



Continuing Education Provider Course Approval Instructions

CORRESPONDENCE ONLY

Course application and required documentation must be received by the Board at least 45 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.

NOTICE TO PROVIDERS

The Board now requires all CE providers to submit course applications, fee payments, course date notifications, and class attendance records through the CE Broker website. If you are currently an approved CE course provider for the Board, please contact CE Broker to gain access to your account. New providers will need to go to the CE Broker website and set-up an account.

CE Broker Contact Information: www.cebroker.com

To contact the CE Broker support center or to activate your pre-loaded Provider account, call Monday-Friday, 8AM-8PM at 877-434-6323 or email support@cebroker.com

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.

All Managing licenses have been replaced by an "Advanced License".

An individual who 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. **This information can only be 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
- 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
- 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** – Complete through the CE Broker website.
2. **Course Fee \$250.00 (per course) Fee is Non-Refundable**
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**.
 - 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.
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.

CE Course Approval

Electronic Attendance Record Submission - Required

- **The Board (6) digit license number with prefix is required for each individual listed on an attendance record. Example: COS161620**
- License numbers for individuals can be verified on the Board’s website at: <https://license.ohio.gov/>
- Attendance record(s) must be submitted to CE Broker within ten (10) days of class completion.
- Record(s) of attendance must be maintained by the course provider for a minimum of four (4) years.

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 and/or tracking 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 include the CE Broker course **TRACKING NUMBER** and the Ohio **COURSE APPROVAL NUMBER**. The **Course Approval number** must be used on the certificates of completion and the **Tracking number** is to be used when reporting attendance records to CE Broker.

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.

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:

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