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**IDAPA 24  
TITLE 04  
CHAPTER 01**

**24.04.01 - RULES OF THE IDAHO BOARD OF COSMETOLOGY**

**000. LEGAL AUTHORITY (Rule 0).**

These rules are hereby prescribed and established pursuant to the authority vested in the Idaho Board of Cosmetology by the provisions of Section 54-821, Idaho Code. (7-1 -93)

**001. TITLE AND SCOPE (Rule 1).**

These rules shall be cited as IDAPA 24, TITLE 04, Chapter 01, "Rules of the Idaho Board of Cosmetology." (7-1-93)

**002. (RESERVED).**

**003. WRITTEN INTERPRETATIONS (Rule 3).**

The board may have written statements which pertain to the interpretation of the rules of this chapter. Such interpretations, if any, are available for public inspection and copying at cost in the main office of the Bureau of Occupational Licenses. (7-1-93)

**004. ADDRESS OF THE IDAHO BOARD OF COSMETOLOGY.**

Carmen Westberg, Chief  
Bureau of Occupational Licenses, Idaho board of Cosmetology  
Owyhee Plaza  
1109 Main Street, Suite 220  
Boise, Idaho 83702-5642 (7-1 -93)

**005. -- 009. (RESERVED).**

**010. DEFINITIONS (Rule 10).**

01. Gender. Any reference to a gender shall mean both masculine and feminine. (7-1-93)
02. Board. The Idaho Board of Cosmetology as prescribed in Section 54-802, Idaho Code. (7-1-93)
03. Bureau. The Bureau of Occupational Licenses, Section 67- 2601, Idaho Code. (7-1-93)
04. Chief. The Bureau Chief of the Bureau of Occupational Licenses as established by Section 67- 2602, Idaho Code. (7-1-93)
05. Current License. An unexpired license in good standing. (7-1-93)
06. Establishment. A licensed cosmetological establishment. (7-1-93)
07. Monthly Record Form. Refers to the proper reporting form for cosmetologists, electrologists/ estheticians, estheticians or nail technician students. (7-1-93)
08. Record of Instruction. Refers to the proper reporting form for cosmetologists, electrologists/ estheticians, estheticians or nail technician students. (7-1-93)
09. Rules. The rules of the board. (7-1-93)
10. School. A licensed school of cosmetology. (7-1-93)
11. School of Electrology/Esthetics. A licensed school of cosmetology approved to teach electrology/ esthetics. (7-1-93)

**011. - 099. (RESERVED).**

**100. FEES (Rule 100).**

- Fees are established in accord with Section 54-818, Idaho Code, as follows: (7-1-93)
- 01. Original Registrations, Licenses, and Annual Renewals. (7-1-93)
    - a. Cosmetological establishment, original registration - Fifty dollars (\$50). (7-1-93)
    - b. Cosmetological establishment, annual renewals - Thirty dollars (\$30). (7-1-93)
    - c. Retail cosmetics Dealer, original registration - Fifty dollars (\$50). (7-1-93)
    - d. Retail cosmetics dealer, annual renewals - Thirty dollars (\$30). (7-1-93)
    - e. Domestic school of cosmetology, original registration - Five hundred dollars (\$500). (7-1-93)
    - f. Domestic school of cosmetology, annual renewals - One hundred fifty dollars (\$150). (7-1-93)
    - g. Registered cosmetologist, original license/annual renewals - Twenty dollars (\$20). (7-1-93)
    - h. Nail technician, original license/annual renewals - Twenty dollars (\$20). (7-1-93)
    - i. Apprentice, original license (no renewal fees required) - Twenty dollars (\$20). (7-1-93)
    - j. Student certificate (no renewal fees required) - Twenty dollars (\$20). (7-1-93)
    - k. Instructor, original license/annual renewals - Twenty-five dollars (\$25). (7-1-93)
    - l. Student instructor certificate - Twenty-five dollars (\$25). (7-1-93)
    - m. Electrologist/esthetician, original license/annual renewals - Twenty-two dollars (\$22). (7-1-93)
    - n. Esthetician, original license/annual renewals - Twenty-two dollars (\$22). (7-1-93)
    - o. Endorsement - One hundred dollars (\$100). (7-1-93)
    - p. Interim certificate when endorsement denied, also constitutes examination - Thirty-five dollars (\$35). (7-1-93)
    - q. Temporary license to practice, demonstrate and teach - Ten dollars (\$10). (7-1-93)
  - 02. Examination Fees. (7-1-93)
    - a. As a registered cosmetologist - Thirty-five dollars (\$35). (7-1-93)
    - b. As a nail technician - Thirty-five dollars (\$35). (7-1-93)
    - c. As an instructor when required by board rule - Thirty-five dollars (\$35). (7-1-93)
    - d. As an electrologist/esthetician - Thirty-five dollars (\$35). (7-1-93)
    - e. As an esthetician - Thirty-five dollars (\$35). (7-1-93)
  - 03. Fees Shall Not Be Prorated or Returnable. Fees shall not be prorated or returnable. (7-1-93)
  - 04. All Certificates Expire December 31. All certificates expire December 31. (7-1-93)

**101. --124. (RESERVED).**

**125. APPLICATIONS (Rule 125).**

01. Application for License by Examination or Endorsement. Application for license by examination or endorsement shall be made on forms furnished by the bureau and must be received in that office at least thirty (30) days prior to the date of examination. (7-1-93)

02. Application Must Be Fully Completed. Applications must be fully completed to the date of submission including the number of hours to that date with a signed statement from the instructor of the school, stating that these students will have completed their hours of instruction by the date of the examination. (7-1-93)

03. Application Must Be Accompanied by Records of Instruction. Each application must be accompanied by records of instruction in apprenticeship in a licensed establishment, or proof of other state license and verification of practical experience, together with the required fees as set forth in Section 100. (7-1-93)

04. Fees Which May Be Refunded. If a license is not issued, the license fee may be refunded, providing a permit has not been issued. Examination fees are not refundable. (7-1-93)

05. Review of Applications by Board. The Idaho Cosmetology Board will meet approximately three (3) weeks prior to the date of the examination, to review applications for license. (7-1-93)

06. Deadline Date for Filing. Applications which are not fully completed, in accordance with Section 125. and the fees paid thirty (30) days prior to the examination will be held over until the next scheduled examination. (7-1-93)

**126. REQUIREMENTS FOR LICENSURE BY ENDORSEMENT (Rule 126).**

01. Filing Application. Applicants for license by endorsement under the provisions of Section 54-812, Idaho Code, shall file an application on forms provided by the bureau and furnish proof of current license in another state, territory, possession or country, having requirements equal to the requirements of Idaho, or who can prove having completed three (3) years of practical experience under licensure within the five (5) years immediately preceding application. (7-1-93)

02. Certification of Licensure. Certification of licensure must be completed and signed by the licensing agency of the other state, territory, possession or country, and filed in the office of the bureau with the application for license and required fee. (7-1-93)

03. Application Must Be Accompanied by Proof of Meeting Educational Requirements. Application for license by endorsement must be accompanied by proof of the applicant having met the educational requirements as set forth in Section 54-805, Idaho Code, and satisfactory completion of at least two (2) years of high school (tenth grade), or equivalent education. (7-1-93)

04. Submit Proof of Birth. Endorsement applicants must furnish a copy of their birth certificate or other acceptable proof of birth. (7-1-93)

05. Application Must Be Accompanied by Endorsement Fee and Original License Fee. Applications for license by endorsement must be accompanied by the endorsement fee and the original license fee. If the board finds that the applicant is ineligible for license by endorsement, but is eligible for license by examination, a refund may be made of the endorsement fee in excess of the required examination fee, and the applicant permitted to take the examination. (7-1-93)

**127. REQUIREMENTS FOR APPRENTICE OR STUDENT LICENSE (Rule 127).**

01. Filing Application. Application for license as a student, or an apprentice must be made on forms furnished by the Bureau. The required fee must accompany the application. Reference is made to subdivisions d, e, f, g, o and q of Section 54-802, Idaho Code, subdivisions 3, 4, 5, 6 and 7 of Section 54-805, Idaho Code, and Section 54-818, Idaho Code. (7-1-93)

02. Application Must Be Accompanied by Proof of Meeting Educational Requirements. Applications must be accompanied by proof of having satisfactorily completed two (2) years of high school (tenth grade) or having equivalent education. If

applicant is a high school graduate, a photostatic copy of the high school diploma may be submitted. A letter written on high school stationery, signed by an officer of the high school, may be forwarded with the application. Such letter shall indicate that the applicant has satisfactorily completed the tenth grade and is eligible to commence the eleventh grade. Do not send original high school diploma to the bureau. (7-1-93)

03. Submit Proof of Birth. Students and apprentices must furnish a copy of their birth certificate or other acceptable proof of birth with application. (7-1-93)

**128. - 149. (RESERVED).**

**150. EXAMINATIONS (Rule 150).**

01. Dates and Places. (7-1-93)

a. Examinations for license to practice cosmetology, and nail technology are to be held three (3) times yearly; beginning on the fourth (4th) Monday in the month of February, June and October, and are to be held in the North, Central and Southeast areas of the state. (7-1-93)

b. Instructor examination will be held in conjunction with the policy board meeting in Boise on the Tuesday following the first (1st) Monday of February, June and October. (7-1-93)

c. Examinations for license to practice electrology/esthetics, esthetics are to be held in the central area on dates corresponding with examinations for cosmetology. (7-1-93)

d. The dates and places of examination are subject to change. (7-1-93)

02. Termination. All records in the bureau of applicants who have not qualified for reexamination within five (5) years of notification of failure in any examination under the Cosmetology Law will be terminated and destroyed. (7-1-93)

03. Requirements for License By Examination. (7-1-93)

a. Applicants for license by examination must complete an application (Refer to Section 125.) and file it in the Bureau, with the Record of Instruction covering: cosmetology: two thousand (2,000) hours, apprentice, four thousand (4,000) hours; electrologist/esthetician: eight hundred (800) hours, apprentice, one thousand six hundred (1600) hours; esthetician: five hundred (500) hours; nail technician: three hundred (300) hours of training in an approved school, or if applicant is from another state, territory, possession or country, and is ineligible for license by endorsement, proof of having a current license in good standing and training equivalent to the foregoing requirements. (7-1-93)

b. Credit for training as a student or apprentice will be given for each year of practical experience under licensure in another state, territory, possession or country as follows: (7-1-93)

i. Cosmetologist: Two hundred (200) hours, as an apprentice four hundred (400) hours. (7-1-93)

ii. Electrologist/Esthetician: Eighty (80) hours, as an apprentice one hundred sixty (160) hours. (7-1-93)

iii. Nail Technician: Thirty (30) hours. (7-1-93)

iv. Esthetician: Fifty (50) hours. (7-1-93)

c. Credit will be allowed only on six (6) month experience increments. (7-1-93)

d. Individuals applying for license under Idaho cosmetology law based on training in another state or country and not currently licensed in such other state or country must take a minimum of one fourth (1/4) of the required training for licensure in an Idaho licensed facility before being eligible for examination. School and apprentice hours are not interchangeable to qualify under this rule. (7-1-93)

04. Hours Credit Toward Licensure. (7-1-93)

- a. Individuals possessing a current Idaho Cosmetologist license will receive credit toward the requirements for licensure as an electrologist/esthetician in the esthetics requirement only as follows: (7-1-93)
- i. When attending a cosmetology school approved to teach electrology/esthetics: Three hundred (300) hours credit. (7-1-93)
  - ii. When enrolled in the electrology/esthetics apprenticeship program: Six hundred (600) hours credit. (7-1-93)
  - iii. The theory and practical examination will consist of the electrology portion only. (7-1-93)
- b. A licensed nail technician shall be given credit of two hundred fifty (250) hours toward the required two thousand (2000) hours for a cosmetology course or five hundred (500) hours toward the required four thousand (4,000) hours as a cosmetology apprentice. (7-1-93)
- c. A licensed electrologist/esthetician shall be given credit of three hundred (300) hours toward the required two thousand (2000) hours for a cosmetology course or six hundred (600) hours toward the required four thousand (4,000) hours as a cosmetology apprentice. (7-1-93)
- d. One seventh (1/7) of cosmetology student training hours may be credited toward nail technology training requirements. (7-1-93)
- e. Cosmetology students or apprentices (not licensed) may receive one seventh (1/7) of their accumulated cosmetology hour not to exceed two hundred (200) student or four hundred (400) apprentice hours toward the esthetics requirement for electrologist/esthetician licensure. (7-1-93)
- f. A nail technician student (not licensed) may receive eighty (80%) percent of her accumulated hours as credit toward a student cosmetology course not to exceed two hundred fifty (250) hours. (7-1-93)
- g. An esthetician student (not licensed) may receive eighty (80%) percent of her accumulated hours as credit toward a student cosmetology course not to exceed two hundred fifty (250) hours. (7-1-93)
- h. An electrologist/esthetician student or apprentice (not licensed) may receive eighty (80%) percent of her accumulated hours as credit toward a cosmetology course not to exceed three hundred (300) hours as a student or six hundred (600) hours as an apprentice. Student and apprentice hours are not interchangeable. (7-1-93)
05. Models. Applicants scheduled to take an examination must bring their own models/mannequins. (7-1-93)
- Law.
- a. Model must not be a student in any school or apprentice in any establishment, or licensed under the Cosmetology (7-1-93)
  - b. Model must be able to remain until conclusion of the examination. (7-1-93)
  - c. Model cannot be a candidate for the examination who may be examined on another day. (7-1-93)
  - d. Model must be a person to whom makeup may be applied. (7-1-93)
  - e. Models must have hair at least four (4) inches long, sufficient length to be cut. No model shall have hair below shoulder length. (7-1-93)
  - f. A cosmetologist or nail technician examination model must be a person who can be given a manicure and shall not have artificial nails. (7-1-93)
  - g. Models are mandatory for the esthetics examination and facial portion of the cosmetology examination. (7-1-93)
  - h. Mannequins are mandatory for the hair color portion of the cosmetology examination. (7-1-93)

06. Failure To Pass Examination. All examinations shall consist of a written and a practical examination: (7-1-93)
- a. A practical examination is failed when the applicant obtains either an average score below seventy-five (75%) percent or below sixty (65%) percent in one or more categories of the examination. Reexamination shall consist only of the practical portion failed. (7-1-93)
  - b. A written examination is failed when the applicant obtains an average score below seventy-five (75%) percent. Reexamination shall consist of the entire written examination. (7-1-93)
  - c. When an applicant fails an examination on a second attempt, reexamination shall consist of both the written and practical examinations. (7-1-93)
07. Eligibility for Reexamination. A new apprentice or student application must be filed with the bureau and the prescribed fee must accompany said application. Training of less than six (6) hours per day and five (5) days per week shall not be credited as full time. (7-1-93)
- a. Additional training required to qualify for reexamination shall be twenty (20%) percent of the hour requirement for original examination. (7-1-93)
  - b. An applicant who fails only in the theory examination may qualify for reexamination by taking two (2) months additional training of theory only, in an Idaho licensed school of cosmetology and complying with all other requirements for reexamination. A minimum of forty (40) hours of training in theory must be obtained in the two (2) month period or less as approved by the board. Accelerated curriculum for less than two (2) months theory must be preapproved by the board. (7-1-93)
  - c. Where a reexamination is not taken within one (1) year after failing the examination, the applicant must obtain the following hours as a student or apprentice for each additional year or portion therefore, to be eligible for reexamination: cosmetologist, two hundred fifty (250) hours; electrologist/esthetician, one hundred (100) hours; esthetician, sixty-two and one half (62 1/2) hours; nail technician, thirty-seven and one half (37 1/2) hours. (7-1-93)

**151. -- 174. (RESERVED).**

**175. WORK PERMITS (Rule 175).**

When an application for license by examination, or by endorsement, is accepted by the Bureau as being fully completed, in accordance with the requirements of the Idaho Cosmetology Law and these Rules, a permit to work may be issued: only one (1) permit may be issued and a permit holder may work only when under the immediate personal supervision of a practitioner currently licensed in Idaho in the particular category for which the work permit is issued. (7-1-93)

**176. -- 199. (RESERVED).**

**200. ESTABLISHING EQUIVALENCY IN LIEU OF TENTH GRADE EDUCATION (Rule 200).**

To establish a fair, impartial, consistent and reliable method of determining equivalent tenth grade education the board has selected the General Educational Development (G.E.D.) Tests approved by the Department of Education. (7-1-93)

- 01. Establishing Equivalency. The equivalent of a tenth grade education is established when an applicant receives an average cutting score of not less than thirty-five (35), with no category below a cutting score of thirty (30), he is considered to have the equivalent. (7-1-93)
- 02. Locations of Examiners. Following is a list of locations of examiners who may be contacted regarding G.E.D. examinations: (7-1-93)
  - a. Boise - Boise State University. (7-1-93)
  - b. Coeur d'Alene - North Idaho Junior College. (7-1-93)
  - c. Idaho Falls - Vocational Technical Education Training Center. (7-1-93)



- d. Lewiston - Lewis and Clark State College. (7-1-93)
- e. Moscow - University of Idaho. (7-1-93)
- f. Pocatello - Council and Testing Service, Idaho State University. (7-1-93)
- g. Rexburg - Ricks College. (7-1-93)
- h. Twin Falls - College of Southern Idaho. (7-1-93)
- i. A fee is required for the G.E.D. Tests. A completed transcript will be mailed to the bureau by the examiner, or school, which will be used to determine if the applicant has the equivalent of a tenth grade education. (7-1-93)

**201. ~ 224. (RESERVED).**

**225. COSMETOLOGICAL SCHOOL AND ESTABLISHMENT CHANGES IN OWNERSHIP - LOCATION - LICENSURE REQUIREMENTS (Rule 225).**

- 01. Change of Ownership or Location. Whenever a change of ownership or location of a school or fixed location establishment occurs, an original registration fee must be paid and compliance with all rules concerning a new establishment met, before a new license will be issued. LICENSE IS NOT TRANSFERABLE. (7-1-93)
- 02. Change in Location of a School. In the case of a change in location of a school, the owner must comply with the fifteen (15) student requirement at the time of opening if a school remains in existence in the old location. Schools approved to teach electrolysis/esthetics refer to Section 375. (7-1-93)
- 03. Bureau Must Be Informed of All Changes. The bureau must be informed in writing of any and all changes of ownership of schools and establishments. (7-1-93)
- 04. Deletion of an Owner. Deletion of an owner in a multiple ownership may be effected by filing a statement with the bureau signed by the person withdrawing and the remaining owner(s). This does not constitute a change in ownership of the school or establishment. (7-1-93)
- 05. Addition of an Owner. Addition of an owner to multiple ownership constitutes a change in ownership and the requirements for a new school or establishment applies. (7-1-93)
- 06. Supervision in an Establishment. A properly licensed establishment must operate under the supervision of a licensed registered cosmetologist, electrologist/esthetician, nail technician or esthetician. (7-1-93)

**226. COSMETOLOGICAL ESTABLISHMENT REQUIREMENTS FOR LICENSURE AND OPERATION OF PRIMARY AND CONTIGUOUS ESTABLISHMENTS (Rule 226).**

- 01. Plans And Specifications. Plans and specifications complying with local ordinances and zoning shall be submitted to the board for approval when opening a new establishment. (7-1-93)
- 02. Primary Establishment License. A primary establishment license may be issued and annually renewed only under the following conditions: (7-1-93)
  - a. Compliance with Subsection 226.01.; and (7-1-93)
  - b. There is a working floor space of not less than one hundred eight (108) square feet for a single station shop in addition to any restroom and access areas and an additional fifty (50) square feet of floor space for every station in excess of one; and (7-1-93)
  - c. There is approved hot and cold running water source and drainage systems that are available also to any contiguous cosmetology establishment or barber shop that may exist; and (7-1-93)

- d. The licensed area does not overlap any portion of a contiguous or other primary establishment designated area; and (7-1-93)
- e. There is access to restrooms from within the building. (7-1-93)
- 03. Contiguous Establishment License. A contiguous establishment license may be issued and annually renewed only under the following condition: (7-1-93)
  - a. Compliance with Subsection 226.01.; and (7-1-93)
  - b. The licensed area is contiguous to an area licensed as a primary cosmetology establishment or barber shop; and (7-1-93)
  - c. The licensed area does not overlap any portion of a primary or other contiguous establishment designated area; and (7-1-93)
  - d. The licensed area provides a minimum of fifty (50) square feet of working floor space for each individual station; and (7-1-93)
  - e. There is access to restrooms from within the building. (7-1-93)
- 04. Business Other Than Cosmetological Establishments or Barber Shops. Business other than cosmetological establishments or barber shops, and living quarters shall be separate and apart. Substantial partitions or walls shall extend from the floor to not less than seven (7) feet high, separating the establishment from adjoining rooms used for business or domestic purposes. Home establishments must provide a separate outside entrance directly into the establishment. All doors to an establishment from adjacent rooms shall be closed. (7-1-93)
- 05. Adequate Toilet Facilities. Adequate toilet facilities shall be conveniently located and accessible from within the building where the establishment is located. (7-1-93)
- 06. Conditions for Issuance. No cosmetological establishment license may be issued that covers all or 'any portion of an existing establishment license. (7-1-93)

**227. MOBILE COSMETOLOGICAL ESTABLISHMENT REQUIREMENTS FOR LICENSURE AND OPERATION (Rule 227).**

- 01. Mobile Cosmetological Establishment. "Mobile Cosmetological Establishment" means a self-contained, self-supporting, enclosed mobile unit where one or more persons engage in practice of cosmetology, electrology/esthetics or nail technology. (7-1-93)
- 02. Procedures for Mobile Establishment. Mobile Cosmetological Establishment: Procedures for opening a new establishment or transfer of ownership. (7-1-93)
  - a. Ownership shall be determined by the person(s) or corporation owning or leasing the equipment and mobile unit. (7-1-93)
  - b. An application for a new or transfer of existing establishment license shall be filed with the board not less than ten days before the proposed opening date. Each application shall include the following: (7-1-93)
    - i. A detailed floor plan showing the location of doors, windows, restroom facilities, sinks, lift or ramps, ventilation, equipment and dimension of mobile unit. (7-1-93)
    - ii. Proof of purchase of mobile unit and shop equipment. (7-1-93)
    - iii. Required fee. (7-1-93)

- iv. Proof that the unit meets the manufacturers requirements of N.F.P.A. (7-1-93)
  - c. After initial approval of floor plan and application has been granted, the applicant must schedule an appointment to show the mobile unit to the board for final approval. (7-1-93)
  - d. An itinerary showing dates, locations, and times of service throughout the state shall be available at the board's request. (7-1-93)
  - e. If the transfer involves change of corporate structure or deleting one or more owners, a written notarized statement signed by all former owners as registered with the board shall be accepted. If the existing establishment license has expired, the procedure as set forth in Subsection 227.02. shall be followed. (7-1-93)
03. Mobile Cosmetological Establishments. Mobile Home Establishments shall comply with the following: (7-1-93)
- a. All storage cabinets shall be secured by the use of spring struts or friction catches in mobile establishments. (7-1-93)
  - b. All equipment shall be securely anchored to the mobile unit. (7-1-93)
  - c. Mobile units shall be no less than twenty-four (24) feet long. (7-1-93)
  - d. A ramp or lift shall be provided for access to the mobile unit if providing services for handicapped individuals. (7-1-93)
  - e. No services shall be performed while the mobile unit is in motion. (7-1-93)
  - f. Sleeping provisions shall not be placed or maintained in the mobile unit. (7-1-93)
  - g. Mobile units shall be required to provide facilities to properly sanitize equipment and to maintain the sanitization until used. (7-1-93)
04. Water Supply. (7-1-93)
- a. The potable water supply for mobile units shall be self- contained. Gray and black holding tanks shall be of adequate capacity. In the event of depletion of potable water, operation shall cease until the supply is replenished. (7-1-93)
  - b. Mobile units shall have continuous demand hot water tanks which shall not be less than six (6) gallon capacity. (7-1-93)

**228. - 249. (RESERVED).**

**250. RULES OF SCHOOLS OF COSMETOLOGY (Rule 250).**

- 01. Schools Required to Teach. Each school is required to teach at least one (1) hour of theory and/or practical demonstration each day except Saturday or the day prior to legal holidays, to both junior and senior classes. (7-1-93)
- 02. Students May Not Be Called from Any Theory Classroom. Students may not be called from any theory classroom during such hour. (7-1-93)
- 03. Students Become Familiar with Laws and Rules. It is required that students become familiar with the Idaho Cosmetology Law and Rules of the board and Sanitary Rules for schools and establishments. Questions relative to the laws and rules will be included in the theory examination for licensure. (7-1-93)
- 04. Adequate Ventilation. Attention be given to adequate ventilation and other requirements of the Sanitary Rules for Schools and Establishments, established by the board. (7-1-93)

05. Records Required. Records required of schools of cosmetology and establishments training one or more apprentices. (7-1-93)
- a. Schools shall maintain monthly records on forms provided by the bureau which will show: (7-1-93)
    - i. Time spent in classroom recitation and study. (7-1-93)
    - ii. Time spent in individual instruction and practice on mannequins. (7-1-93)
    - iii. Time spent working on subjects showing type of work done. (7-1-93)
    - iv. Time during which the student is not in attendance at school. (7-1-93)
  - b. Schools shall submit a copy of the monthly record to the bureau on or before the tenth day of the month following the month recorded. (7-1-93)
  - c. The aforementioned records shall be signed and dated by the student and instructor and be made available for inspection at any time. (7-1-93)
  - d. The information shown on the monthly record forms is to be transferred to Student Record of Instruction Form, to be filed with application for license or upon termination of training and accompanied by the student or apprentice license. (7-1-93)
  - e. During school hours all instructors, student instructors, and students shall wear name tags designating their name and position. (7-1-93)
06. Bureau Must Be Informed of Names of Instructors. Schools must inform the bureau of the names of all instructors employed in said schools. (7-1-93)
07. Schools Will Be Inspected. Each school will be inspected periodically by an agent of the bureau. (7-1-93)
08. Application Before Opening and Operating a School. Application before opening and operating a school of cosmetology, the owner must first submit an application to operate the school to the bureau. (7-1-93)
- a. Immediately upon receipt of said application, the bureau will notify the board that said application has been filed. Thereafter the board or its designated agent, must inspect said school and make recommendation for the issuance or rejection of a license, within a reasonable time not to exceed thirty (30) days, after said application has been received by the bureau. (7-1-93)
  - b. Until such time as a license or certificate of registration is issued to said school, it shall, nevertheless, be unlawful to open and operate said school, as provided in Section 54-806, Idaho Code. (7-1-93)
  - c. All new schools applying for license must have one thousand eight hundred (1800) square feet of space. Schools approved to teach electrology/esthetics refer to Section 375. (7-1-93)
  - d. All new schools must be separated completely from establishments with no connecting entrances. (7-1-93)
  - e. All new schools increasing the total number of existing schools in the state must have fifteen (15) students enrolled at the time of inspection before being issued a license. Schools approved to teach electrology/ esthetics refer to Section 375. (7-1-93)
09. Discontinuance of School. (7-1-93)
- a. If a school discontinues to operate as a school, records of instruction covering all students attending said school at the time of discontinuance or prior thereto, must be filed in the office of the bureau. (7-1-93)
  - b. This rule also applies to licensed establishments where apprentices are being trained. (7-1-93)

10. Transfer of Students. (7-1-93)
- a. If a student transfers from one approved school in Idaho to another approved school, she is required to file with the bureau a copy of her record of instruction form in the first school, along with her student license, together with printed Student Transfer Request form furnished by the bureau. (7-1-93)
- b. If a student leaves a school in another state and commences a course in an approved school in Idaho, she is required to file a copy of her record of instruction in such other school, along with her application for Idaho student license. Such record shall give detailed information regarding operations and hours of training, and verified by the licensing agency in the state in which the training was obtained. (7-1-93)
11. Interruption of Course. (7-1 -93)
- a. Students commencing a course of training in an approved school and/or apprentices commencing a course of training in a licensed establishment under the provisions of the Idaho Cosmetology Law are presumed to intend to complete the course of training without interruption, except in the instances of valid circumstances, such as illness, removal to another location, etc. Therefore, if a course of training of a student or apprentice is interrupted the student or apprentice is required to furnish proof of a valid reason for interruption by filing a physician's statement in case of illness or affidavit setting forth the cause of interruption, for reference to the board at its next meeting following proof of such interruption. (7-1-93)
- b. If it is found by the board that the cause of interruption is not sufficient, one-fourth (1/4) of the time spent in the first school or apprenticeship, prior to said interruption, shall be deducted from the total time spent in such school training or apprenticeship. (7-1-93)
- c. Students and/or apprentices should not commence a course of training with the intention of returning to high school, unless they will be able to attend the school or apprenticeship at least six (6) hours per day, and at least five (5) days per week. (7-1-93)
12. Record of Training. Record of training in a licensed cosmetology school and/or licensed establishment. (7-1-93)
- a. Records of training shall be maintained by the approved school and/or licensed establishment wherein students and/or apprentices are being trained. Such records shall be maintained on Monthly Record Forms and Record of Instruction Forms. (7-1-93)
- b. The number of operations and hours accumulated on the Monthly Record Forms are to be totaled and transferred to the Record of Instruction Form, showing the day of the month beginning and ending the monthly period of time. (7-1 -93)
- c. When the course of training has been completed or interrupted, the number of operations and the number of classroom hours and practical training are to be totaled on the Record of Instruction Form. This Form, together with the student permit, is to be filed with the bureau upon termination of training. (7-1-93)
- d. Repeated interruption of course training, with or without excuse, may result in termination of the student or apprentice permit at the discretion of the board. (7-1-93)
13. Limitation, Probation, and Loss of Hours. (7-1 -93)
- a. Schools are required to submit the application for a student's license within ten (10) days after enrollment of a student. No student will be given credit for more than fifteen (15) calendar days previous to receipt of her application for license in the bureau (See Subsection 275.03. for resuming training) (7-1-93)
- b. Apprentices must obtain the apprentice license before beginning training. (7-1-93)
- c. There shall be three (3) months probation period for new cosmetology students one (1) month probation period for electrologist/esthetician, esthetician and nail technician students. It is recommended that students showing marked inability to keep up with the attendance and classwork, and who fail to pass an examination at the end of the probation

period, be dropped from the school. (7-1-93)

d. Persons who obtained training in an approved school or apprenticeship in licensed establishments, but who did not complete the course of training and/or did not obtain a license in Idaho or any other state, territory, possession or country will lose credit after one (1) year has lapsed since the termination of such training as follows: (7-1-93)

i. Cosmetologist: Five hundred (500) hours. (7-1-93)

ii. Electrologist/Esthetician: One hundred sixty (160) hours. (7-1-93)

iii. Esthetician: One hundred (100) hours. (7-1-93)

iv. Nail technician: Sixty (60) hours. And thereafter for each additional year or portion thereof will lose credit as follows: (7-1-93)

v. Cosmetologist: Two hundred fifty (250) hours. (7-1-93)

vi. Electrologist/Esthetician: Eighty (80) hours. (7-1-93)

vii. Nail technician: Thirty (30) hours. (7-1-93)

viii. Esthetician: Fifty (50) hours. (7-1-93)

e. Schools may allow a student a total of thirty (30) hours for outside activities during the course of their training. These hours must be approved by the instructor and must comply with the maximum hours allowed per day requirement. (7-1-93)

14. Penalties. Penalties for infraction of school rules by students. (7-1-93)

a. No credit may be received for hours missed due to absence. (7-1-93)

b. Penalties refer to reduction of hours previously credited to the student's account. (7-1-93)

c. No penalty in hours shall be in excess of twice the number of hours lost due to an unexcused absence. (7-1-93)

d. No penalty in hours shall be in excess of four (4) hours for any infraction of school rules other than an unexcused absence. (7-1-93)

e. Any record of time which shows failure of a student to attend school at least six (6) hours per day and at least five (5) days per week, unless valid reason be shown, may be deducted by the board, as said student has failed to comply with the minimum requirements for attendance. (7-1-93)

f. All penalties in hours are subject to review and adjustment by authorization of the board to the bureau. (7-1-93)

g. The total number of hours a student is penalized must be recorded on the Record of Instruction Form. (7-1-93)

15. Schools Approved To Teach Electrology/Esthetics. Schools approved to teach electrology/esthetics refer to Section 375. (7-1-93)

**251. - 274. (RESERVED).**

**275. STUDENT OR APPRENTICE TRAINING (Rule 275).**

01. No Annual Renewal Fee. No annual renewal fee for student license or apprentice license. Under the Idaho

Cosmetology Law (Chapter 8, Title 54), no provision has been made for the annual renewal of student licenses, or apprentice licenses. (7-1-93)

02. Discontinuance of a Course. If a student or apprentice discontinues a course of training and does not transfer to another school or salon within thirty (30) days, the student or apprentice license is automatically cancelled. If a student or apprentice is absent from training for a period of thirty (30) consecutive calendar days or more she is considered to have discontinued her course of training. Record of Instruction Form must be completed and submitted to the bureau together with the student permit by the school or establishment. (7-1-93)

03. Before Resuming Training. Before resuming training, after having discontinued a course, a student or apprentice is required to file a new application (Refer to Section 125.) and pay an additional fee. The apprentice must receive a license before resuming training. The student, on resuming training, must comply with Subsection 250.13.a. (7-1-93)

**276. -- 299. (RESERVED).**

**300. BOARD QUALIFICATIONS - PROCEDURES - MEETINGS - POLICIES. (Rule 300).**

01. Board Member Qualifications. (7-1-93)
- a. Cosmetology school representative: To be eligible for appointment to the Cosmetology Board the individual must: (7-1-93)
- i. Currently hold a license as a cosmetologist in this state; and (7-1-93)
  - ii. For the three (3) years immediately preceding appointment met the following requirements: (7-1-93)
    - (1) Monetary interest in school ownership; and (7-1-93)
    - (2) Actively involved in school management. (7-1-93)
- b. Electrologist/Esthetician board member qualification requirements-the Electrology/esthetics board member shall: (7-1-93)
- i. Be twenty-five (25) years of age; and (7-1-93)
  - ii. Be a resident of this state for at least five (5) years prior to their appointment; and (7-1-93)
  - iii. Have been engaged in the practice of electrology/esthetics for at least three (3) years immediately preceding their appointment; and (7-1-93)
  - iv. Shall be licensed electrologists/estheticians under the provisions of this act; and (7-1-93)
  - v. Not be affiliated with a school of cosmetology or cosmetology supplier or electrology/esthetics supplier. (7-1-93)
02. Board Meetings-Dates-Places. (7-1-93)
- a. The board shall meet three (3) times a year in regular session beginning on the first Monday of February, June and October. (7-1-93)
- b. Board meetings will be held in Boise, Idaho, at the bureau. (7-1-93)
- c. Dates and places of board meetings may be changed by the action of a majority of the board and advance public notice given. (7-1-93)
03. Procedures. The rules of procedure for the bureau shall be the rules of procedure of the board. (7-1-93)

**301. -- 324. (RESERVED).**

**325. COSMETOLOGY RULES (Rule 325).**

The following rules apply to specific rules for cosmetology licensure, students and schools. (7-1-93)

**326. PRACTICE OF APPRENTICE (Rule 326).**

Section 54-807, Idaho Code, provides for practice of apprentices. This provision has been interpreted to mean that there must be at least one (1) licensed cosmetology instructor and one (1) licensed registered cosmetologist in any cosmetological establishment at all times for each apprentice who is being trained therein. (7-1-93)

01. Apprentice License. An apprentice license must be obtained from the bureau before training as an apprentice begins. (7-1-93)

02. Application Must Show Name of Registered Cosmetologist. The name of the licensed registered cosmetologist employed in the establishment in which an apprentice will serve apprenticeship, must be shown on the application for apprentice license. . (7-1-93)

03. Prior to Beginning Training. Prior to beginning of training, the instructor must submit and have board approval of a curriculum for the entire apprenticeship training. (7-1-93)

**327. SCOPE AND REQUIREMENT OF EXAMINATION FOR LICENSE (Rule 327).**

01. Theory Examination. The theory examination will be the national examination provided by the National Interstate Council of State Boards of Cosmetology and will cover all phases of the art of cosmetology, hair dressing, manicuring and pedicuring, facial massage, sanitation and an Idaho law examination. (7-1-93)

02. Practical Examination. Each applicant is required to bring adequate supplies and materials for the practical examination (Applicants will be notified upon acceptance of application for examination). (7-1-93)

03. Oral Test. Refer to Idaho Code 54-810, an oral test shall be included in the examination. (7-1-93)

04. Request for Reader For Theory Examination. (7-1-93)

law. a. Reader must not be a student in any school or apprentice in any establishment, or licensed under the cosmetology law. (7-1-93)

b. Reader must be able to remain until conclusion of the theory examination. (7-1-93)

c. Reader cannot be a candidate for the examination who may be examined on another day. (7-1-93)

05. Reexamination. To be eligible for reexamination an applicant who has failed practical portion of the Idaho Cosmetologist examination must receive as a student or apprentice additional training as set forth in Subsection 150.07.a. and must obtain a minimum of operations set out below in each category where a score below sixty-five (65%) was received: (7-1-93)

a. Permanent Waves - Thirty (30). (7-1-93)

b. Fingerwaving - Twenty-five (25). (7-1-93)

c. Hairstyling - Twenty-five (25). (7-1-93)

d. Hair Shaping - Thirty-five (35). (7-1-93)

e. Hair Tinting & Bleaches - Twenty-five (25). (7-1-93)

f. Facials - Fifteen (15). (7-1-93)

g. Thermal Styling - Twenty-five (25). (7-1-93)



- h. Manicures-Fifteen (15). (7-1-93)
- i. Artificial Nails-Ten (10). (7-1-93)
- 06. Submit an Application. Students and apprentices must submit an application as set forth in Section 125. (7-1-93)
- 07. Failure to Pass Theory Examination. Failure to pass theory examination, see Subsection 150.07.b. (7-1-93)

**328. TERMINATION OF STUDENT OR APPRENTICE LICENSE (Rule 328).**

- 01. Original Student License. An original student license shall be dated and expire eighteen (18) months from date of issue. (7-1-93)
- 02. Original Apprentice License. An original apprentice license shall be dated and expire two (2) years from date of issue. (7-1-93)
- 03. Other Than Original Student or Apprentice License. Other than an original student or apprentice license may not be issued without valid reason for not having completed the required training within the specified time. Student or apprentice other than original license, may carry additional restrictions. (7-1-93)

**329. RULES OF SCHOOLS OF COSMETOLOGY (Rule 329).**

Section 54-808, Idaho Code, provides for the rules of schools of cosmetology. Supplementing this section, the board adopts the following rules: (7-1-93)

- 01. Adequate Space. Schools provide adequate space for the number of students to be trained in said schools. An additional forty (40) square feet of floor space shall be provided in excess of the minimum one thousand eight hundred (1,800) square feet required for each student enrolled over twenty (20) students. (7-1-93)
- 02. Required Equipment. In addition to the physical property, which is the school building, each school shall have the following equipment, which is considered the minimum equipment necessary for the proper instruction of students in a school of cosmetology. (7-1-93)
  - a. Work stations equal to seventy-five percent (75%) of total enrollment. The intent of this rule is to provide a work station for each student on duty eligible to work on the public. (7-1-93)
  - b. One (1) hair dryer for each three (3) students. (7-1-93)
  - c. One (1) shampoo basin per five (5) students enrolled. (7-1-93)
  - d. One (1) desk and chair provided for each classroom student. (7-1-93)
  - e. Mannequins for practice work. Two (2) to each five (5) students. (7-1-93)
  - f. One (1) reclining chair and facial bowl. (7-1-93)
  - g. Student kit with: (7-1-93)
    - i. Six (6) hair brushes; (7-1-93)
    - ii. Six (6) wave combs including 1 rattail comb; (7-1-93)
    - iii. Supply of hair pins, bobby pins, clippies, various size rollers; (7-1-93)
    - iv. One (1) haircutting shears; (7-1-93)
    - v. One (1) haircutting razor; (7-1-93)

- vi. One (1) shampoo cape; (7-1-93)
- vii. One (1) comb out cape; (7-1-93)
- viii. One (1) tweezer; (7-1-93).
- ix. One (1) blow dryer; (7-1-93)
- x. One (1) curling iron; and (7-1-93)
- xi. Permanent wave rods. (7-1-93)
- h. Schools provide charts and other material necessary for proper instruction, and subjects for practical work, and sufficient supplies for artificial nail application, and not rely entirely on customers. That the schools teach all methods of beauty culture and it is recommended that courses in bookkeeping, salesmanship and public relations be included in their courses. (7-1-93)
- 03. Text. Schools shall use texts that cover all phases of cosmetology. (7-1-93)
- 04. Instructor/Student Ratio. Schools must have at least one (1) licensed cosmetology instructor for every fifteen (15) students or portion thereof. (7-1-93)
- 05. Records Required of Schools and Establishments. Records required of schools of cosmetology and establishments training one or more apprentices. (7-1-93)
  - a. Student cosmetologists may not render any clinical service to patrons until students have completed at least two hundred (200) hours of instruction, nor clinical services considered to be possibly harmful or detrimental to patrons, such as threoy, hair-coloring, permanent waves and similar services, until the student has completed three hundred (300) hours of instruction. (7-1-93)
- 06. Record of Training. Record of training in a licensed cosmetology school and/or licensed establishment. (7-1-93)
  - a. The number of required operations on the Monthly Record Form (Form R-40) and Student Record of Instruction (Form R-41) are as follows: (7-1-93)
    - i. Shampoos/Rinses/Conditioning Rinses - two hundred fifty (250). (7-1-93)
    - ii. Creative Hair Styling - three hundred fifty (350). (7-1-93)
      - (1) Scalp Treatments - ten (10). (7-1-93)
      - (2) Hair Styles Wet Sets/Styling - two hundred (200). (7-1-93)
      - (3) Thermal Styles - one hundred (100). (7-1-93)
      - (4) Fingerwaving - twenty-five (25). (7-1-93)
      - (5) Wigs & Hairpieces - five (5). (7-1-93)
      - (6) Braiding/Free Styling - ten (10). (7-1-93)
    - iii. Permanent Waves (all methods) - ninety (90). (7-1-93)
    - iv. Haircutting/Shaping - one hundred (100). (7-1-93)

- (1) Scissor - seventy-five (75). (7-1-93)
- (2) Razor/Clipper - twenty-five (25). (7-1-93)
- v. Hair Color - seventy-five (75). (7-1-93)
- (1) Bleaching - ten (10). (7-1-93)
- (2) Tinting - thirty-five (35). (7-1-93)
- (3) Semi Permanent - ten (10). (7-1-93)
- (4) Weekly - ten (10). (7-1-93)
- (5) Frosting/Hilites - ten(10). (7-1-93)
- vi. Facials - fifty (50). (7-1-93)
- (1) Plain - thirty (30). (7-1-93)
- (2) Makeup - ten (10). (7-1-93)
- (3) Arches - five (5). (7-1-93)
- (4) Lash & Brow - five (5). (7-1-93)
- vii. Manicures - fifty (50). (7-1-93)
- (1) Plain - thirty-five (35). (7-1-93)
- (2) Oil - five (5). (7-1-93)
- (3) Pedicures - five (5). (7-1-93)
- (4) Artificial Nails - five (5). (7-1-93)

**330. -- 349. (RESERVED).**

**350. COSMETOLOGY INSTRUCTOR RULES (Rule 350).**

- 01. Requirements for Instructor License. (7-1-93)
  - a. Application for an instructor license shall be made on forms furnished by the Bureau and accompanied with the required fees. (7-1-93)
  - b. Section 54-805(2), Idaho Code, provides for twelve (12) semester college credit hours or equivalent as approved by the board or successful completion of the examination required by board rules. (7-1-93)
  - c. Equivalent: (7-1-93)
    - i. Approved teaching seminars directed to cosmetology must be approved by the Board prior to the date of the seminar. Fourteen (14) clock hours is equivalent to one (1) semester college credit hour in an approved seminar. Verification of satisfactory completion must be submitted to the board for their approval. (7-1-93)
    - ii. Verified satisfactory teaching as a qualified cosmetology instructor from another state three (3) of the previous five (5) years immediately prior to application. (7-1-93)

- d. Experience Requirements for Cosmetology Instructor Applicant (Reference Section 54-805(2), Idaho Code) Five (5) years experience is deemed "immediately preceding" if obtained during the seven (7) year period immediately preceding application for licensure. (7-1-93)
02. Scope and Requirement of Examination for License. (7-1-93)
- a. Examination will consist of both a practical and written examination. (7-1-93)
- b. Mannequin shall be used in lieu of model. (7-1-93)
- c. Examinee would be required to demonstrate to the Board ability to teach cosmetology services. One subject to be assigned when accepted for examination and a subject to be drawn at the time of the examination. (7-1-93)
- d. Supplies required for the instructor's examination. Bring sufficient materials and supplies to demonstrate in all categories. (7-1-93)
03. Instructor Reexamination. To be eligible, an applicant must obtain one hundred (100) hours additional training in a school of cosmetology as a student instructor. (7-1-93)
04. Requirements for Student Instructor. (7-1-93)
- a. A student instructor shall file an application on forms provided by the Bureau before beginning training and shall at all times be under the direct supervision of a licensed instructor. (7-1-93)
- b. The time spent as a student instructor to meet instructor licensure requirements will not be credited to the years experience required for an instructor license. (7-1-93)
- c. One (1) year experience may be obtained within a school upon completion of instructor training. (7-1-93)
- d. Six (6) months is considered to be one thousand (1,000) hours of training. Three (3) months is considered to be five hundred (500) hours of training. (7-1-93)
05. Students Must Submit an Application. Students must submit an application as set forth in Section 125. (7-1-93)
06. Record of Training. The number of required operations on the Monthly Record Form (1-40) and Student Record of Instruction Form (1-41) are as follows: (7-1-93)

(6 MONTHS) (1,000 HOURS)	(3 MONTHS) (500 HOURS)
<b>a. Lesson Planning.</b>	
25	10
<b>b. Audio Visual Aid Preparation.</b>	
25	10
<b>c. Theory Class.</b>	
Teach 25 classes	10
<b>d. Practical Demonstrations.</b>	
25	10
<b>e. Testing &amp; Evaluation Theory.</b>	
15 theory	5 theory

<b>f. Testing &amp; Evaluation.</b>	
15 Practical	5 Practical
<b>g. Clinic Floor Supervision.</b>	
700	300
<b>h. Related Subjects:</b>	
150	55

- i. Counseling. (7-1-93)
- ii. Record Keeping. (7-1-93)
- iii. Business & Reception. (7-1-93)

**351. -- 374. (RESERVED).**

**375. ELECTROLOGY/ESTHETICS RULES (Rule 375).**

01. The following rules apply to specific rules for electrology/esthetics licensure, students and schools approved to teach. (7-1-93)

**376. PRACTICE OF APPRENTICE (Rule 376).**

01. No Licensed Apprentice May Practice Independently. No licensed apprentice may practice independently, but he may do any and all acts necessary for his training providing the same is done under the immediate personal supervision of an electrologist/esthetician qualified to teach. (7-1-93)

02. Limitation on Number of Apprentices Being Trained. An electrologist/esthetician qualified to teach may train no more than one apprentice at a time. (7-1-93)

**377. SCOPE AND REQUIREMENT OF EXAMINATION FOR LICENSE (Rule 377).**

01. Theory Examination. The theory examination will cover all phases of the art of electrology, esthetics and sanitation. (7-1-93)

02. Models. Models will be used for the skin care demonstration only. (7-1-93)

03. Hair Removal. Hair removal will be demonstrated on the Examiners. (7-1-93)

04. Practical Examination. Each applicant is required to bring adequate supplies and materials for the practical examination. (Applicants will be notified upon acceptance of application for examination). (7-1-93)

05. Reexamination. Refer to Subsection 150.07.a.. (7-1-93)

06. Submit An Application. Students and apprentices must submit an application as set forth in Section 125. (7-1-93)

**378. TERMINATION OF STUDENT OR APPRENTICE LICENSE (Rule 378).**

01. Original Student License. An original student license shall be dated and expire eight (8) months from date of issue. (7-1-93)

02. Original Apprentice License. An original apprentice license shall be dated and expire sixteen (16) months from date of issue. (7-1-93)

03. Other Than an Original Student or Apprentice License. Other than an original student or apprentice license may not be issued without valid reason for not having completed the required training within the specified time. Student or apprentice other than original license, may carry additional restrictions. (7-1-93)

**379. RULES FOR COSMETOLOGY SCHOOLS APPROVED TO TEACH ELECTROLOGY/ ESTHETICS (Rule 379).**

Section 54-802(n) provides for the teaching of electrology/esthetics in cosmetology schools. (7-1-93)

01. Board Approval. The board may approve a school to teach electrology/esthetics who makes application on forms provided by the bureau and who meets all the requirements set forth in the cosmetology law and these rules. Approval of curriculum must be submitted on a separate application. Approval may be terminated upon ninety (90) day written request to the board by the school. Approval may be suspended or terminated by the board for the school's failure to meet any one or more of the minimum requirements set forth in the cosmetology law and rules to teach electrology/esthetics. (7-1-93)

02. Minimum Square Footage. Schools provide a minimum of three hundred (300) square feet of designated floor space per six (6) students. (7-1-93)

03. Texts. Schools shall use texts that cover all phases of electrology and estheology. (7-1-93)

04. Required Equipment. Each school shall have the following equipment, which is considered the minimum equipment necessary for the proper instruction of students. This amount of equipment is based on six (6) students. (7-1-93)

a. Work stations equal to seventy-five (75%) percent of total enrollment. (7-1-93)

b. Two (2) brand of machines (one with 3 method capability) Electrolysis, Thermolysis, and Blend. (7-1-93)

c. Two (2) treatment tables and adjustable chair. (7-1-93)

d. Two (2) swing arm lamps. (7-1-93)

e. One (1) facial machine and steamer. (7-1-93)

f. Two (2) magnifying glasses. (7-1-93)

g. Tweezers. (7-1-93)

h. One (1) basin with approved water source. (7-1-93)

i. Necessary sanitation equipment for implements. (7-1-93)

j. Closed storage cabinet. (7-1-93)

05. Kit. Each student to be issued a kit containing: tweezers, needles, eye shields, before treatment solution, after treatment lotion. Basic skin care kit: Cleansing lotion, toner, moisturizer, massage cream/oil, (2) facial sponges, (5) spatulas, protective eye covers, tweezers, head and body drape. Basic cosmetic kit: foundation base, translucent powder, eye and lip pencil, eyeshadow, blush, lip color, makeup cape, eyebrow brush, (2) cosmetic sponges, lip brush, mascara applicator brush. (7-1-93)

06. Schools Provide Charts and Other Material. Schools shall provide charts and other material necessary for proper instruction, and subjects for clinical work and not rely entirely on customers. That the schools teach all methods of electrology and esteeology and it is recommended that courses in bookkeeping, salesmanship and public relations be included in their courses. (7-1-93)

07. Electrologist/Esthetician Approved To Teach/Student Ratio. Schools have at least one (1) licensed

electrologist/esthetician approved to teach for every six (6) students or portion thereof, being trained therein. (7-1-93)

08. Records Required of Schools and Establishments. Records required of schools and establishments training one or more apprentices. (7-1-93)

a. Students must complete a course of training which includes: (7-1-93)

i. Electrology: Three hundred (300) clinical hours; Two hundred (200) theory hours, for a total of five hundred (500) hours. (7-1-93)

ii. Skin care: Two hundred (200) clinical operations; One hundred (100) theory hours, a total of three hundred (300) hours. (7-1-93)

b. Students may not render any clinical services to patrons until completing at least eighty (80) hours of instruction in electrology and forty (40) hours of instruction in estheology. (7-1-93)

09. Record of Training. Record of training in a licensed school and/or licensed establishment. (7-1-93)

a. The number of required operations on the Monthly Record Form (E-40) and Student Record of Instruction Form (E-41) are as follows: Permanent Removal of Hair. (7-1-93)

	Minimum Hours of Theory	Minimum Clinical Hours
i. The Cosmetology Act and the Board Rules.	10	
ii. Bacteriology, sanitation and sterilization, safety precautions, anatomy, and physiology.	55	
iii. Electricity (Shall include the nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.)	15	
iv. Electrolysis (Shall include the use and study of galvanic current.)	15	20
v. Thermolysis (Shall include the use and study of high frequency current automatic and manual.)	15	50
vi. A combination of high frequency and galvanic currents.	15	30
vii. Hypertrichosis (study & cause of).	15	
viii. Additional training. Refer to Subsection 379.06.	Additional 200 hours may be taken in method of choice.	

(7-1-93)

b. Esthetics.

	Theory Operations	Clinical
i. Massage and Manipulation Application of lotions, creams, etc.	30	60
ii. Cosmetics.	30	60
iii. Machine application: Use of mechanical or electrical equipment.	40	80

**380. -- 399. (RESERVED).**

**400. ESTHETICS RULES (Rule 400).**

The following rules apply to specific rules for esthetics licensure, students and schools. (7-1-93)

**401. SCOPE AND REQUIREMENT OF EXAMINATION FOR LICENSE (Rule 401).**

- 01. Theory Examination. The theory examination will cover all phases of the art of skin care and sanitation. (7-1-93)
- 02. Models. Models will be used for the skin care demonstration. (7-1-93)
- 03. Practical Examination. Each applicant is required to bring adequate supplies and materials for the practical examination. (Applicants will be notified upon acceptance of application for examination.) (7-1-93)
- 04. Reexamination. Refer to Subsection 150.07.a. (7-1-93)
- 05. Application. Students must submit an application as set forth in Section 125. (7-1-93)

**402. TERMINATION OF STUDENT LICENSE (Rule 402).**

- 01. Original Esthetician Student License. An original esthetician student license shall be dated and expire five (5) months from date of issue. (7-1-93)
- 02. Other Than an Original Student License. Other than an original student license may not be issued without valid reason for not having completed the required training within the specified time. Student other than original license, may carry additional restrictions. (7-1-93)

**403. RULES FOR COSMETOLOGY SCHOOLS TEACHING ESTHETICS (Rule 403).**

Section 54-802 (p) provides for the teaching of esthetics in cosmetology schools. (7-1-93)

- 01. Board Approval. The board may approve a school to teach esthetics who makes application on forms provided by the bureau and who meets all the requirements set forth in the cosmetology law and these rules. Approval of curriculum must be submitted on a separate application. Approval may be terminated upon ninety (90) day written request to the board by the school. Approval may be suspended or terminated by the board for the school's failure to meet any one or more of the minimum requirements set forth in the cosmetology law and rules to teach electrology/esthetics. (7-1-93)
- 02. Required Text. Schools shall use texts that cover all phases of estheology. (7-1-93)
- 03. Records Required. Records required of schools teaching esthetics. (7-1-93)
  - a. Students must complete a course of training which includes: Two hundred fifty (250) clinical hours; Two hundred fifty (250) theory hours, for a total of five hundred (500) hours. (7-1-93)
  - b. Students may not render any clinical services to patrons until completing at least sixty (60) hours of instruction in esthetics. (7-1-93)
  - c. The number of required operations on the Monthly Record Form (ES-40) and Student Record of Instruction Form (ES-41) are as follows: (7-1-93)

	Minimum Hours of Theory	Minimum Clinical Hours
i. Massage & Manipulation application of lotions, creams, etc.	30	60



ii. Cosmetics.	30	60
iii. Machine Application: use of mechanical or electrical equipment.	40	80
iv. Cosmetology Act and Board Rules.	5	
v. Bacteriology, Sanitation & sterilization, safety precautions, anatomy & physiology.	55	
vi. Additional Training.	60	
vii. Eyebrow arch and hair removal.	15	20
viii. Special field sciences.	15	30
ix. Total Hours.	250	250

(7-1-93)

**404. - 424. (RESERVED).**

**425. NAIL TECHNOLOGY RULES (Rule 425).**

The following rules apply to specific rules for nail technology licensure, students and schools.

(7-1-93)

**426. SCOPE AND REQUIREMENT OF EXAMINATION FOR LICENSE (Rule 426).**

01. Theory Examination. The theory examination will cover all phases of the art of manicuring, artificial nails and sanitation. (7-1-93)

02. Practical Examination. The practical examination will include: (7-1-93)

a. Complete basic manicure on one hand. (7-1-93)

b. Sculptured nails (with form). (7-1-93)

c. Tips (Finished). (7-1-93)

d. Nail overlay with fabric. (7-1-93)

03. Supplies Required for the Practical Examination. Each applicant is required to bring adequate supplies and materials and manufactures instructions for product being used for the practical examination. (Applicants will be notified upon acceptance of application for examination.) (7-1-93)

04. Reexamination. Refer to Subsection 150.07.a. (7-1-93)

05. Application. Students must submit an application as set forth in Section 125. (7-1-93)

**427. TERMINATION OF STUDENT LICENSE (Rule 427).**

01. Original Student License. An original student license shall be dated and expire three (3) months from date of issue. (7-1-93)

02. Other Than an Original Student License. Other than an original student license may not be issued without valid reason for not having completed the required training within the specified time. Student other than original license, may carry additional restrictions. (7-1-93)

**428. RULES FOR COSMETOLOGY SCHOOLS TEACHING NAIL TECHNOLOGY (Rule 428).**

Section 54-802 (d), Idaho Code, provides for the teaching of nail technology in cosmetology schools.

(7-1-93)

01. Board Approval. The board may approve a school to teach nail technology who makes application on forms provided by the bureau and who meets all the requirements set forth in the cosmetology law and these rules. Approval of curriculum must be submitted on a separate application. Approval may be terminated upon ninety (90) day written request to the board by the school. Approval may be suspended or terminated by the board for the school's failure to meet any one or more of the minimum requirements set forth in the cosmetology law and rules to teach nail technology. (7-1-93)

02. Texts. Schools shall use texts that cover all phases of nail technology. (7-1-93)

03. Records Required. Records required of schools teaching nail technology. (7-1-93)

a. Students may not render any clinical services to patrons until the student has completed at least forty (40) hours of instruction. All work done on patrons must be completed by students and supervised by instructors. (7-1-93)

04. Record of Training. Record of training in a licensed school. The number of required operations on the Monthly Record Form (NT-40) and Student Record of Instruction (Form NT-41) are as follows: (7-1-93)

a. Formed Nails - Ten (10) sets. (7-1-93)

b. Finished Tips - Ten (10) sets. (7-1-93)

c. Wraps and Mends - Ten (10) sets. (7-1-93)

d. Basic Manicure - Fifty (50). (7-1-93)

e. Pedicures - Five (5). (7-1-93)

**429. - 449. (RESERVED).**

**450. INSPECTION AND SANITARY RULES (Rule 450).**

Each cosmetological establishment and school of cosmetology and barber shop and school of barbering is subject to inspection by agents of the board or bureau in accordance with the following rules (reference Section 54-824, and 54-524, Idaho Code). Grade score is indicated by number following the rule. (7-1-93)

01. Premises. All shops and schools shall be open to inspection during business hours to authorized representatives of the Cosmetology and Barber Boards. The use of shops or schools as living, dining, or sleeping compartments is prohibited. All shops and schools shall be maintained in an orderly manner. (7-1-93)  
Score 3

02. Heat, Light, and Ventilation. Such establishments shall be heated, lighted, and ventilated in such a manner as to be comfortable to the practitioners and to the customer. (7-1-93)  
Score 3

03. Floors, Walls, and Ceilings. Floors, walls, ceilings, furniture, and all other fixtures must be kept clean and in good repair at all times. (7-1-93)  
Score 5

04. Instrument Cleaning. Razors, combs, brushes, cutting heads of clipping machines, and all other instruments used by practitioners usage. Every precaution must be used to prohibit the transfer of bacteria, material and arthropods from one person to another by means of instruments. Instruments to be cleaned prior to storage. (7-1-93)  
Score 12

05. Instrument Sanitizing. Instruments must be sanitized after cleaning previous to use on each patron. This may be done by totally immersing the instruments in an approved sanitizing solution for not less than two minutes. Other methods of sanitizing, may be used, if approved by the Cosmetology and Barber Boards. (7-1-93)  
Score 12

06. Use of Prohibited or Restricted Equipment. Latherizer or other approved method such as aerosol lather to be

- used. (Other approved method does not mean a Mug & Brush.) Neckduster prohibited unless they are sterilized after each customer.  
Score 12 (7-1-93)
07. Towels. Clean towels shall be used for each patron served. A neckband of paper or clean towels shall be placed around the neck of each patron when a multi-use cloth or cape is used.  
Score 5 (7-1-93)
08. Storage of Equipment. Clean linen and towels and all instruments shall be stored in a clean closed cabinet or in sanitizing equipment.  
Score 5 (7-1-93)
09. Dispensers. All liquids and powder dispensers shall be in shaker top containers. No multi-use powderpuff, sponge or duster shall be used. The use of styptic sticks or pencils is prohibited.  
Score 5 (7-1-93)
10. Uniforms. Every person working as an operator shall wear a clean and washable uniform, apron or coat while working.  
Score 3 (7-1-93)
11. Hands. Every practitioner or person working in a shop shall wash his hands before waiting on any and each customer.  
Score 5 (7-1-93)
12. Water Supply. Water supplies for shops and schools shall be from an approved source, convenient access from within the work area. Hot and cold running water with sufficient basins with approved disposal system.  
Score 5 (7-1-93)
13. Toilet Facilities. Adequate and convenient toilet facilities shall be located and accessible within the building for use by patrons and persons working in shops and schools. Sink and single use towels shall be provided.  
Score 8 (7-1-93)
14. Safety. The premises of building in which shops or schools are operated shall be maintained in an orderly manner which will not create or be a fire or safety hazard. Each shop or school shall have an approved first-aid kit. No pets or birds shall be allowed.  
Score 7 (7-1-93)
15. Headrests. No practitioner shall permit any person to use the headrest of any chair unless the headrest has been covered with a clean linen or paper towel.  
Score 2 (7-1-93)
16. Certificates. The owner or manager of any shop or school shall post a copy of these rules, class card and sanitary compliance card, conspicuously in the place of business for the information and guidance of persons working or employed therein and for the public, generally.  
Score 5 (7-1-93)
17. Licenses. It shall be unlawful to own or operate a shop without proper licensure and unless it is at all times under the direct supervision and management of a registered cosmetologist, electrologist/esthetician, esthetician, or a nail technician in a cosmetology shop or a registered barber in a barber shop. Establishment and practitioners' licenses shall be displayed in a conspicuous place.  
Score 3 (7-1-93)
18. Grading of Shops and Schools. A for a score of ninety (90) through one hundred (100), B for a score of eighty (80) through eighty-nine (89), and C for a score of seventy-nine (79) or below. The C classification denotes unacceptable rating and improvements are required within thirty (30) days for continued operation.

Owhyee Plaza  
1109 Main Street, Suite 220  
Boise, Idaho 83702

(7-1-93)

**451. -- 474. (RESERVED).**

**475. RULE MAKING HISTORY PRIOR TO JULY 1,1993 (RULE 475).**

RULES AS ADOPTED April 21, 1992,  
EFFECTIVE May 11, 1992  
REISSUED July 1, 1993.

(7-1-93)

**476. - 999. (RESERVED).**