

(b) All licensed shops other than manicuring shops shall display the following notice:

NOTICE

This shop and the operators herein are licensed to engage in the practice of cosmetology and hairstyling by the State of New Jersey Division of Consumer Affairs. Any member of the consuming public having a complaint concerning the manner in which this practice is conducted may notify the State Board of Cosmetology and Hairstyling at 124 Halsey

Street, Newark, New Jersey 07102, or the New Jersey Division of Consumer Affairs, Post Office Box 45003, Newark, New Jersey 07101.

Administrative Change to (a)4.

See: 25 N.J.R. 1516(b).

Amended by R.1993 d.287, effective June 7, 1993.

See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).

Recodified from 13:28-2.10 and amended by R.1996 d.584, effective December 16, 1996.

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

Added (b).

13:28-2.13 Supervision of shops and absence of experienced practicing licensee

(a) Each shop shall ensure that there is at least one experienced practicing licensee present to generally oversee the management of the shop. The experienced practicing licensee shall hold a beautician, barber or cosmetologist-hairstylist license and have three years of experience as a beautician, barber or cosmetologist.

(b) A shop which satisfies the requirements of (a) above by employing a practicing licensee who holds a barber license shall be prohibited from employing senior students unless the shop employs a practicing licensee who holds a license as a beautician or a cosmetologist-hairstylist and has at least three years of experience as a beautician or a cosmetologist-hairstylist, who shall supervise the rendering of cosmetological services by the senior students.

(c) A letter of permission shall be issued by the Board to allow a shop owner to operate his licensed shop for one day per week without the services of an experienced practicing licensee.

1. The shop owner shall furnish the Board with the name and license number of a New Jersey licensee, who has been licensed in the State for at least one year, who will be in charge of the licensed shop in the absence of the experienced practicing licensee.

2. This subsection is intended specifically to allow continuous operation of the licensed shop on the experienced practicing licensee's regularly scheduled day off. The day of the week must remain consistent. If the licensed shop owner desires to change his licensee-in-charge or experienced practicing licensee's day off, he must request a new letter of permission. The Board requires 30 days notice prior to approving any change.

(d) A letter of permission will be issued by the board to allow a shop owner to operate his licensed shop for a period of two weeks without the services of an experienced practicing licensee.

1. The shop owner shall furnish the Board with the name and license number of a New Jersey licensee, who has been licensed in the State for at least one year who will be in charge of the licensed shop in the absence of the experienced practicing licensee.

2. This subsection is intended specifically to allow continuous operation of the licensed shop during the experienced practicing licensee's vacation period. The Board will require 30 days notice before any vacation period will be approved.

3. No more than two vacation periods per year will be approved for a given shop.

Recodified from 13:28-2.11 and amended by R.1996 d.584, effective December 16, 1996.

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

Amended so that a beautician or cosmetologist-hairstylist licensee issued a manager-operator license no longer qualifies as an experienced practicing licensee.

SUBCHAPTER 3. SAFETY AND SANITATION

13:28-3.1 Premises

(a) All licensed shops, including lavatories therein, shall be properly lighted and ventilated.

(b) All licensed shops shall have an adequate supply of potable water.

(c) All licensed shops shall dispose of wastes in a manner which shall not pose a public health hazard.

(d) All licensed shops and the furniture, fixtures, equipment and supply cabinets therein shall be maintained in a sanitary manner and in good repair. Floors shall be thoroughly cleaned daily.

(e) All linens and toweling used within a licensed shop shall be laundered and sanitized before each and every direct contact with a patron. In lieu of laundered and sanitized linens, disposable toweling may be used.

(f) All tools, implements and electrical appliances used within a licensed shop shall be maintained in a sanitary and safe manner. Tools and utensils applied directly to patrons shall be thoroughly cleaned and sanitized after each and every use in accordance with the provisions of N.J.A.C. 13:28-3.2.

Amended by R.1993 d.287, effective June 7, 1993.

See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).

13:28-3.2 Sanitizing implements and tools

(a) A licensee shall sanitize all implements and tools by:

1. Cleaning all instruments thoroughly with a mild alkaline detergent to remove any soil, blood or any other foreign material;

2. Rinsing all instruments with tap water after cleaning;

3. Processing all instruments with a chemical disinfectant registered by the Environmental Protection Agency as being tuberculocidal when used at a recommended dilution;

4. Following a manufacturer's instructions when using chemical disinfectant; and

5. Storing clean instruments in a dry sanitizer.

(b) A licensee shall discard after each use all emery boards that cannot be sanitized.

New Rule, R.1993 d.287, effective June 7, 1993.

See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).

Old section "Personnel", recodified to 3.3.

13:28-3.3 Personnel

(a) All practitioners shall wash their hands before and after serving each patron.

(b) All practitioners shall be attired in clean outer garments.

(c) No practitioner shall serve a patron if the practitioner has a communicable disease which could reasonably be expected to be transmitted during the course of rendering cosmetology and hairstyling services.

(d) No practitioner shall serve a patron whom the practitioner knows or has reasonable grounds to believe has a communicable disease which could reasonably be expected to be transmitted during the course of rendering cosmetology and hairstyling services.

(e) All practitioners shall utilize safe practice techniques and follow manufacturers' instructions when utilizing any chemical preparations in the rendering of cosmetology and hairstyling services.

(f) No practitioner or patron shall smoke while services are being performed.

Recodified and 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.1996 d.584, effective December 16, 1996.

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

SUBCHAPTER 4. ENFORCEMENT

13:28-4.1 Inspection of premises

Any premises where it appears that cosmetology and hairstyling services have been or are being rendered shall be subject to inspection by the Board or its representative.

13:28-4.2 Compliance with statutes and rules

Any individual rendering cosmetology and hairstyling services shall be in compliance with all pertinent statutes and rules.

13:28-4.3 Responsibility for compliance with laws

The holder of a shop license, as well as the shop's supervisor, shall be responsible for compliance with all of the laws relating to the operation of the premises at which cosmetology and hairstyling services are rendered. Operators as well as supervisors shall be responsible for compliance with all the laws relating to the practice of cosmetology and hairstyling.

SUBCHAPTER 5. FEES

13:28-5.1 Fee schedule

(a) The following fees will be charged by the Board:

1. Student permit	\$ 5.00
2. Student registration card	5.00
3. Temporary permit	20.00
4. Examination fee (includes application fee)	50.00
5. Initial license fee (individual)	
i. If paid during the first year of a renewal cycle	60.00
ii. If paid during the second year of a renewal cycle	30.00
6. Biennial license renewal (individual)	60.00
7. Shop license application fee (includes shop inspection fee)	150.00
8. Initial license fee (shop)	
i. If paid during the first year of a renewal cycle	130.00
ii. If paid during the second year of a renewal cycle	65.00
9. Biennial license renewal (shop)	130.00
10. School license application fee (includes school inspection fee)	250.00
11. Initial license fee (school)	
i. If paid during the first year of a renewal cycle	300.00
ii. If paid during the second year of a renewal cycle	150.00
12. Biennial license renewal (school)	300.00
13. Annex classroom application fee (if not submitted with school application)	250.00
14. Initial license fee (annex classroom)	
i. If paid during the first year of a renewal cycle	300.00
ii. If paid during the second year of a renewal cycle	150.00
15. Biennial license renewal (annex classroom)	300.00
16. Endorsement (plus license fee)	100.00
17. Late fee (up to 180 days)	30.00
18. Restoration fee (plus license fee) (after six months to five years)	50.00
19. Duplicate license	30.00

Amended by R.1992 d.444, effective November 2, 1992.

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

Added (a)17 and 18.

Repealed and New Rule, R.1994 d.415, effective August 1, 1994.

See: 26 N.J.R. 1947(a), 26 N.J.R. 3181(a).

Amended by R.1996 d.329, effective July 15, 1996.

See: 28 N.J.R. 1342(a), 28 N.J.R. 3598(a).

SUBCHAPTER 6. SCHOOLS OF COSMETOLOGY AND HAIRSTYLING

13:28-6.1 Compliance with law

Licensed schools shall comply with the Cosmetology and Hairstyling Laws of the State and these rules. Any school violating any provision of this chapter shall be subject to disciplinary action by the Board. A notice of proposed suspension or revocation of a license shall inform the licensee of the right to a hearing pursuant to the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.

13:28-6.2 Application procedure for school licenses

(a) When a request is received by the Board for information regarding initial licensure of a school, an application, bond forms, a school bulletin and an evaluation criteria work sheet will be forwarded to the individual requesting the information along with a copy of the school rules and regulations.

(b) Upon receipt of a completed application the School Committee shall review the application. A complete application shall include: a school bond; school bulletin; a certificate of incorporation or partnership agreement where applicable; personnel data form(s); floor plan; employment contract (one year minimum) with the supervising teacher; hour by hour breakdown of the course; a sample enrollment agreement (contract); sample certificate of completion; sample advertisements; certified-audited financial data; and the required licensing fee as set forth in N.J.A.C. 13:28-5.1.

(c) Upon approval of the initial application by the School Committee, the prospective owner(s) and the supervising teacher shall appear before the full Board for an interview. Upon completion of the interview, the Board will approve or disapprove the application.

1. If the application is approved, approval will be granted subject to the completion of a satisfactory school inspection and satisfaction of all minimum square footage and equipment requirements as set forth in N.J.A.C. 13:28-6.7(a) and 13:28-6.20(b).

(d) Upon approval of the initial application for school licensure and satisfactory completion of the school inspection, an initial cosmetology and hairstyling school license shall be issued for the current registration period.

Amended by R.1993 d.287, effective June 7, 1993.
See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).

13:28-6.3 Student registration

Students shall not be registered at a school until such time as that school has been licensed.

13:28-6.4 Name of school; advertisements; signs

(a) School advertisements shall set forth the name and address of the school as it appears on the license for that school.

(b) False or misleading statements in school advertisements or any statement appearing in school advertisements endeavoring to influence the public to enroll in the school through the use of the name "State Board of Cosmetology and Hairstyling", other than advertising that the school is licensed and governed by the rules of the Board, are prohibited.

(c) Each school shall display, at the main entrance, a sign indicating that the establishment is a school of cosmetology and hairstyling.

(d) A private school of cosmetology and hairstyling should exercise great care in the selection of the name of the school.

1. No new or modified school name shall infringe on the name of another existing school.

2. No school, proposed or previously licensed, shall adopt any title or name commonly accepted as descriptive of collegiate or university institutions.

3. No new or modified school name shall contain any word or phrase referencing a political subdivision, geographical area, the State of New Jersey, county of location, or municipality closely associated with the location of the school.

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

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

Recodified (e) and (f) to (d)2 and (d)3.

13:28-6.5 School shops

Schools of cosmetology and hairstyling are prohibited from operating shops in conjunction with, or as a part of, the school administration.

13:28-6.6 Separate entrance for shop located on school premises

Where any person, organization, corporation, association or partnership has any interest in both a licensed school and a licensed shop and both operations are conducted on the same premises the licensed school and the licensed shop shall have separate and distinct entrances.

13:28-6.7 Size of schools; number of students

(a) Each school shall have at least 2,750 square feet of floor space, consisting of at least 500 square feet for offices, reception area and locker space separate and apart from the lavatories, and at least 2,250 square feet for working space.

1. The total number of students in the first 2,250 square feet of working space is limited to 100 students.

2. For every student thereafter there shall be 20 square feet of floor space per cosmetology and hairstyling or manicuring student, but there shall be 25 square feet of floor space per skin care specialty student.

(b) The Board shall make a survey to determine the maximum number of students that any school may have in attendance. In determining this maximum number, the Board shall apply the formula set forth in (a) above.

(c) No school shall be permitted under any circumstances to have in attendance any student beyond the maximum number approved.

Amended by R.1996 d.584, effective December 16, 1996.
See: 28 N.J.R. 3882(a), 28 N.J.R. 5175(a).

In (a), increased square footage requirements.

13:28-6.8 Student registration cards

(a) A request shall be submitted by the school to the Board for a student registration card.

1. This request shall be submitted on application forms to be provided by the Board. The application shall contain a declaration of the student's assigned class schedule as approved by the school director. Any change of the student's assigned class schedule shall be reported to the Board in writing.

2. Upon completion of the form in (a)1 above, the form shall be returned to the Board together with a photograph for each student, measuring 1½ inches by 1¾ inches, and proof of the student's legal name, date of birth and the required fee.

3. All costs of submission of this application form shall be paid by the student.

(b) A student registration card is valid from the date of issue until the particular student's education is completed in the course in which the student is enrolled, as long as the student is not absent from school for a period of more than three months.

1. In instances where absences exceed three months, the student shall be dropped from the school's time sheets and must obtain a new registration card, pursuant to N.J.A.C. 13:28-6.21(n), in order to resume training.

(c) The school shall submit applications for student registration cards at least two weeks in advance of the authorized monthly starting date.

1. In instances where this is not possible and a registration card is not received prior to the monthly starting date, a school may allow a student to attend classes, provided that an application for a student registration card has been submitted to the Board office on or before the authorized monthly starting date. No student shall be permitted to continue to attend classes in this manner for more than 30 days. If, for any reason, the student registration card is not issued during that period, the student's training shall be discontinued until a registration card is issued.

Amended by R.1993 d.287, effective June 7, 1993.
See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).

13:28-6.9 Non-English speaking student enrollment

(a) A licensed school shall evaluate each non-English speaking student to determine whether such student is likely to succeed in the intended course of study. Upon such determination being made, the school may enroll the non-English speaking student.

(b) The Board approved enrollment agreement and application for student registration must specify the language in which the course will be offered.

1. The licensed school shall submit the text of the enrollment agreement to the Board for approval before the school may require students to sign the enrollment agreement.

2. The enrollment agreement shall be printed in the language in which the course will be offered and the student shall be provided with a copy of it.

(c) Schools offering courses in languages other than English shall employ an appropriately licensed teacher who is fluent in the English language and in the language in which the course is offered. The school's records shall contain evidence that the teacher is sufficiently qualified to adequately provide instruction in the non-English language.

(d) Instruction materials, for example, textbooks, and demonstration materials, shall be printed in the language in which the course will be offered.

(e) Final testing and periodic examinations required to be taken by the non-English speaking student shall be given in that particular student's language.

(f) At no time shall instruction conducted in a foreign language take place contemporaneously with instruction conducted in English within the same classroom.

Amended by R.1996 d.584, effective December 16, 1996.
See: 28 N.J.R. 3882(a), 28 N.J.R. 5175(a).
Added (f).

13:28-6.10 Commencement of classes

School classes shall commence on the first Monday of each month, provided, however, that if a holiday falls on the first Monday, school classes shall commence on the first working day following the holiday. The Board may, at its discretion, approve a date for the commencement of school classes other than the first Monday of each month provided the licensed school obtains Board approval at least 30 days prior to the commencement of classes.

Amended by R.1993 d.287, effective June 7, 1993.
See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).

13:28-6.11 School credits by hour

(a) School hour credits shall not be granted for more than 40 hours of regularly scheduled class time in any calendar week.

(b) A student may be given credit for up to eight hours of make-up classes in excess of his or her regularly scheduled classes where such make-up time is necessary because of absence of the student from his or her regularly scheduled classes.

1. Each school shall submit a schedule of day or night make-up hours to be approved by the Board.

13:28-6.12 Training schedules

(a) The following words and terms, when used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

1. "Full-time student" means a student who regularly attends classes more than 20 hours a week, Monday through Friday inclusive.
2. "Part-time student" means a student who regularly attends classes 20 hours or less per week, Monday through Friday inclusive.

(b) Any part-time student may attend classes on Saturday upon approval by the school director.

(c) Any student who is absent from a regularly scheduled class may attend a designated make-up class upon approval by the school director, provided that the total class hours for any week shall not exceed 48.

13:28-6.13 School schedules

(a) Each school shall submit a schedule of proposed classes including hours of instruction to be taught during the school year. This schedule must be approved by the Board prior to implementation.

1. Board approval will not be granted for school class sessions of less than three hours daily.
2. A copy of the approved schedule of classes shall be kept on the school premises at all times.

(b) The Board shall be advised one month in advance of any proposed change in the schedule of classes.

13:28-6.14 Smoking in schools

Schools shall not permit smoking by students or teachers in classrooms or clinics.

13:28-6.15 School records

(a) Each school shall maintain a register of all students and check students' attendance twice daily.

(b) Each school shall keep a detailed record of students' attendance at classes and subjects taught at these classes.

(c) All school records relating to students shall be maintained for a period of five years. All records shall be maintained in a manner and condition subject to convenient inspection by inspectors or members of the State Board.

(d) Uniform student sign-in sheets shall be kept on a daily basis and shall be retained on the school premises at all times.

1. Uniform time sheets of daily attendance records for each student shall be forwarded to the office of the Board at the end of each month.

(e) School rules and regulations and copies of current cosmetology and hairstyling laws and rules of the State of New Jersey shall be maintained by each school in a location readily accessible to the students and management.

13:28-6.16 Other trades; demonstrations

(a) Trades or professions other than the teaching of cosmetology and hairstyling shall not be practiced on the premises of a licensed school.

(b) A school shall not rent space for demonstrations to outside companies, individuals, corporations, associations, partnerships or other entities unless such space is in excess of the required minimum footage for school premises pursuant to N.J.A.C. 13:28-6.7. Demonstrations shall not conflict with the regular school operation.

Amended by R.1993 d.287, effective June 7, 1993.
See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).

13:28-6.17 Transfer of school business, relocation, renewal

(a) When a duly licensed school moves to a new location or undergoes a transfer of ownership, the school shall give notice to the Board as soon as practicable, pursuant to N.J.S.A. 45:5B-36, and shall submit an initial application for licensure.

(b) In the case of a move or transfer in (a) above, the Board may waive any provisions of this subchapter relating to the initial application for licensure of schools which the board in its discretion deems to be unduly burdensome under the circumstances of the particular move or transfer. The Board may permit the new school to operate pending completion of the application process.

13:28-6.18 Supervising teacher

A proposed new school shall supply the Board with satisfactory evidence, in the form of a one-year employment contract, of employment of a supervising teacher prior to final approval of its application by the Board.

13:28-6.19 Branch schools licensed separately

All premises used as a licensed school, including each and every branch school, must be licensed separately.

13:28-6.20 Equipment

(a) Each school 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.

(b) The minimum equipment required for schools shall be as follows:

1. Six shampoo bowls in good running condition;
2. One straightening apparatus;
3. Six manicure tables;
4. Six hair dryers;
5. One container for liquid sterile solution for each manicure table;
6. One ultraviolet sterilizer and three dry sterilizers;
7. Four wet sterilizers;
8. Six canvas-blocks;
9. One practice manikin per student;
10. One reclining facial chair;
11. A utility table with disposable sanitary covering;
12. A make-up stool;
13. A facial steamer;
14. A suction machine;
15. A galvanic machine;
16. A magnifying lamp;
17. An electric brushing machine;
18. An electric heating mask;
19. A waxing machine;
20. A spray machine;
21. A Wood's lamp;
22. A high frequency instrument;
23. Robes for clinic patrons;
24. A barber chair.
25. A latherizer, one hone, one strap and electric clippers;
26. One student locker for each pupil with provisions for security of students' equipment in the locker rooms;

27. Separate lavatories for men and women with toilets and with sinks having hot and cold running water; and

28. One teachers' lavatory for schools having three or more teachers.

(c) Each school shall supply each cosmetology and hair-styling student with the following tools: two hair brushes, combs, 100 clips, cape, razor, shears, thinning shears, cold wave rods, end papers, rollers, hair dye brush, swab or applicator bottle, straightening combs, marcel iron, blow dryer, protective eyewear, protective gloves, a manicuring kit with tips and wraps, a make-up kit, a tweezer and textbook.

(d) Each school shall supply each manicuring student with kits having a pusher, files, emery boards, nipper, nail brush, orange wood stick, spatula, tips, wraps (non-adhesive), adhesive, sterilizer, finger bowl, appropriate creams, nail polish remover, styptic powder or liquid, protective eyewear, pedicure slippers, workbooks, textbook, and a tweezer.

(e) Each school shall supply each skin care specialty student with kits having one theory book, one workbook, one protective cloth drape, one pair of protective gloves, protective eyewear, two headbands, one shoulder cape, one package of cotton swabs, one roll of cotton, one box of tissues, six cleansing pads, one package facial cotton strips, three spatulas, two sterilizer jars, one pair of tweezers, one make-up kit, one set of makeup brushes, three terry cloth towels, one bottle of alcohol, one bottle of antiseptic, two small bowls and one container of each of the following: cleansing cream, astringent, massage cream, night cream, moisturizer and all purpose masque.

(f) All student kits are to be inspected by teachers and kept in sanitary condition.

(g) Each school shall have a sufficient supply of working places, chairs, mirrors, shelves, facilities, blackboards and charts as required for students who take notes on lectures.

(h) Each school shall have separate, closed cabinets for supplies as follows:

1. At least two closed containers for soiled linens;
2. At least three closed containers for all waste materials;
3. Sufficient supply of properly labeled lotion containers with tops or covers.

(i) Each school shall have separate classrooms for junior and senior students, separate classrooms for different specialties, as well as separate classrooms if classes are taught in a language other than English.

(j) Each school shall provide furnishings and supplies sufficient to accommodate and properly teach its students.

(k) Any equipment which may be hazardous to operate shall be used by a student only when there is a licensed teacher in the room.

(l) Each school shall install a bulletin board in a location which is readily accessible to all persons. All notices and school rules and curricula shall be posted on the bulletin board.

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.1996 d.584, effective December 16, 1996.

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

In (b)6, added ultraviolet sterilizer requirement and decreased required dry sterilizers; in (b)10, added reclining requirement to facial chair and deleted barber chair requirement; inserted new (b)11 through (b)24; recodified existing (b)11 through (b)14 to (b)25 through (b)28; In (c) and (d) added to required equipment to be supplied; added (e) and (f); recodified (d) through (f) to (g) through (i); and in (i), added categories requiring separate classrooms; and recodified (g) through (i) to (j) through (l).

13:28-6.21 Student standards and requirements

(a) An application for student registration and all training courses administered by licensed schools shall be accompanied by proof, by affidavit or otherwise, that the particular student has been informed that he or she must meet the minimum requirements for admission to licensing examination and that an examination must be taken and successfully completed. A copy of this notification must be retained in the student personnel file.

(b) Students and teachers shall be attired in washable clean coverall outer garments during attendance at school.

(c) Junior and senior students, and those enrolled in a teacher training course, shall be designated by the following forms of identification:

1. Junior students: white uniform and a badge designating course of study;
2. Senior students: a uniform of one color other than white to be designated by the school and a badge designating course of study;
3. Teacher training and all others: identification badge.

(d) Junior and senior students shall be distinguished as follows:

1. Junior cosmetology and hairstyling students are those students who have completed less than 600 hours of their courses in cosmetology and hairstyling;
2. Senior cosmetology and hairstyling students are those students who have completed 600 hours or more in their courses in cosmetology and hairstyling;
3. Junior manicuring students are those students who have not yet completed the first 100 hours of their course in manicuring;

4. Senior manicuring students are those students who have completed 100 hours or more of their course in manicuring;

5. Junior skin care specialty students are those students who have completed less than 300 hours of their courses in skin care; and

6. Senior skin care specialty students are those students who have completed 300 hours or more of their courses in skin care.

(e) Upon filing and acceptance by the Board of applications for permission to enroll in a teacher training course, student registration cards will be issued by the Board. Students taking teacher courses shall comply with all Board rules of the particular school.

(f) Each student shall sign the register each time he or she enters and leaves the school.

(g) Any student who is more than ten minutes late for class shall be penalized one hour unless the tardiness is due to an emergency condition as explained by the student, in writing, at the time of his or her attendance at that class.

(h) Failure of any student to observe school rules and regulations shall be considered sufficient justification for expulsion. A student who is expelled may request a hearing before the Board. Where good cause is demonstrated, a hearing may be scheduled.

(i) A school shall notify the Board of all students whose training may be interrupted or terminated prior to graduation.

(j) Upon a student's completion of the curriculum and his or her graduation, the school shall certify this information to the Board and shall make such notation on the monthly time sheets submitted by the school.

(k) Failure of a school or student to comply with any provision of N.J.A.C. 13:28-6.21 may result in the Board's refusal to recognize credit hours claimed by or for a student and disqualify that student for examination by the Board.

(l) A student who desires to transfer to another school shall notify the Board of his or her intention at least two weeks in advance of the proposed transfer.

1. Upon application for a transfer, the new school shall conduct an evaluation to determine the number of hours for which the student may be credited and advise the Board of the results of the evaluation.

2. Credit hours for cosmetology and hairstyling training in out-of-state schools will be granted if such schools are approved by the Board.

(m) The school to which the student transfers shall submit to the Board an application for a new student registration number.

(n) Any student who is absent from school over a period of three months shall automatically be dropped from the monthly time sheets.

1. A student requesting reinstatement shall be re-registered in accordance with N.J.A.C. 13:28-6.8.

2. The school may petition the Board for an adjustment with respect to credit hours to which a student may be entitled upon reinstatement.

3. No credit of hours will be given to any student who is absent from school for a period of five years or more.

(o) Examinations shall be administered by the school to the student prior to completion of his or her course in accordance with the standard procedures followed by public educational institutions in the State in all courses of instruction. The examination shall be written and practical.

(p) All students shall complete a course of study in conformance with the curricula adopted by the Board.

(q) All students who successfully meet the requirements of this section shall be issued a diploma by the school.

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.1996 d.584, effective December 16, 1996.

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

In (c), added badge requirement; added (d)5 and (d)6.

13:28-6.22 Application submission by schools

The school shall submit applications for each student for examination within 30 days after the student's completion of the course of study. Each application must be accompanied by two recent photographs, a copy of a high school or equivalency diploma and the appropriate fees pursuant to N.J.A.C. 13:28-5.1.

Amended by R.1993 d.287, effective June 7, 1993.

See: 25 N.J.R. 893(b), 25 N.J.R. 2485(b).

13:28-6.23 Number of teachers employed; teacher restrictions

(a) The number of teachers a school shall employ shall be determined in the following manner:

1. A minimum of one licensed teacher for every clinic area attended by up to 25 senior students (whether cosmetology and hairstyling, manicuring and/or skin care specialty senior students);

2. A minimum of one licensed teacher for every classroom attended by up to 25 junior cosmetology and hairstyling students;

3. A minimum of one licensed teacher for every classroom attended by up to 25 junior manicuring students;

4. A minimum of one licensed teacher for every classroom attended by up to 25 junior skin care specialty students.

(b) Teachers shall devote their entire time during school hours to the proper instruction of students and shall not engage in private or public practice of cosmetology and hairstyling during school hours. Teachers licensed by the Board shall be in constant attendance at all classes conducted by licensed schools.

(c) Schools offering instruction in a language other than English may be required to employ additional teachers pursuant to N.J.A.C. 13:28-6.9(f).

(d) A substitute teacher licensed by the Board shall be in attendance when a regular teacher is absent.

(e) A teacher shall immediately inform the Board in writing of the termination or interruption of services performed by him or her for a school.

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

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

(a) substantially amended; added (c); and recodified (c) and (d) to (d) and (e).

13:28-6.24 Employment of licensed teachers

(a) A school shall permit only a licensed teacher or a registered student teacher to teach its students; provided, however, a demonstrator may demonstrate new processes, preparations and appliances to a class of school students if such demonstration is supervised by a licensed teacher at the school.

(b) Each school shall employ a teacher supervisor who has been a licensed teacher actively teaching for a period of two years who will be responsible for the conduct of the teaching staff and students.

(c) Each school shall submit a list of its teachers and registered student teachers to the Board and advise the Board in writing immediately of changes in its teaching staff.

13:28-6.25 Refresher courses

(a) Refresher courses shall be administered only to a person who holds or once held a practitioner's license which he or she has allowed to lapse and who desires to prepare for an examination.

(b) The school shall forward applications for registration cards to the Board for all persons desiring to enroll in refresher courses.

(c) A student permitted by the Board to enroll in refresher courses shall comply with that particular school's rules and with the rules of the Board.

(d) Credit will not be given by the Board for refresher courses of less than 250 hours.

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.

13:28-6.34 Skin care specialty curriculum

TIME DISTRIBUTION FOR INSTRUCTIONAL UNITS AND CLINICAL PRACTICE

	<u>Hours of Class and Subject Related Instruction</u>	<u>Hours of Practical Instruction</u>	<u>Total</u>
State Laws, Rules and Regulations for Cosmetology and Hairstyling Administrative Shop Operations	10	0	10
Orientation, Safety and Health and Professionalism	10	0	10
Bacteriology, Sanitation and Sterilization	20	5	25
Anatomy, Physiology and Nutrition	40	0	40
Structure and Functions of Skin	25	0	25
Superfluous Hair	10	30	40
Chemistry Related to Skin Care	40	0	40
Electricity and Machines	15	40	55
Facial and Body Procedures	50	125	175
Make-up Techniques and Corrective Make-up Techniques (post-surgical)	50	100	150
Business Practices and Job Skills	30	0	30
Total Hours	300	300	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".

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:

1. Schools with an average weekly enrollment of 1 to 20 students \$10,000
2. Schools with an average weekly enrollment of 21 to 75 students \$15,000
3. Schools with an average weekly enrollment of over 75 students \$20,000

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.

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.

1. 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 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) 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 and an additional 20 square feet for each student over 25. 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 30 percent of the square footage of its main school.

2. Minimum equipment shall include: work stations for at least 25 students or for the actual number of students in attendance, whichever is greater, a shampoo bowl and chair, a dryer, a styling chair, a manicure station, a utility table with disposable sanitary covering, 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 machine, a spray machine, a Wood's lamp, a high frequency instrument, an ultraviolet sterilizer, 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.

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.