



OHIO STATE COSMETOLOGY AND BARBER BOARD

To protect and support the public through regulation and education, while promoting the integrity of the cosmetology and barbering industries.

1929 GATEWAY CIRCLE GROVE CITY, OHIO 43123

PHONE: (614) 466-3834 WWW.COS.OHIO.GOV

Continuing Education Provider Course Approval Instructions **CORRESPONDENCE ONLY**

Course application and required documentation must be received by the Board at least 30 days prior to initial course offering to allow for the approval process to be completed.

Course approval will be valid for the licensing period beginning February 01, 2017 through January 15, 2019.

Licensees are required to have CE hours completed by January 15, 2019.

**Application, course requirements, and payment must be mailed to:
Ohio State Cosmetology and Barber Board
1929 Gateway Circle
Grove City, Ohio 43123**

NOTICE TO PROVIDERS

On June 13, 2016, Sub. S.B. 213 was signed into law, becoming effective on September 13, 2016. This Act changed many aspects of Ohio's current law and associated rules regulating the Cosmetology industry in Ohio. The following is a list of the changes that CE providers are required to follow:

- CE courses/programs can only be approved by the Board if operated by an employee, officer, or director of a nonprofit professional association, college or university, proprietary continuing education institution providing programs approved by the Board, vocational school, postsecondary proprietary school of cosmetology licensed by the Board, salon licensed by the board, or manufacturer of supplies or equipment used in the practice of a branch of cosmetology. **Therefore, individuals that do not meet the requirement are not eligible to provide continuing education courses.**
- Licensees are required to have CE hours completed by January 15, 2019.
- CE Providers are required to submit class attendance records within **10 days** of class completion.
- CE Providers are no longer eligible to include Board laws and rules in CE courses. **This information can only be provided by the Board.**
- All Managers' licenses have been replaced by an "Advanced License".
- An individual that holds a license to practice a branch of cosmetology or an instructor license is required to complete the following hours of continuing education for 2017-2019:
 - **One (1) hour of CE concerning Board laws and rules:** Can be applied to multiple licenses held. (Only provided by the Board)
 - **Two (2) hours of CE concerning sanitation and safety:** Because the Board must be able to track CE completion to the credential held, the two hour safety/sanitation education must be a separate two (2) hour course if a licensee

wants to apply it to multiple licenses. Otherwise, the course will need to be combined with the scope specific education.

- **Five (5) hours of CE concerning subject matter relating to the scope of services for each license held by the individual:** Can only be applied to a license that matches the scope of practice subject matter of the course.

Example: A licensee that holds a Cosmetologist license and an Esthetician license may take:

- 1 - hour of Board laws and rules CE (Only provided by the Board)
- 2 - hours of Safety and Sanitation CE (from a separate 2 hour course)
- 5 – hours cosmetology specific CE
- 5 - hours esthetics specific CE

or, if the Safety and Sanitation CE is not a separate course

- 1 - hour of Board laws and rules CE (Only provided by the Board)
- 7 - hours CE containing 2 hour Safety and Sanitation and 5 – hours cosmetology specific CE
- 7 - hours CE containing 2 hour Safety and Sanitation and 5 – hours esthetics specific CE

REMINDER:

Courses designed for Cosmetologists or Estheticians that include education on chemical, mechanical, or electrical services, such as microdermabrasion or chemical peels must include manufacturer's information/MSDS to ensure the machine and/or product is within the scope of practice permitted by the Board. **This information must be submitted with the course application.**

Cosmetologists and Estheticians must adhere to the following guidelines:

Exfoliate stratum corneum cells only. Any chemical, mechanical or electrical service that only exfoliates cells of the stratum corneum may be used.

Provide treatments only utilizing equipment **not** to exceed one hundred eighty (180) nanometers, or a class one medical device as defined by the food and drug administration of the United States department of health and human services.

Chemical peels shall be mixed and used at an ingredient concentration of thirty per cent solution or less at final formulation with a pH value not less than three.

A full version of the requirements can be located on the Board's website: www.cos.ohio.gov, click on the Laws & Rules tab, then select the Ohio Administrative Code (OAC) or Ohio Revised Code (ORC).

Items 1-4 must be submitted for initial CE course approval:

1. **Course Application** – All fields must be completed and application must be signed by provider.
2. **Course Fee \$250.00 (per course) Fee is Non-Refundable**
 - Money Order, Personal or Corporate Checks Made Payable To: TREASURER STATE OF OHIO
 - If applying for multiple course approvals, a separate payment must be submitted for each.
3. **Course Outline(s) Requirements**
 - Must include a **full course description**.
 - Outline of course material including timeframes.
 - Page numbers must be included on course content.
 - Hours can only be given for educational time (Registration, promotions, printing out certificates, etc.) cannot be included in CE hours given.
 - Outline(s) must include a **full course description including time frames**.
 - Entire course content must be included.
 - Course outline(s) must be comprised of separate whole hour segments.
 - A minimum of 6,000 words per hour segment of educational material must be presented. Word count for each segment must be included.
 - Subject matter must be contained within one hour segments.
 - A minimum of six (6) randomly selected, multiple choice questions must be included following each hour segment of material.
 - A bank of randomized test questions, with five (5) different versions of each question is required.
 - There must be at least five (5) printed versions of course booklet with identifiers known only to the provider and the board. Each booklet shall have a unique identification number so that only one individual may answer the questions for the CE credit.
 - A list of how material segments will be grouped for each printed version of the course.
 - The provider may accept test question answers via mail, phone, or email. If a provider selects to accept answers to test questions via online/website; actual test questions shall **NOT** be posted, **ONLY** the answer sheet can be made available. Individual identification number must be included on online/website answer sheet.
 - The licensee shall **NOT** receive credit for the course unless a total score of seventy-five (75) percent or higher is achieved.
 - All or part of a course may contain information about human trafficking (1 Hour).
 - All or part of a course may include information on business, state laws and rules and tax information to meet the two (2) hour requirement for independent contractors.
4. **Educator(s) Resume/Bio**
 - Credentials to support the qualifications of each educator and person developing the course shall be submitted.
 - Credentials must be directly related to the submitted course curriculum.

After CE Course Approval

Electronic Attendance Record Submission - Required

- **The Board (6) digit license number with prefix is required for each individual listed on the attendance record. Example COS161620**
- License numbers for individuals can be verified on the Board's website at: <https://license.ohio.gov/>
- This submission must be received by the Board within ten (10) days of class completion.
- A list of all licensees completing an approved CE class must be emailed in an **Excel spreadsheet** attachment to: cathy.franklin@cos.ohio.gov
- Record(s) of attendance must be maintained by the course provider for a minimum of four (4) years.

Course Date Notification

Once course is approved the contact information will be loaded to the Board's website under the CE course directory until the expiration date.

Instructor ONLY CE Course

- Course must be designed for instructor CE only and cannot be combined with other scope of practice material.
- Curriculum for an instructor only course must be based on topics related to the **instruction** of a branch of cosmetology:
 - Direct Instructional Activity
 - Lesson Plan Development
 - How-to-Instructional Course
 - Instructional Methods
 - How to Teach Hands-on-Learning

Course Approval Numbers

Course approval numbers **shall not** be published on any advertisements, websites, correspondence books, etc. Approval numbers shall only be provided to a licensee upon completion of the approved course.

Upon course approval, the CE provider will receive an approval letter that will contain the course approval number for that individual approved course. The approval number will be valid until the expiration date listed on the CE course approval letter.

Certificate of Completion – Required

Provider must give any licensee completing a CE class a “certificate of completion” **immediately upon conclusion of class.** Each certificate of completion must contain the following:

CE course approval number	Number of CE hours
Title of CE course	Date of course
Name/address of course provider	Name/Ohio license ID # of attendee

It is the responsibility of the CE provider to maintain attendance records for a minimum of four years. Providers must be able to give a licensee who has lost or misplaced their certificate of completion a duplicate.

Any application which fails to meet the stated criteria will be rejected.

Course Attendee Notification Instructions:

- A listing of all licensees completing a CE course must be received by the Board **within ten (10) days** of the course completion.
- List must be sent via email to cathy.franklin@cos.ohio.gov in an Excel spreadsheet attachment. All information must be entered in the order shown below. Please do not delete any columns from spreadsheet.

NOTE: The Board license number for each attendee must be listed on attendance record. License number must include the Pre-Fix and six (6) numbers. Example: COS111256

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Course #	Course Name	Hr	Date	Begin Time	End Time	Provider Name	City	St	Instr. Name	Attendee First Name	Attendee Last Name	License #	Leave Blank	Mem o
150001	Color 101	2	6/1/13	8:00 am	10:00 am	Board	Grove city	OH	John Doe	Jane	Doe	COS951110		
160002	Make-up	4	7/15/13	10:00 am	2:00 pm	Board	Grove city	OH	John Doe	Pat	Doe	COSA871221		
160002	Make-up	4	7/15/13	10:00 am	2:00 pm	Board	Grove city	OH	John Doe	Linda	Doe	ESTA100110		

- A Approval number only. **NO Letters**
- B Name of course (**Same as on approval letter**)
- C Hours given for online class (**Same as on approval letter**)
- D Date of completion
- E Beginning time of class
- F Ending time of class
- G Name of course provider
- H City- Where class was held
- I State where provider is located
- J Name of course instructor
- K First name of person taking course
- L Last name of person taking course
- M Board License# of person taking course (Must consist of Pre-Fix and six (6) numbers)**
- N Leave Blank – **Do Not Delete Column**
- O Memos

Sample Certificate:

Certificates may be customized by providers. However; the certificate must, in some manner, include the information listed in the sample certificate below.

<h3>CE Certificate of Completion</h3>	
Name of Licensee: _____	Ohio Board ID Number: _____
Course Title: _____	Course Approval Number: _____
CE Hours: _____	Test Score: _____
Date of class: _____	Name of Course Provider: _____

The CE Provider is responsible for issuing a “CERTIFICATE OF COMPLETION” to each licensee who completes an approved CE class. The Certificate should be given to the licensee at the conclusion of the class.

Licensees may be required to provide this information to the Board as proof of attendance.

Contact Information:

Cathy Franklin
Continuing Education Administrator
Phone: 614-728-8197
Email – cathy.franklin@cos.ohio.gov



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Continuing Education Course Application

2017-2019

Correspondence Course

This is a fill-in document-MUST be typed.

FEE \$250.00 (Non-Refundable/Non-Transferrable)

MONEY ORDER or CHECKS ONLY – MADE PAYABLE TO: TREASURER STATE OF OHIO

TYPE OF BUSINESS OFFERING COURSE: Select One (1)

- | | |
|-------------------------------------|--|
| College/University | Licensed Salon |
| Continuing Education Institution | Manufacturer of Cosmetology Supplies/Equipment |
| Non-Profit Professional Association | Licensed School of Cosmetology |

PROVIDER NAME: _____

STREET ADDRESS (Where correspondence will be mailed): _____

CITY STATE ZIP

CONTACT PERSON: _____ PHONE NUMBER: _____

EMAIL (Required): _____ WEBSITE (Required): _____

BUSINESS PHONE NUMBER (To be listed on Board's website): _____

COURSE NAME: _____ NUMBER OF CE HOURS: _____

CHECK THE APPROPRIATE ELIGIBLE LICENSE CATEGORY:

Cosmetologist	Manicurist	Esthetician	Hair Designer	Natural Hair	Instructor Only
Hair, Skin, Nails	Nail care only	Skin care only	Hair care only	Braids & Extensions	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

As an approved continuing education (CE) provider, I understand the following:

- Each licensee completing a CE class shall be given a "Certificate of Completion" immediately upon completion of the class.
- Each time a CE class is given, an electronic attendance record of all licensees taking the class is required to be emailed to the board office within ten (10) days of class completion.
- Failure to comply with the Ohio Revised Code, Ohio Administrative Code, and/or the instructions pertaining to providing continuing education courses may result in disciplinary action. The board may fine, suspend, revoke, or deny the approval of a provider or instructor that fails to comply.

Print Name (Responsible Party)

Signature

Date