

**Document:** Final Rule, **Register Page Number:** 25 IR 3178  
**Source:** July 1, 2002, Indiana Register, Volume 25, Number 10  
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**TITLE 820 STATE BOARD OF COSMETOLOGY  
EXAMINERS**

LSA Document #01-345(F)

DIGEST

Amends 820 IAC 4-4-5 to change specific curriculum requirements for manicurists training. Amends 820 IAC 4-4-14 to change the number of performances of actual practice hours required for students in manicurist training. Amends 820 IAC 6-2-1 to remove the prohibition to mention or promote products used during a continuing education course. Effective 30 days after filing with the secretary of state.

- 820 IAC 4-4-5**
- 820 IAC 4-4-14**
- 820 IAC 6-2-1**

SECTION 1. 820 IAC 4-4-5 IS AMENDED TO READ AS FOLLOWS:

**820 IAC 4-4-5 Specific curriculum for manicurists**

**Authority:** IC 25-8-3-23; IC 25-8-5-4  
**Affected:** IC 25-8

Sec. 5. (a) The following are the requirements for ~~manicurist~~ **manicurists** *[sic.]* training:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Sanitation	<del>20</del> <b>40</b>		<del>20</del> <b>40</b>
Anatomy and disorders	25		25
<del>Statute</del> <b>Statutes</b> and rules	10		10
Nail techniques	<del>20</del> <b>40</b>	<del>80</del> <b>160</b>	<del>100</del> <b>200</b>
<b>Basic preparation</b>			
Tips			
Sculptures			
Overlays			
Fiberglass			
Gel nails			
Nail wrapping			
Acrylic nails			
Manicuring	10	<del>40</del> <b>50</b>	<del>50</del> <b>60</b>
Pedicuring	10	25	35
Chemistry	10		10
Salesmanship	5	10	15

<b>Electric drill/file</b>	<b>10</b>	<b>10</b>	<b>20</b>
Discretionary hours	35		35
<b>Totals</b>	<del>145</del> <b>195</b>	<del>155</del> <b>255</b>	<del>300</del> <b>450</b>

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 14 of this rule.

(c) The nails on two (2) hands or two (2) feet constitutes one (1) performance of a manicure or pedicure. All manicures, pedicures, and nail techniques must be done on live models.

(d) Students shall not work on customers of the cosmetology school until they have completed a total of forty (40) hours. Customers shall be rotated according to students' needs for practice on live models. (*State Board of Cosmetology Examiners; 820 IAC 4-4-5; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1409, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576, eff Jan 1, 1992 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #91-87 was filed Dec 3, 1991.]; filed Oct 27, 1993, 9:00 a.m.: 17 IR 393; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed May 17, 2002, 1:15 p.m.: 25 IR 3178*)

SECTION 2. 820 IAC 4-4-14 IS AMENDED TO READ AS FOLLOWS:

**820 IAC 4-4-14 Student progress book for manicurists**

**Authority:** IC 25-8-3-23

**Affected:** IC 25-8

Sec. 14. (a) Students in manicurist training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book that the student, cosmetology school, and state board of cosmetology examiners may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book up to date.

(d) All performances listed in the progress book are to be completed in accordance with 820 IAC 3.

(e) The progress book reads as follows:

OFFICIAL STUDENT  
PROGRESS BOOK  
TRAINING IN  
MANICURING



STATE OF INDIANA  
BOARD OF COSMETOLOGY EXAMINERS

Student's Name \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Date Completed \_\_\_\_\_

REQUIREMENTS FOR USE ~~IN~~ OF PROGRESS BOOK

(1) All students enrolling in manicuring training shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a manicurist

license.

(2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.

(3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and credit ~~and~~ given only if done to the school's standards. All projects must be identified whether "S" for student or "P" for patron (or customer). A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.

(4) Number of performances on patron or student may be determined by each school subject to the requirements of section 6 of this rule.

(5) Overages in any area may not be applied to any other area.

(6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.

(7) All projects are to be recorded as one (1) project marked for one (1) project completed.

(8) The progress book must never be taken home by the student and must remain in the school at all times.

(9) The requirements of the progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

School name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initialing \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initialing \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initialing \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initialing \_\_\_\_\_

**Manicures (~~53~~ performances) (40 performance [sic.])**

- 1 2 3 4 5 6 7 8 9 10 11 12 13
- 14 15 16 17 18 19 20 21 22 23 24 25 26
- 27 28 29 30 31 32 33 34 35 36 37 38 39
- 40 ~~41~~ ~~42~~ ~~43~~ ~~44~~ ~~45~~ ~~46~~ ~~47~~ ~~48~~ ~~49~~ ~~50~~ ~~51~~ ~~52~~
- ~~53~~

**Nail Techniques (~~15~~ (28 performances)**

- 1 2 3 4 5 6 7 8 9 10 11 12 13
- 14 15 **16 17 18 19 20 21 22 23 24 25 26**
- 27 28**

**Nail Repair (~~5~~ (15 performances)**

(1 performance per patron)

- 1 2 3 4 5 **6 7 8 9 10 11 12 13**
- 14 15**

**Pedicures (~~25~~ (15 performances)**

- 1 2 3 4 5 6 7 8 9 10 11 12 13
- 14 15 ~~16 17 18 19 20 21 22 23 24 25~~

**Salesmanship (20 performances)**

**Services or Retail**

- 1 2 3 4 5 6 7 8 9 10 11 12 13
- 14 15 16 17 18 19 20

**Electric File/Drill (20 performances)**

1 2 3 4 5 6 7 8 9 10 11 12 13  
14 15 16 17 18 19 20

I, \_\_\_\_\_, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of \_\_\_\_\_ enrolled at \_\_\_\_\_ cosmetology school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this day of \_\_\_\_\_, 19 20 \_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

County of Residence \_\_\_\_\_

*(State Board of Cosmetology Examiners; 820 IAC 4-4-14; filed Oct 27, 1993, 9:00 a.m.: 17 IR 398; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1500; filed May 4, 2001, 11:16 a.m.: 24 IR 2693; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed May 17, 2002, 1:15 p.m.: 25 IR 3179)*

SECTION 3. 820 IAC 6-2-1 IS AMENDED TO READ AS FOLLOWS:

**820 IAC 6-2-1 Continuing education requirements**

**Authority:** IC 25-8-3-23

**Affected:** IC 25-8-15-9; IC 25-8-16-1

Sec. 1. (a) Every cosmetology professional under IC 25-8:

(1) whose license has not been classified as inactive under IC 25-8-16-1; or

(2) who has not been granted a waiver under IC 25-8-15-9;

must complete, during each four (4) year licensure period, at least sixteen (16) hours of the continuing education required by IC 25-8-15 and this article, which are given by approved cosmetology educators.

(3) A cosmetology professional shall not be required to obtain more than sixteen (16) hours of continuing education under IC 25-8-15 regardless of the number of licenses that individual may hold.

(b) Measurements and reporting shall be in full hours with a fifty (50) minute instruction period equaling one (1) hour.

(c) Credit toward the hour requirement may be granted only where the length of the educational offering is at least two (2) hours.

(d) No more than eight (8) hours of continuing education may be acquired during any one (1) day.

(e) A cosmetology professional shall not be entitled to any continuing education credit for a course unless the cosmetology professional attends the entire course.

(f) There shall be no minimum requirement of numbers of credit hours to be completed in each single year of the four (4) year licensure period.

(g) Any continuing education credit accumulated above the minimum requirement for a four (4) year licensure period may not be carried forward to the next four (4) year licensure period.

(h) A cosmetology professional who attends the same continuing education course more than once in the same four (4) year licensure period is only entitled to continuing education credit for that course one (1) time only.

(i) An instructor shall be entitled to continuing education credit for courses the instructor teaches. However, an instructor may not be credited for more than six (6) hours of credit for instructing in any four (4) year licensure period. Instructors may not receive credit for repeated courses.

(j) Continuing education hours credited toward license renewal must be relevant to at least one (1) of the licenses held by the individual.

(k) ~~Mention, promotion, or~~ Sale of products is prohibited during a continuing education course. (*State Board of Cosmetology Examiners; 820 IAC 6-2-1; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3468; filed May 17, 2002, 1:15 p.m.: 25 IR 3180*)

*LSA Document #01-345(F)*

*Notice of Intent Published: 25 IR 127*

*Proposed Rule Published: February 1, 2002; 25 IR 1720*

*Hearing Held: March 18, 2002*

*Approved by Attorney General: May 2, 2002*

*Approved by Governor: May 16, 2002*

*Filed with Secretary of State: May 17, 2002, 1:15 p.m.*

*Incorporated Documents Filed with Secretary of State: None*