



THE OHIO STATE BOARD OF COSMETOLOGY

1929 Gateway Circle Grove City, Ohio 43123
 Phone: (614) 466-3834 Fax: (614) 644-6880 www.cos.ohio.gov

Instructions for completing the Cosmetology School Monthly Attendance and Hours Report

The Monthly Attendance and Hours Report must be submitted by no later than the twentieth (20th) day month. OAC 4713-5-10 (B1)

Schools shall report all withdrawn students with the Monthly Attendance/Hours report.
 OAC 4713-5-15

Reports which contain errors will be returned to the school for correction.

All data entered must be typed.

Submit reports via email to Sandra Lee:
sandra.lee@cos.state.oh.us

Section 1	School Data – Must Be Completed In Full
School ID Number	Number assigned by the Board to each individual school
School Name	Full name of school
Address	Complete address of school that is reporting hours
Month	Month/Year of the information being reported
Section 2	Monthly Attendance and Hours Report- Instructions
Student Names	List each student in alphabetical order with last name first
ID# or Last 4 digits of SSN	Student ID number if assigned by Board or last four digits of SSN
Program of Study	Use course code from list on page 2
Enrolled Date	Date which the student begins training. Students will not receive credit for hours unless an enrollment form or electronic file is submitted to the Board by the last day of month. Newly transferred students should also use original enrollment date
Total Hours Previous Month	Total hours to date from previous month
Total Hours Current Month	Total hours accumulated for month reporting
Total Hours to Date	Combined hourly total of previous and current months
Date Discontinued	Last day of instruction
Hours Transferred	Accepted hours transferred in from another school



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Program of Study Course Description

Program	Course Code	Clock Hours
Cosmetologist	COS	1500
Cosmetologist Advanced	COS/A	300
Advanced Cosmetologist	COSA	1800
Cosmetology Instructor	COSI	1000
Cosmetologist for Ohio Licensed Barber	COS/BARBER	1000
Hair Designer	HD	1200
Advanced Hair Designer	HDA	1440
Hair Designer Advanced	HD/A	240
Hair Design Instructor	HDI	800
Esthetician	EST	600
Advanced Esthetician	ESTA	750
Esthetician Advanced	EST/A	150
Esthetics Instructor	ESTI	500
Manicurist	MAN	200
Advanced Manicurist	MANA	300
Manicurist Advanced	MAN/A	100
Manicurist Instructor	MANI	300
Natural Hair Stylist	NHS	450
Advanced Natural Hair Stylist	NHSA	600
Natural Hair Stylist Advanced	NHS/A	150
Natural Hair Style Instructor	NHSI	400
Advanced Esthetician/Advanced Manicurist	ESTA/MANA	1050