



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

Certified Tanning Operator Training Course Approval

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

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.

Application and course requirements must be mailed to:

**Ohio State Board of Cosmetology
1929 Gateway Circle
Grove City, Ohio 43123**

NOTICE TO PROVIDERS

This training course can only be approved for tanning operator certification. Board licensees will not receive continuing education hours for this course.

Individuals are required to take and pass an **in-person examination** at a monitored testing site. This examination may be administered either web-based or as a written examination. Individuals must score a minimum of seventy-five (75) percent on the examination in order to receive the certificate of completion. The monitoring process for the examination shall be approved by the board as part of the board's process of approving CE courses.

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

- 1. Course Application** – All fields must be completed and application must be signed by provider.
- 2. Course Outline(s)**
 - **Tanning Training Manual must be included.**
 - Outline of course material including timeframes.
 - Page numbers must be included on course content.
 - Course must be **four (4) hours** in length.

- Hours can only be given for **ACTUAL** education time. Registration, promotions, printing out certificates, taking test, etc. **CANNOT** be included in hours earned.
- Copy of test must be included.

3. Copy of Certificate of Completion - MUST include the following:

- Tanning course approval number
- Title of course
- Name of course provider
- Number of certification hours
- Date of course
- Expiration Date of Certification
- Score received on test/examination
- Name of attendee
- A colored version of the certificate must be provided

4.. Educator(s) Resume

- 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.

Certificates of Completion

In order to become a Certified Tanning Operator a minimum score of 75 percent must be obtained on the required test. Providers must present any person passing the Certified Tanning Operator test with a certificate of completion.

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

Course Attendee Notification Instructions:

- A listing of attendees completing the training 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.state.oh.us in an Excel spreadsheet attachment. All information must be entered in the order shown below. Please do not delete any columns from spreadsheet.

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Sample Attendee Spreadsheet:

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	Leave Blank	Leave Blank	Memo
150001	Color 101	2	6/1/13	8:00 am	10:00 am	Board	Grove city	OH	John Doe	Jane	Doe			
160002	Make-up	4	7/15/13	10:00 am	2:00 pm	Board	Grove city	OH	John Doe	Pat	Doe			
160002	Make-up	4	7/15/13	10:00 am	2:00 pm	Board	Grove city	OH	John Doe	Linda	Doe			

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 Leave Blank – **Do Not Delete Column**

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.

Certificate of Completion	
Name of Attendee: _____	Hours: _____
Course Title: _____	Course Approval Number _____
Test Score: _____	
Name of Course Provider: _____	
Date of class: _____ Month/Day/Year	Valid Until _____ Month/Day/Year

The course Provider is responsible for issuing a “CERTIFICATE OF COMPLETION” to each attendee who completes an approved Certified Tanning Operator training class. The certificate should be given at the conclusion of the class.

The board shall approve the certificate of completion that shall be issued to trainees completing and passing the certified operators training class.

