

4713-5-02

**Program requirements.**

- (A) Proprietary schools ~~shall~~may offer clock ~~hour programs~~hours, credit hours, or competency-based credit. Competency-based credit only applies to academic courses identified under paragraph (B)(3) of rule 4713-5-03 of the Administrative Code .
- (B) Career technical schools shall comply with ~~Ohio department of education (ODE)~~the ODE/board of cosmetology program ~~course outlines~~curriculum requirements and may offer clock hours, credit hours, or competency-based credit. Competency-based credit only applies to academic courses identified under paragraph (B)(3) of rule 4713-5-03 of the Administrative Code.
- (C) Upon enrolling in a school of cosmetology, a cosmetology student shall be assigned to study theory and perform clinic practice.
- (D) A student shall not perform any service on a patron until they are certified to do so. The student shall be supervised by an instructor when performing services.
- ~~(1) Should a student's score on a test lower the student's cumulative grade average below the percentage needed to pass, the student shall lose the certification. The student shall be recertified only after the student's average returns to an above passing grade level.~~
- ~~(2)~~(1) The instructor may supervise more than one student at a time as permitted by rule 4713-5-17 of the Administrative Code.
- (E) Clinic services shall be equitably assigned to all students in a manner to provide clinic practice on the basis of student training needs. A student may provide cosmetology services or branches of cosmetology services on the public, if the student has been certified in accordance paragraph (A) of rule 4713-5-01 of the Administrative Code. A student who has not been certified to perform cosmetology services or branches of cosmetology services is prohibited from providing services on the public until the student is duly certified.
- ~~(E)~~(F) All schools shall ensure each program offered is comprised of at least twenty-five per cent theory and non-clinic practice.
- ~~(F)~~(G) All schools shall ensure each program offered is comprised of at least fifty percent clinic work performed on patrons, other students or mannequins. If patrons are not available, the student shall receive credit for clinic work if the student is actively engaged in training within the clinic related to the student's course of study.
- (H) A school may award hours to students that are obtained during official school field

trips to cosmetology related activities if the activity provides specific training related to the school's course outline.

(1) Notice of such official field trips shall be sent to the board fifteen days in advance of the trip.

(2) The request shall list the date, time, location, activity, and number of hours to be credited to cosmetology study.

(3) Board approval of such requests is not required; however, the board reserves the right to challenge official field trip activities as not being directly related to cosmetology study. The final determination of the award of hours associated with such field trips shall be made by the board.

(4) For any activity attended by students outside of a school's official program or classes and for which students may receive hours, a licensed cosmetology instructor from the school shall be at the activity with the students.

(5) Students shall only receive credit for hours obtained outside the school during official field trips to cosmetology related activities if the hours extend beyond or are outside of the regularly scheduled program day. A maximum of three hours shall be approved for travel time during the field trip.

(6) Schools may award hours to students participating in a themed event involving the use of their cosmetology skills, if an instructor is present and if the board has been notified fifteen days in advance of the field trip.

~~(G)~~(I) Any school ~~participating in the Ohio department of education's~~ offering a career based intervention (CBI) program approved by the ODE may allow a student to participate for no more than ~~fifteen days~~forty-five clock hours in a program approved by the board. ~~At the end of the fifteen days, the student may commit to being in the program or may try another CBI program.~~ A student participating in the CBI program, but not officially enrolled in a program approved by the board, may do so under the following limitations:

(1) The CBI student shall ~~participate equally in both~~participate in no more than forty-five clock hours of theory based lessons and practical lessons, ~~and study~~combined. Participation shall only cover the course's basic lessons.

(2) The CBI student shall not perform services on any individual.

(3) A CBI student may only perform services on a mannequin or an artificial hand.

(4) The school shall document any participation time a CBI student spends in the theory and in the practical lessons, ~~the material the CBI student has studied~~

~~and what services the CBI student has performed.~~ The school shall make ~~available~~ this information available to the board upon request ~~of the board.~~

(5) Upon the conclusion of ~~fifteen days~~forty-five clock hours of participation, the student shall no longer ~~participate in~~be eligible to participate in theory or practical lessons ~~board approved program~~ unless enrolled.

(6) ~~Any exception to this rule shall require a majority vote by a quorum of the members of the board.~~

~~(H)~~(J) Any school that wishes to implement ~~distance~~web-based education as part of its curriculum must adhere to the following guidelines:

(1) The contracted course or program length must meet the board requirements set forth in rule 4713-5-03 of the Administrative Code.

(2) ~~No practical or clinical instruction is permitted and no more than twenty-five per cent of the theory portion of the required hours~~Only theory based lessons may be completed through ~~distance~~web-based education and any earned clock hours or credit hour equivalence shall not exceed six percent of the required program hours.

(3) If ~~distance~~web-based education is made available to students, the student contract must clearly state that any hours or equivalent credit hours attained in this manner may not be recognized by other states or schools ~~if a student transfer situation arises.~~

(4) The school must determine if prospective students have the skills and comprehension to succeed in a ~~distance education~~web-based environment and the school must maintain in each student's record, documentation of the method used to determine the student's skill and comprehension.

(5) The school must provide ~~to~~ students ~~the~~with textbooks, supplementary instructional materials, and any additional equipment necessary to fulfill the program and course requirements.

(6) ~~The school must make available to students and teachers~~Students and instructors must have access to technical support for the educational course(s) or program(s) during the designated educational time frame established by the school to complete the assigned ~~distance~~web-based education materials.

(7) Observable, measurable, and achievable student performance outcomes shall be

identified so that courses and programs offered through ~~distance~~web-based education can be compared to courses and programs with similar subject matter and objectives, ~~whether offered by distance education methods or through~~ traditional means. Schools must track and record ~~these milestones~~student performance outcomes in such a manner as to allow an agent of the board ~~access during an inspection~~ to review the record for progress of any student engaged in ~~distance~~web-based education.

- (8) The school shall be responsible for the quality of the courses of study and programs offered through ~~distance~~web-based education methods and the achievement of ~~expected and acceptable~~student performance outcomes, irrespective of any contractual arrangements, partnerships, or consortia entered into with third parties for the provision of components of a ~~distance education~~web-based program or course of study. All ~~distance learning~~web-based content must be approved by the board before it is offered to students, and any changes in curriculum approved before being offered.
- (9) The instructional staff that provides instruction in ~~distance education~~web-based programs must have the qualifications, experience, and credentials to support the program or course of study.
- ~~(10) The school offering distance learning must maintain an overall annual passage rate of at least seventy five per cent in theory examination in order to commence and maintain a distance learning program. Any schools not adhering to this level of performance shall be compelled to maintain a traditional program and not offer distance learning until passage rates can equal or exceed the standard, and no sooner than the next academic year in the instance of a career technical or vocational school, or calendar year in the instance of a private school.~~
- ~~(I) Any exception to this rule shall require a majority vote by a quorum of the members of the board.~~