



P.O. Box 944226, Sacramento, CA 94244-2260 Phone: (916) 574-7574 Email: <u>barbercosmo@dca.ca.gov</u>

Website: www.barbercosmo.ca.gov



APPLICATION FOR COSMETOLOGY SCHOOL APPROVAL

New School (Complete all sections)	Change of Ownership (Complete all sections except B(2) & B(4))	Change of Location (Complete A, B (1, 2, 3, 7, & 9), & D)	l —	ange of Name lete A, B (1), & D)
	School Code:	_ School Code:	School	Code:
SECTION A: SCHOO	OL INFORMATION			
School Name		Previous School Name (d	hange of	name only)
School Address (inclu	de suite # if applicable)	City	CA	Zip Code
Previous Address (cha	ange of location only)	City	CA	Zip Code
Mailing Address (if dif	ferent from above)	City	CA	Zip Code
School Telephone #	School Contact Name	and Email Address	Contact	Telephone #
	en met, and include all do	ase initial each requirement ocuments requested with t		
	• •	from the Bureau for Private t to approve" letter from BPF		ondary Education
Business a section 129 necessary students e	and Professions Code (B&F 53.1.1. Submit a floor plan for comprehensive instruct prolled in the course, which 1,000 square feet of which	blished by the Board pursual section 7362.1(a) and Ca demonstrating room for equal tion of 25 cosmetology studenever is greater. Must be at shall be provided for the wor	ifornia Bu uipment a ents or the least 3,00	ilding Code nd floor space number of 00 square feet, not
1 (0)1	nimum equipment requirer Code of Regulations (CCR	nents for a school of cosmet) section 940(a).	ology pur	suant to Title 16,
school pur		erested in attending the cos section 7362.1(b). Attach a gy course at your school.	0,	•

SECTION	B: CONTINUED
(5)	Attach a copy of the full curriculum for each course the school would like to offer that includes a course description, total course hours, course objective, teaching methods, grading methods, graduation requirements, and breakdown of hours. Please note pursuant to Chapter 10, B&P section 7362.1(c) a school of cosmetology must maintain a course of practical training and technical instruction for the full cosmetology course.
(6)	Attach an Affidavit for all owners of the school with a copy of a current valid government issued photographic identification with each Affidavit.
(7)	Have proof that the owner(s) either owns or leases the property. Attach a copy of the property tax bill or the lease agreement.
(8)	If the applicant is a corporation, limited liability company, or a partnership, attach a copy of your Employer Identification Number certificate from the Internal Revenue Service.
(9)	Attach a copy of the City Business License.
(10)	List the language(s) that will used for instruction:
	nts are required to possess or have access to a textbook approved by the National Council of State Boards of Cosmetology (NIC) pursuant to Title 16, CCR section
(11)	How will the school provide the textbook to the students? (Check applicable)
	☐ School supplies textbook
	☐ Student purchases textbook
	School supplies electronic textbook
	How will students access the textbook?
	nts are required to possess and be taught from the California State Board of Barbering netology's Act and Regulations pursuant to Title 16, CCR section 961(b)(2).
(12)	How will the school provide the Board's Act and Regulations to each student? (Check applicable)
	Download and print from the Board's website
	Order from the Board's Publication Order Form
	School supplies electronic copy How will students access the booklet?
	Other

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SECTION B: CONTINUED		
-	e taught the Health and Safety Course on Haz cal and Sexual Assault Awareness pursuant t	
1 (10)1	obtain the Health and Safety Course Textbook an students? (Check applicable)	nd provide the Student
<u> </u>	nt from the Board's website pard's Publication Order Form	
established for your school (I	omplete only the section that applies to the ty ndividual, Married Couple or Registered Dom imited Liability Company (LLC).	
 school. If this category applied Individual Taxpayer Identification Married Couple or Register requirements, and responsibilities in name and SSN or ITIN in their name and sections, along with the corporation or LLC: One or California, Secretary of State responsibilities of the school. With all officers' names and the along with the corporation's control or the school. 	control all ownership liabilities, requirements, and es to you, provide your name and Social Security tion Number (ITIN) in the appropriate sections. Two persons will share lities of the school. If this category applies, each in the appropriate sections. The appropriate sections are all ownership liabilities, requirer of this category applies, each person is to provide the partnership's Employer Identification Number Internal Revenue Service (IRS) for the application or LLC registered will be responsible for all ownership liabilities, really this category applies, list the name of the corpustes, or members (if LLC with no officers) in the application of the corpustion	all ownership liabilities, person is to provide ments, and le his/her name in the aber (EIN) partnerships ation to be processed. It with the State of quirements, and poration or LLC, along ppropriate sections, egistered with the
If Owner is an INDIVIDUAL co	mplete the following and attach an Affidavit:	
Last Name	First Name	Middle Name
SSN or ITIN -		,
(or) If Owner is a MARRIED (following and attach an Affida	COUPLE or REGISTERED DOMESTIC PARTNI avit for each individual:	ERS complete the
Last Name	First Name	Middle Name
SSN or ITIN -	_	
Last Name	First Name	Middle Name
SSN or ITIN -	_	,

SECTION C: CONTINUED						
(or) If Owner is a PA the following and att				rs - attach a separate tner:	sheet if ı	needed) complete
EIN						
Last Name		First Name)		Middle	e Name
	of State to sh			e a corporation or LL complete the followir		
Name of Corporation	or LLC		EIN			
Address (if different from	om school add	lress)		City	State	Zip Code
Title	Last Name			First Name		Middle Initial
President or Member (circle one)						
Vice President or Member (circle one)						
Treasurer or Member (circle one)						
Secretary or Member (circle one)						

SECTION D: CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the information provided on this application is true and correct to the best of my knowledge and that the school has met all the requirements set forth in the Barbering and Cosmetology Act and California Code of Regulations.

WHO MUST SIGN THIS FORM:

IF INDIVIDUAL OWNER: **THE OWNER**IF A MARRIED COUPLE or REGISTERED DOMESTIC PARTNERS: **BOTH INDIVIDUALS**IF A PARTNERSHIP: **ALL AUTHORIZED PARTNERS**IF A CORPORATION or LLC: **THE PRESIDENT, THE TREASURER, or MEMBER(S)**

X Signature	Date	X Signature	Date
Printed Name		Printed Name	
X Signature	Date	X Signature	Date
Printed Name		Printed Name	
FOR CHANGE OF OWNERSH	IP ONLY:		
X Previous Owner Signature	 Date	X Previous Owner Signature	Date
Printed Name		Printed Name	
X Previous Owner Signature	 Date	X Previous Owner Signature	Date
Printed Name		Printed Name	





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AFFIDAVIT

Please print clearly. Make additional copies as needed. Attach a copy of your government issued Photo ID.

I am completing this Affidavit as a: Partner Corporation Officer			r Registered Dome	estic Pa	rtners
Last Name		First			iddle itial
Residence Address (home address)		City		State	Zip Code
Phone Number	Fax Number		E-mail Address		
Social Security Number or Individua	l Taxpayer Identifi	cation Number	Date of Birth Month Day		/ear
Do you hold or have you held any a and Cosmetology? If yes, list license types, numbers:_	dditional licenses i	ssued by the Bo	oard of Barbering	_	es 🗌 No
Do you have any outstanding fines	owed to the Board	of Barbering ar	nd Cosmetology?		es 🗌 No
Have you ever had a legal name chif yes, provide any other names use	_			_	es 🗌 No
Have you ever been convicted of or United States, in any state, local jur following questions. Attach addition Your application will be delayed by complete	· isdiction, or any for al pages if needed	eign country? I I.	f yes , answer the	Y	es 🗌 No
Date of Conviction(s)s:				-	
Type of Violation(s):				-	
Court(s) Where Conviction(s) Occur	red:			-	
Penalties Received:				_	
 Include copies of arrest records, by the court, and verification of seconds. A letter from you describing the rehabilitation efforts or changes. Include all misdemeanor and felony including those which have been seen and/or dismissed under California P of \$500.00 or less need not be reported. 	successful complet underlying circums in life since that tin convictions, regar t aside enal Code Section	on of probation tances of arres ne to prevent fu dless of the age	t as well as any ture problems. e of the conviction,		

Have you ever had any professional or vocational license or registration denied, suspended, revoked, placed on probation or other disciplinary action taken by this or any other governmental authority in this state or any other state, or any foreign country?			
If yes , please attach an explanation that includes license type, action, and company name (if applicable), year of action and state that it occurred in.			
I hereby certify under penalty of perjury under the laws of the State of California to the truth and accuracy of all statements, answers and representations made in the foregoing affidavit, including all supplementary statements.			
X Signature	Date		
FOR OFFICIAL USE ONLY			
Date Sent to Enforcement	Enforcement Approval	Date	



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INFORMATION COLLECTION, ACCESS AND DISCLOSURE

The Information Practices Act, Sec. 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME:

Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE:

Executive Officer

ADDRESS:

2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS:

www.barbercosmo.ca.gov

TELEPHONE AND FAX NUMBERS:

(916) 574-7570 phone (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION:

Sections 7300 to 7457, inclusive, comprising Chapter 10 Division 3, of the California Business and Professions Code.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION:

It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED:

The information requested will be used to determine qualifications for licensure or certification to determine compliance with the group and corporate practice provisions of the law and to establish positive identification.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION:

Your completed application becomes the property of the Board and will be used by authorized personnel to determine your eligibility for a license or certification. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov. Code Section 6250 et seq.) and the Information Practices Act (Civ. Code Section 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. **Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure**.

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SOCIAL SECURITY NUMBER (SSN) OR INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN) DISCLOSURE

Disclosure of your SSN or ITIN is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorizes collection of your SSN or ITIN. Your SSN or ITIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your SSN or ITIN, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

AB 1424

Effective July 1, 2012, the State Board of Equalization and the Franchise Tax Board may share taxpayer information with the board. You are obligated to pay your state tax obligation and your license may be suspended if the state tax obligation is not paid.

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COSMETOLOGY SCHOOL EQUIPMENT LIST AND REQUIREMENTS

	MENT FOR SCHOOLS OF COSMETOLOGY - The minimum equipment for a school of cosmetology shall be as s: – California Code of Regulations (CCR) section 940(a)
	Electrical equipment for giving instruction in skin care and electrical facials CCR 940(a)(1)
_	Recommended equipment (one or more of the following): facial steamer, light emitting diode (LED) machine,
	galvanic machine, micro current machine, microdermabrasion machine, vacuum and spray machine, high frequency
	machine, and skin analysis machine. For clarification on machine use see CCR section 991 regarding invasive
	procedures.
п.	procedures. 10 Mannequins (with full head of hair) - CCR 940(a)(2)
H	
	1 Time clock or time scanner - CCR 940(a)(3)
H	5 Shampoo bowls – CCR 940(a)(4)
님	6 Dryers – CCR 940(a)(5) (can be hand held dryers)
\sqcup	2 Facial chairs or facial couches – CCR 940(a)(6)
	6 Manicure stations – CCR 940(a)(7)
Therm	nal Hair Straighteners – CCR section 940(a)(8)
	3 Non-electric combs – CCR 940(a)(8)(A)
	1 Stove (for non-electric combs) – CCR 940(a)(8)(B)
	1 Electric curling iron— CCR 940(a)(8)(C)
\Box	3 Non-electric curling irons (at least two sizes) – CCR 940(a)(8)(D)
Ħ	1 Stove (for non- electric curling irons) – CCR 940(a)(8)(E)
Ħ	15 Hairstyling or barber chairs – CCR 940(a)(9)
	1 Towel steamer – CCR 940(b)(10) – ONLY IF THEY OFFER THE BARBERING COURSE
Ш	1 Tower Steamer - CCN 940(b)(10) - ONLY IF THEY OFFER THE BARBERING COURSE
TEXT A	IND REFERENCE BOOKS FOR STUDENTS – CCR 961
Each st	tudent shall possess the following: – CCR 961(b)
	At least one (1) of the textbooks approved by the NIC or have access to a NIC-approved online program. – CCR 961(b)(1)
	The Barbering and Cosmetology Act and the Rules and Regulations of the Board of Barbering and
Ш	Cosmetology. – CCR 961(b)(2)
Thoro	shall be available for the use of students in the school: – CCR 961(c)
_	
	A list of the text and reference books approved by the NIC. – CCR 961(c)(1)
Ш	Any two approved texts other than the one text or online program access, possessed by the student (shall not apply to barber schools if there are less than three approved texts). $- CCR 961(c)(2)$
ΗΕΔΙΤ	H AND SAFETY COURSE ON HAZARDOUS SUBSTANCES - B&P 7389
	School had a copy of the Health and Safety Course Textbook, Student Exam Booklet, and Instructor Guide
Ш	ochool had a copy of the fleath and Salety Course Textbook, Student Exam bookiet, and instructor Guide
DIIII D	INC CTANDADDC CCD 005
BUILD	ING STANDARDS - CCR 995
님	Ventilation – Establishments and schools shall have a system of adequate ventilation. – CCR 995(a)
\sqcup	Water – A supply of hot and cold running water shall be provided. – CCR 995(b)
Ш	Potable Drinking Water – Establishments and schools shall supply potable drinking water. – CCR 995(c)
	Hand Washing Facilities – Establishments and schools shall provide hand washing facilities. – CCR 995(d)
	Restrooms - Establishments and schools shall provide public toilet rooms CCR 995(e)
BUILD	ING REQUIREMENTS
	A school of cosmetology approved by the board shall possess the equipment and floor space necessary for
_	comprehensive instruction of 25 cosmetology students or the number of students enrolled in the course, whichever is
	greater. – Business and Professions Code section 7362.1(a)
Ш	The minimum floor space in any school of cosmetology premises shall be 3,000 square feet (279 m²), not less than
	2,000 square feet (185.8 m²) of which shall be provided for the working, practice and classroom areas. Exception:
	When the average daily attendance for either day or night school in a school of cosmetology exceeds 50 students for
	a period of three months, an additional 30 square feet (2.8 m ²) of floor space shall be required for each additional
	student after the first 50, which shall be provided for the working, practice and classroom areas California Building
	Code section 1253.1.1.

2013 California Building Code Title 24, Part 2, Chapter 12, Interior Environment

SECTION 1252 [CA] BARBER COLLEGES AND SHOPS

1252.1 Barber college floors. Floors of barber colleges shall be covered with hardwood, linoleum, asphalt tile or some other washable and nonporous material other than paint.

1252.2 Barber shop floors. Floors of barber shops shall be covered with hardwood, linoleum, asphalt tile, carpeting or some other washable material other than paint.

1252.3 Barber shop washbasin(s) and lavatory(ies). A barber shop owner shall provide washbasin(s) or lavatory(ies) within the working area of the barber shop.

1252.4 Minimum barber shop size. A barber shop shall be a minimum of 8 feet (2438 mm) wide, 8 feet (2438 mm) long, with an 8-foot (2438 mm) ceiling.

1252.5 Barber college premises. In a college of barbering, the room for practical work and demonstrations shall be at least 14 feet (4267 mm) wide for one row of barber chairs and shall be at least 20 feet (6096 mm) wide for two rows of chairs.

SECTION 1253 [CA] SCHOOLS OF COSMETOLOGY, COSMETOLOGICAL ESTABLISHMENTS AND SATELLITE CLASSROOMS

1253.1 Floor space.

1253.1.1 Schools of cosmetology. The minimum floor space in any school of cosmetology premises shall be 3,000 square feet (279 m²), not less than 2,000 square feet (185.8 m²) of which shall be provided for the working, practice and classroom areas.

Exception: When the average daily attendance for either day or night school in a school of cosmetology exceeds 50 students for a period of three months, an additional 30 square feet (2.8 m²) of floor space shall be required for each additional student after the first 50, which shall be provided for the working, practice and classroom areas.

1253.1.2 Schools of electrology. The minimum floor space in any school of electrology premises shall be 1,000 square feet (93 m²), not less than 600 square feet (55.7 m²) of which shall be provided for the working, practice and classroom areas.

Exception: When the average daily attendance for either day or night school of electrology exceeds 15 students, an additional 30 square feet (2.8 m²) of floor space shall be required for each additional student after the first 15, which shall be provided for working, practice and classroom areas.

1253.1.3 Satellite classrooms. The minimum floor space in any satellite classroom of a school of cosmetology or electrology shall be 1,000 square feet (93 m²).

Exception: For each additional student after the first 50, an additional 20 square feet (1.9 m²) of floor space shall be required.

1253.2 Floor finish. The floors in the toilet area of each school and establishment shall be of nonabsorbent material.

1253.3 Celling height. The minimum ceiling height of the practice and classroom areas of school premises shall be at least 9 feet (2743 mm) in height.

Cosmetology Course Minimum Requirements

Business and Professions Code (B&P) section 7362.5(a)) states: "A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology..."

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	MINIMUM HOURS
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, conics, or creams that do not result in the ablation or destruction of the live tissue.	150
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	100

Barbering Course Minimum Requirements

Business and Professions Code (B&P) section 7362.5(a) states: "A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology..."

Pursuant to B&P 7362.5(b) the curriculum for a barbering course shall, at a minimum, include	MINIMUM
technical and practical instruction in the following areas:	HOURS
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200
Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	200
Once the minimum required hours have been met, it is up to the school to determine what subject(s) the	y will allocate

additional hours to meet the 1000-hour requirement for the course.

Skin Care Course Minimum Requirements

Business and Professions Code (B&P) section 7364(a) states: "A course in skin care established by a school shall consist of not less than 600 hours of practical and technical instruction."

Pursuant to B&P 7364(b) the curriculum for a skin care course shall, at a minimum, include technical and practical instruction in the following areas:	MINIMUM HOURS
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	350
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50

Nail Care Course Minimum Requirements

Business and Professions Code (B&P) section 7365(a) states: "A nail care course established by a school shall consist of not less than 400 hours of practical and technical instruction."

Pursuant to B&P 7365(b) the curriculum for a nail care course shall, at a minimum, include	MINIMUM
technical and practical instruction in the following areas:	HOURS
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	150

Once the minimum required hours have been met, it is up to the school to determine what subject(s) they will allocate additional hours to meet the 400-hour requirement for the course.