

# Table of Contents

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## 24.04.01 - RULES OF THE IDAHO BOARD OF COSMETOLOGY

000. LEGAL AUTHORITY (Rule 0).....	3
001. TITLE AND SCOPE (Rule 1).....	3
002. WRITTEN INTERPRETATIONS (Rule 2).....	3
003. ADMINISTRATIVE APPEALS (Rule 3).....	3
004. INCORPORATION BY REFERENCE (Rule 4).....	3
005. ADDRESS OF THE IDAHO BOARD OF COSMETOLOGY (Rule 5).....	3
006. PUBLIC RECORDS (Rule 6).....	3
007. -- 009. (RESERVED).....	3
010. DEFINITIONS (Rule 10).....	3
011. -- 099. (RESERVED).....	4
100. BOARD QUALIFICATIONS - PROCEDURES - MEETINGS - POLICIES. (Rule 100).....	4
101. -- 124. (RESERVED).....	5
125. FEES (Rule 125).....	5
126. -- 149. (RESERVED).....	6
150. REQUIREMENTS FOR LICENSURE BY ENDORSEMENT (Rule 150).....	6
151. -- 175. (RESERVED).....	6
176. APPLICATION AND FEE FOR PERMIT TO DEMONSTRATE OR TEACH COSMETOLOGY. (Rule 176).....	6
177. -- 199. (RESERVED).....	6
200. APPLICATIONS (Rule 200).....	7
201. -- 249. (RESERVED).....	7
250. ESTABLISHING EQUIVALENCY IN LIEU OF THE REQUIRED HIGH SCHOOL EDUCATION (Rule 250).....	7
251. -- 299. (RESERVED).....	8
300. LICENSURE AND OPERATION OF PRIMARY AND CONTIGUOUS ESTABLISHMENTS (Rule 300.).....	8
301. COSMETOLOGICAL ESTABLISHMENT CHANGES IN - OWNERSHIP - LOCATION - LICENSURE REQUIREMENTS (Rule 301).....	9
302. -- 399. (RESERVED).....	9
400. REQUIREMENTS FOR LICENSURE BY EXAMINATION - GENERAL. (Rule 400).....	9
401. COSMETOLOGY REQUIREMENTS FOR LICENSURE BY EXAMINATION. (Rule 401).....	9
402. -- 406. (RESERVED).....	10
407. ELECTROLOGY REQUIREMENTS FOR LICENSURE BY EXAMINATION (Rule 407).....	10
408. -- 412. (RESERVED).....	10
413. ESTHETICS REQUIREMENTS FOR LICENSURE BY EXAMINATION (Rule 413).....	10
414. -- 418. (RESERVED).....	10
419. NAIL TECHNOLOGY REQUIREMENTS FOR LICENSURE BY EXAMINATION (Rule 419).....	10
420. -- 449. (RESERVED).....	11
450. EXAMINATIONS - GENERAL (Rule 450).....	11
451. COSMETOLOGY LICENSURE EXAMINATION (Rule 451).....	11
452. -- 456. (RESERVED).....	12
457. ELECTROLOGY EXAMINATION (Rule 457).....	12
458. -- 462. (RESERVED).....	12
463. ESTHETICS EXAMINATION (Rule 463).....	12
464. -- 468. (RESERVED).....	13
469. NAIL TECHNOLOGY EXAMINATION (Rule 469).....	13
470. -- 474. (RESERVED).....	13
475. MODELS FOR EXAMINATION (Rule 475).....	13

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**Table of Contents (cont'd)**

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476. -- 478. (RESERVED). .....	13
479. MODELS FOR THE COSMETOLOGY EXAMINATION (Rule 479). .....	13
480. -- 482. (RESERVED). .....	14
483. MODELS FOR THE ELECTROLOGY EXAMINATION (Rule 483). .....	14
484. -- 486. (RESERVED). .....	14
487. MODELS FOR THE ESTHETICS EXAMINATION (Rule 487). .....	14
488. -- 490. (RESERVED). .....	14
491. MODELS FOR THE NAIL TECHNOLOGY EXAMINATION (Rule 491). .....	14
492. -- 499. (RESERVED). .....	14
500. RULES OF SCHOOLS OF COSMETOLOGY (Rule 500). .....	14
501. -- 539. (RESERVED). .....	16
540. COSMETOLOGICAL SCHOOL CHANGES IN - OWNERSHIP - LOCATION - LICENSURE REQUIREMENTS (Rule 540). .....	16
541. -- 549. (RESERVED). .....	17
550. RULES FOR COSMETOLOGY SCHOOLS APPROVED TO TEACH ELECTROLOGY (Rule 550). .....	17
551. -- 559. (RESERVED). .....	18
560. RULES FOR COSMETOLOGY SCHOOLS TEACHING ESTHETICS (Rule 560). .....	18
561. -- 569. (RESERVED). .....	18
570. RULES FOR COSMETOLOGY SCHOOLS TEACHING NAIL TECHNOLOGY (Rule 570). .....	18
571. -- 599. (RESERVED). .....	19
600. INSTRUCTOR RULES (Rule 600). .....	19
601. -- 699. (RESERVED). .....	20
700. COSMETOLOGY - ELECTROLOGY, ESTHETICS, AND NAIL TECHNOLOGY APPRENTICE INSTRUCTION (Rule 700). .....	21
701. -- 799. (RESERVED). .....	22
800. INSPECTION AND SANITARY RULES. (Rule 800). .....	22
801. -- 814. (RESERVED). .....	23
815. DISCIPLINE (Rule 815). .....	23
816. -- 825. (RESERVED). .....	24
826. RULE MAKING HISTORY PRIOR TO JULY 1, 1993. (Rule 826). .....	24
827. -- 999. (RESERVED). .....	24

**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. (7-1-97)

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

These rules shall be cited as IDAPA 24.04.01, "Rules of the Idaho Board of Cosmetology". (7-1-97)

**002. WRITTEN INTERPRETATIONS (Rule 2).**

The board may have written statements that 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. (3-8-02)

**003. ADMINISTRATIVE APPEALS (Rule 3).**

Administrative appeals shall be governed by the Administrative Procedure Act, Title 67, Chapter 52, Idaho Code. (3-8-02)

**004. INCORPORATION BY REFERENCE (Rule 4).**

These rules do not incorporate by reference any document other than those sections of Idaho Code so referenced. (3-8-02)

**005. ADDRESS OF THE IDAHO BOARD OF COSMETOLOGY (Rule 5).**

The office of the Board of Cosmetology is located within the Bureau of Occupational Licenses, Owyhee Plaza, 1109 Main Street, Suite 220, Boise, Idaho 83702. The phone number of the Board is (208) 334-3233. The Board's FAX number is (208) 334-3945. The Board's e-mail address is [ibol@ibol.state.id.us](mailto:ibol@ibol.state.id.us). The Board's official web site is at [www2.state.id.us/ibol/cos](http://www2.state.id.us/ibol/cos). (3-8-02)

**006. PUBLIC RECORDS (Rule 6).**

The records associated with the Board of Cosmetology are subject to the provisions of the Idaho Public Records Act, Title 9, Chapter 3, Idaho Code. (3-8-02)

**007. -- 009. (RESERVED).**

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

These rules expressly adopt all definitions set forth in Section 54-802, Idaho Code, in addition to the following: (3-30-01)

**01. Gender.** Any reference to a gender shall mean both masculine and feminine. (7-1-97)

**02. Board.** The Idaho Board of Cosmetology as prescribed in Section 54-802, Idaho Code. (7-1-97)

**03. Bureau.** The Bureau of Occupational Licenses, as prescribed in Section 54-828 and Section 67-2602, Idaho Code. (3-8-02)

**04. Chief.** The Bureau Chief of the Bureau of Occupational Licenses as established by Section 67-2602, Idaho Code. (7-1-97)

**05. Current License.** An unexpired license in good standing. (7-1-97)

**06. Establishment.** A licensed cosmetological establishment. (7-1-97)

**07. Record Of Instruction.** The final documentation of total hours and operations completed by a student that is maintained by a school or, in the case of an apprentice, the instructor. (3-30-01)

**08. Certificate Of Graduation.** A signed, notarized statement from a school or, in the case of an apprentice, the instructor, which indicates that the student has fulfilled all requirements of that school or apprenticeship and is eligible for examination. (7-1-97)

**09. Rules.** The rules of the board. (7-1-97)

**10. School.** A licensed school of cosmetology. (7-1-97)

**11. School Of Electrology.** A licensed school of cosmetology approved to teach electrology. (3-30-01)

**12. Endorsement Certification.** In accordance with Section 54-812, Idaho Code. (7-1-97)

**13. Hospital Grade.** Hospital grade means a sanitizing agent registered by the Environmental Protection Agency as an effective germicidal/bactericidal, fungicidal, and virucidal disinfectant when used in accordance with the manufacturer's instructions. (7-1-97)

**14. First-Aid Kit.** First-aid kit means a packaged and identifiable assortment of medical supplies, including adhesive bandages, skin antiseptic, disposable gloves, and gauze, which may be used for cleaning and protecting blood spills and other minor emergency traumas of the human body. (3-30-01)

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

**100. BOARD QUALIFICATIONS - PROCEDURES - MEETINGS - POLICIES. (Rule 100).**

**01. Board Member Qualifications.** (7-1-97)

**a.** The Cosmetology board member shall meet the requirements set forth in Section 54-829, Idaho Code. (7-1-97)

**b.** Cosmetology school representative: To be eligible for appointment to the Cosmetology Board the individual must: (7-1-97)

**i.** Currently hold a license as a cosmetologist in this state; and (7-1-97)

**ii.** For the three (3) years immediately preceding appointment meet the following requirements: (7-1-97)

**(1)** Monetary interest in school ownership; and (7-1-97)

**(2)** Actively involved in school management. (7-1-97)

**c.** Electrologist board member qualification requirements - the Electrology board member shall: (3-30-01)

**i.** Be at least twenty-five (25) years of age; and (7-1-97)

**ii.** Be a resident of this state for at least five (5) years prior to appointment; and (7-1-97)

**iii.** Have been engaged in the practice of electrology for at least three (3) years immediately preceding appointment; and (3-30-01)

**iv.** Be a licensed electrologist under the provisions of this act. (3-30-01)

**02. Board Meetings - Dates - Places.** (7-1-97)

**a.** The board shall meet at least three (3) times a year in regular session beginning on the first Monday

of February, June and October. (7-1-97)

**b.** Board meetings will be held in Boise, Idaho, at the Bureau. (7-1-97)

**c.** Dates and places of board meetings may be changed and other meetings scheduled by the action of a majority of the board. (7-1-97)

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

**125. FEES (Rule 125).**

Fees are established in accord with Section 54-818, Idaho Code, as follows: (7-1-97)

**01. Original Permits, Licenses, And Annual Renewals.** (3-30-01)

**a.** Cosmetological establishment, original license - Fifty dollars (\$50). (3-30-01)

**b.** Cosmetological establishment, annual renewals - Thirty-five dollars (\$35). (3-18-99)

**c.** Retail cosmetics Dealer, original license - Fifty dollars (\$50). (3-30-01)

**d.** Retail cosmetics dealer, annual renewals - Thirty-five dollars (\$35). (3-18-99)

**e.** Makeover or glamour photography business, original license - Fifty dollars (\$50). (3-30-01)

**f.** Makeover or glamour photography business, annual renewals - Thirty-five dollars (\$35). (3-18-99)

**g.** Domestic school of cosmetology, original license - Five hundred dollars (\$500). (3-30-01)

**h.** Domestic school of cosmetology, annual renewals - One hundred fifty dollars (\$150). (7-1-97)

**i.** Registered cosmetologist, original license/annual renewals - Twenty-five dollars (\$25). (3-18-99)

**j.** Nail technician, original license/annual renewals - Twenty-five dollars (\$25). (3-18-99)

**k.** Apprentice, original license (no renewal fees required) - Twenty dollars (\$20). (7-1-97)

**l.** Student certificate (registration) (no renewal fees required) - Twenty dollars (\$20). (7-1-97)

**m.** Instructor, original license/annual renewals - Thirty dollars (\$30). (3-18-99)

**n.** Student instructor permit - Twenty-five dollars (\$25). (3-30-01)

**o.** Electrologist, original license/annual renewals - Twenty-seven dollars (\$27). (3-18-99)

**p.** Esthetician, original license/annual renewals - Twenty-seven dollars (\$27). (3-18-99)

**q.** Endorsement fee - One hundred dollars (\$100). (3-30-01)

**r.** Temporary permit to demonstrate and teach - Ten dollars (\$10). (3-30-01)

**02. Examination Fees.** (7-1-97)

**a.** As a registered cosmetologist - Seventy-five dollars (\$75). (3-18-99)

**b.** As a nail technician - Seventy-five dollars (\$75). (3-18-99)

**c.** As an instructor - Seventy-five dollars (\$75). (3-18-99)

d. As an electrologist - Seventy-five dollars (\$75). (3-18-99)

e. As an esthetician - Seventy-five dollars (\$75). (3-18-99)

**03. Fees Shall Not Be Prorated Or Returnable.** Fees shall not be prorated or returnable. (7-1-97)

**126. -- 149. (RESERVED).**

**150. REQUIREMENTS FOR LICENSURE BY ENDORSEMENT (Rule 150).**

**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 board; and (3-1-97)

a. Furnish proof of current license in another state, territory, possession or country, having requirements equal to the requirements of Idaho; or (7-1-97)

b. Document by sworn affidavit attesting to having worked in a cosmetology establishment for three (3) years of practical experience under licensure within the five (5) years immediately preceding application. (3-30-01)

**02. Certification Of Licensure.** Certification of licensure must be completed and submitted directly to the board by the licensing agency of the other state, territory, possession or country, and filed in the office of the board with the application for license and required fee. (3-8-02)

**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. (3-30-01)

**04. Submit Proof Of Birth.** Endorsement applicants must furnish a copy of their birth certificate or other acceptable proof of birth. (7-1-97)

**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, the endorsement fee shall be utilized as the examination fee, and the applicant permitted to take the examination. (3-30-01)

**06. Jurisprudence Examination Required.** The board shall require all applicants for endorsement to pass the Idaho jurisprudence examination as noted under Section 450 prior to licensure by endorsement. (3-30-01)

**151. -- 175. (RESERVED).**

**176. APPLICATION AND FEE FOR PERMIT TO DEMONSTRATE OR TEACH COSMETOLOGY. (Rule 176).**

Application and fee for permit to demonstrate or teach cosmetology shall be made by the sponsoring agent on forms furnished by the board and must be received in that office at least seven (7) days prior to the date of demonstration or instruction. The applicant shall include the name, address, license number, and the state, territory, possession, or country of licensure, and a ten dollar (\$10) fee for each person who shall demonstrate or instruct. The permit fee shall not be required for those persons holding a current personal Idaho license issued by the Board. Said demonstration or instruction shall not commence until the permit is received by the applicant. The permit shall be available for inspection by the board or its agent at the location of said demonstration or instruction. The applicant shall be required to inform each person of the sanitary rules for shops and schools prior to said demonstration, or instruction. (3-8-02)

**177. -- 199. (RESERVED).**

**200. APPLICATIONS (Rule 200).**

**01. Application For License By Examination.** Application for license by examination shall be made on forms furnished by the board. (3-8-02)

**a.** Applicant. Each applicant for licensure by examination shall be required to submit to the board an application and the required fees. (3-8-02)

**b.** Records. The school or apprenticeship instructor shall submit the following directly to the board: (3-8-02)

**i.** The record of instruction; (3-8-02)

**ii.** A signed and notarized certificate of graduation; (3-8-02)

**iii.** Proof of the required high school education (pursuant to Section 54-805, Idaho Code) or equivalent; and (3-8-02)

**iv.** Acceptable verification of applicants age upon registration as a student or apprentice. (3-8-02)

**02. Applications Must Be Complete To Be Accepted.** Applications shall not be considered complete and accepted until all required information, documents, and fees are received by the board. (3-8-02)

**03. Out Of State Applicants.** (3-8-02)

**a.** Applicants not completing their instruction in Idaho and currently licensed in another state, territory, possession or country, must also document their other licensure and provide verification of practical experience, in addition to the required application and fees. (3-8-02)

**b.** Applicants not currently licensed in another state, territory, possession or country must provide certified documentation of all instruction received. Records of instruction must be received by the board directly from the applicable regulatory agency or the facility that provided the instruction. (3-8-02)

**04. Deadline Date For Filing.** An application must be fully completed, in accordance with Rule 200, before an applicant is eligible for examination. The application and fees must be received by the board at least thirty (30) days prior to the date of examination. All other required records must be received by the board at least fourteen (14) days prior to the date of examination. Those applicants whose applications or fees or records are not received in accordance with the deadlines will be scheduled for the next subsequent examination. Those applicants who fail any portion of the examination on their first attempt may submit an application with the required fee for re-examination, and if said application and fee is received by the board office prior to the next scheduled examination, the thirty (30) day application deadline shall be waived. (3-8-02)

**201. -- 249. (RESERVED).**

**250. ESTABLISHING EQUIVALENCY IN LIEU OF THE REQUIRED HIGH SCHOOL EDUCATION (Rule 250).**

The Board will accept the following tests as being equivalent in lieu of the required high school education (pursuant to Section 54-805, Idaho Code). (3-30-01)

**01. GED Test.** The General Educational Development (G.E.D.) Tests approved by the Department of Education, when an applicant receives an average cutting score of not less than forty-five (45), with no category below a cutting score of forty (40). (3-30-01)

**02. CPAt Test.** The CPAt (Career Programs Assessment test), when an applicant receives a score approved by the U.S. Department of Education as meeting the equivalency requirement. (3-30-01)

251. -- 299. (RESERVED).

**300. LICENSURE AND OPERATION OF PRIMARY AND CONTIGUOUS ESTABLISHMENTS (Rule 300.)**

**01. Applications.** Application for establishment license shall be made on forms furnished by the board. The fully completed application form, with the required fees, must be submitted to the board and a license issued prior to the opening or operation of any cosmetological establishment. (7-1-97)

**02. Primary Establishment License.** A primary establishment license may be issued and annually renewed only under the following condition: (7-1-97)

**a.** Compliance with Subsection 300.01; and (7-1-97)

**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 (1); and (7-1-97)

**c.** There is an approved hot and cold running water source and drainage system that is available to any contiguous cosmetology establishment or barber shop that may exist; and must be within the perimeters of the licensed establishment and separate from the toilet facilities. (7-1-97)

**d.** The licensed area does not overlap any portion of a contiguous or other primary establishment designated area; and (7-1-97)

**e.** There is access to restroom facilities from within the building in which the primary establishment is located and which shall be accessible from the primary area and to all contiguous establishments. Said restroom facilities shall contain an approved hot and cold running water source and approved drainage system. Said water source shall be in addition to the work area facilities. (7-1-97)

**f.** All primary areas shall be connected by an access area not less than three (3) feet wide and said access shall not be part of any contiguous establishment's designated area. (7-1-97)

**03. Contiguous Establishment License.** A contiguous establishment license may be issued and annually renewed only under the following condition: (7-1-97)

**a.** Compliance with Subsection 300.01; and (7-1-97)

**b.** The licensed area is contiguous to an area licensed as a primary cosmetology establishment or barber shop and which is accessible from the primary area by not less than a three (3) foot wide access area; and (7-1-97)

**c.** The licensed area does not overlap any portion of a primary or other contiguous establishments' designated area. "Overlap" will not include the cooperative or joint use of "common areas" such as shampoo bowls, restrooms, entrance or reception areas or the like, which are physically located within the designated licensed area of the primary shop but which are not within the designated licensed area of any contiguous shop. As these common areas are within the designated area licensed by the primary establishment, the holder of the primary license will be responsible for any violations which occur there; and (7-1-97)

**d.** The licensed area provides a minimum of fifty (50) square feet of working floor space for each individual station; and (7-1-97)

**e.** There is access to restrooms from within the building. (7-1-97)

**04. Businesses Other Than Cosmetological Establishments Or Barber Shops.** Businesses other than cosmetological establishments or barber shops, and living quarters shall be separate and apart. Home establishments must provide a separate outside entrance directly into the establishment and 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. All doors to an establishment from adjacent rooms shall be closed. (7-1-97)

**05. Adequate Toilet Facilities.** Adequate toilet facilities shall be conveniently located and accessible from within the building where the establishment is located. (7-1-97)

**06. Conditions For Issuance.** No cosmetological establishment license may be issued which includes or overlaps all or any portion of an existing establishment license. (7-1-97)

**301. COSMETOLOGICAL ESTABLISHMENT CHANGES IN - OWNERSHIP - LOCATION - LICENSURE REQUIREMENTS (Rule 301).**

**01. Change Of Ownership Or Location.** Whenever a change of ownership or fixed location of a establishment occurs, an original license 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. (3-30-01)

**02. Board Must Be Informed Of All Changes.** The board must be informed in writing of any and all changes of ownership of establishments. (7-1-97)

**03. Deletion Of An Owner.** Deletion of an owner in a multiple ownership may be effected by filing a written statement with the board signed by the person withdrawing and/or the remaining owner(s). (7-1-97)

**04. Transfer Of Owner.** If the transfer involves change of corporate structure or deleting one (1) 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 300.01 shall be followed. (7-1-97)

**05. Addition Of An Owner.** Addition of an owner to multiple ownership constitutes a change in ownership and the requirements for a new establishment apply. (7-1-97)

**06. Supervision In An Establishment.** A properly licensed establishment must operate under proper supervision, refer to Section 54-803, Idaho Code. (7-1-97)

**302. -- 399. (RESERVED).**

**400. REQUIREMENTS FOR LICENSURE BY EXAMINATION - GENERAL. (Rule 400).**

**01. Requirements.** Applicants for license by examination must complete an application (Refer to Rule 200) and file it with the board, along with a completed certificate of graduation submitted to the board by the school. (7-1-97)

**02. If Applicant Is From Another State.** 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 instruction equivalent to the foregoing requirements must be submitted to the board (Refer to Rule 200). (3-30-01)

**401. COSMETOLOGY REQUIREMENTS FOR LICENSURE BY EXAMINATION. (Rule 401).**

**01. Filing Of Record Of Instruction.** Applicant must file Record of Instruction covering: two thousand (2,000) hours of instruction as a student, or four thousand (4,000) hours of instruction as an apprentice. (3-30-01)

**02. Credit For Instruction.** Credit for instruction 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: (3-30-01)

**a.** Two hundred (200) hours as a student, or four hundred (400) hours as an apprentice. (3-30-01)

**b.** Credit will be allowed only on six (6) month experience increments. (7-1-97)

**03. Hours Credit Toward Licensure.** (7-1-97)

**a.** 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. (7-1-97)

**b.** A licensed esthetician shall be given credit of two hundred fifty (250) hours toward the required two thousand (2000) hours for a cosmetology course. (7-1-97)

**c.** A nail technician student (not licensed) may receive eighty percent (80%) of accumulated hours, but no more than two hundred fifty (250) hours, as credit toward a student cosmetology course. (7-1-97)

**d.** An esthetician student (not licensed) may receive eighty percent (80%) of accumulated hours, but no more than two hundred fifty (250) hours as credit toward a student cosmetology course. (7-1-97)

**402. -- 406. (RESERVED).**

**407. ELECTROLOGY REQUIREMENTS FOR LICENSURE BY EXAMINATION (Rule 407).**

**01. Filing Of Record Of Instruction.** Applicant must file Record of Instruction covering eight hundred (800) hours as a student, or one thousand six hundred (1600) hours as an apprentice. (3-30-01)

**02. Credit Given For Instruction.** Credit given for instruction will be eighty (80) hours as a student, or one hundred sixty (160) hours as an apprentice, for each year of practical experience under licensure in another state, territory, possession, or country. (3-30-01)

**03. Credit For Experience.** Credit for experience will be allowed only in full six (6) month increments. (7-1-99)

**408. -- 412. (RESERVED).**

**413. ESTHETICS REQUIREMENTS FOR LICENSURE BY EXAMINATION (Rule 413).**

**01. Filing of Record of Instruction.** Applicant must file Record of Instruction covering six hundred (600) hours as a student, or one thousand two hundred (1200) hours as an apprentice. (3-8-02)

**02. Credit Given For Instruction.** Credit given for instruction as a student will be sixty (60) hours as a student, or one hundred twenty (120) hours as an apprentice, for each year of practical experience under licensure in another state, territory, possession, or country. (3-8-02)

**03. Six Month Allowance For Credit.** Credit for experience will be allowed only in full six (6) month increments. (7-1-99)

**414. -- 418. (RESERVED).**

**419. NAIL TECHNOLOGY REQUIREMENTS FOR LICENSURE BY EXAMINATION (Rule 419).**

**01. Filing Of Record Of Instruction.** Applicant must file Record of Instruction covering four hundred (400) hours as a student, or eight hundred (800) as an apprentice. (3-8-02)

**02. Credit Given For Instruction.** Credit given for instruction as a student will be forty (40) hours as a student, or eighty (80) hours as an apprentice, for each year of practical experience under licensure in another state, territory, possession or country. (3-8-02)

**03. Six Month Allowance For Credit.** Credit will be allowed only on six (6) month experience

increments. (7-1-97)

**04. Hours Credit Toward Licensure.** One seventh (1/7) of cosmetology student training hours may be credited toward nail technology instruction requirements. (3-30-01)

**420. -- 449. (RESERVED).**

**450. EXAMINATIONS - GENERAL (Rule 450).**

**01. Dates And Places.** (7-1-97)

**a.** Examinations for licensure are to be held at the discretion of the board. (7-1-97)

**b.** The dates and places of examination will be published annually. (7-1-97)

**02. Written Examination.** The written examination consists of two (2) parts: theory and Idaho jurisprudence. (7-1-97)

**a.** The theory examination will be the national examination provided by the National Interstate Council of State Boards of Cosmetology. (7-1-97)

**b.** The Idaho jurisprudence examination will be a comprehensive written examination which will include all aspects of Idaho laws and rules relating to the provision of cosmetological services. (7-1-97)

**03. Oral Test.** As authorized by Section 54-810, Idaho Code, the examiners may direct questions to individual examinees during the course of the practical examination. (7-1-97)

**04. Supplies.** Each applicant is required to bring adequate supplies and materials for the practical examination. Detailed information will be provided upon notification of acceptance for examination. (7-1-97)

**05. Failure To Pass Examination.** (7-1-99)

**a.** The practical examination is failed when an applicant obtains an average score below seventy-five percent (75%). Reexamination shall consist of the entire examination. (7-1-98)

**b.** Written examination is failed when the applicant obtains a score of below seventy-five percent (75%) on the national theory examination or the Idaho jurisprudence examination. Reexamination shall consist of the written examination on the portion or portions failed. (7-1-97)

**06. Eligibility For Reexamination.** A new application must be filed with the board. The prescribed fee must accompany said application. (7-1-97)

**07. Termination.** All application 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. (7-1-97)

**451. COSMETOLOGY LICENSURE EXAMINATION (Rule 451).**

**01. Written Examination.** The written examination will cover both theory and Idaho jurisprudence. Theory will include all phases of the art of cosmetology, hair dressing, manicuring and pedicuring, facial massage, and sanitation. (7-1-98)

**02. The Practical Examination.** The practical examination will be the NIC examination. (7-1-98)

**03. Practical Examination Additional Instruction.** Additional instruction required to qualify for practical reexamination shall be as follows: (3-30-01)

**a.** Applicant failing below seventy-five percent (75%) will not be required to complete any additional instruction prior to the first reexamination. (3-30-01)

**b.** Upon failing the practical examination on a second attempt and all subsequent attempts, applicant must complete a minimum of four hundred (400) hours of additional instruction. (3-30-01)

**04. Written Examination Additional Instruction.** Additional instruction required to qualify for the written reexamination shall be as follows: (3-30-01)

**a.** Applicant failing below seventy-five percent (75%) in either the theory or Idaho jurisprudence examination will not be required to complete any additional instruction prior to the first reexamination. (3-30-01)

**b.** On reexamination, applicant failing below seventy-five percent (75%) in either or both the theory and Idaho jurisprudence examination may qualify for reexamination by taking not less than forty (40) hours of additional instruction in theory and Idaho jurisprudence, in a curriculum approved by the board, in an Idaho licensed school, and complying with all other requirements for reexamination. (3-30-01)

**452. -- 456. (RESERVED).**

**457. ELECTROLOGY EXAMINATION (Rule 457).**

**01. The Written Examination.** The written examination will cover all phases of the art of electrology and sanitation. (7-1-99)

**02. The Practical Examination.** The practical examination will cover: (7-1-97)

**a.** Electrology: Preparation and sanitation of equipment and supplies, epilation, adjusting and control of machine, after treatment and personal appearance, attitude, sanitation. (7-1-97)

**03. Additional Instruction.** Additional instruction required to qualify for reexamination shall be as follows: (3-30-01)

**a.** Applicant failing below seventy-five percent (75%) will not be required to complete any additional instruction prior to the first reexamination. (3-30-01)

**b.** Additional instruction required to qualify for practical reexamination shall be twenty percent (20%) of the hour requirement for original examination. (3-30-01)

**c.** Additional instruction required to qualify for the written reexamination shall be not less than forty (40) hours in theory and Idaho jurisprudence, in a curriculum approved by the board, in an Idaho licensed school, and complying with all other requirements for reexamination. (3-30-01)

**458. -- 462. (RESERVED).**

**463. ESTHETICS EXAMINATION (Rule 463).**

**01. The Written Examination.** The written examination will cover all phases of the art of skin care and sanitation. (7-1-97)

**02. The Practical Examination.** The practical examination will cover preparation, cleansing/basic facial, massage, makeup and personal appearance, attitude, sanitation. (7-1-97)

**03. Additional Instruction.** Additional instruction required to qualify for reexamination shall be as follows: (3-30-01)

**a.** Applicant failing below seventy-five percent (75%) will not be required to complete any additional instruction prior to the first reexamination. (3-30-01)

**b.** Additional instruction required to qualify for practical reexamination shall be twenty percent (20%) of the hour requirement for original examination. (3-30-01)

**c.** Additional instruction required to qualify for the written reexamination shall be not less than forty (40) hours in theory and Idaho jurisprudence, in a curriculum approved by the board, in an Idaho licensed school, and complying with all other requirements for reexamination. (3-30-01)

**464. -- 468. (RESERVED).**

**469. NAIL TECHNOLOGY EXAMINATION (Rule 469).**

**01. The Written Examination.** The written examination will cover all phases of the art of manicuring, artificial nails and sanitation. (7-1-97)

**02. The Practical Examination.** The practical examination will include a complete basic manicure on one (1) hand, sculptured nails (with form), tips (finished), nail overlay with fabric. (7-1-97)

**03. Additional Instruction.** Additional instruction required to qualify for reexamination shall be as follows: (3-30-01)

**a.** Additional instruction required to qualify for the practical reexamination shall be twenty percent (20%) of the hour requirement for original examination. (3-30-01)

**b.** Additional instruction required to qualify for the written reexamination shall be not less than forty (40) hours in theory and Idaho jurisprudence, in a curriculum approved by the board, in an Idaho licensed school, and complying with all other requirements for reexamination. (3-30-01)

**c.** Additional instruction will not be required of those applicants failing the examination for the first time. (3-30-01)

**470. -- 474. (RESERVED).**

**475. MODELS FOR EXAMINATION (Rule 475).**

**01. Appropriate Model.** Applicants scheduled for an examination must bring an appropriate model. Models may be human or mannequin, depending upon the specific examination. If a mannequin is required, it must be treated in all respects, the same as a live model. (7-1-97)

**02. Models Must Not Be Students.** Models must not be students in any school or apprentice in any establishment, nor licensed under the Cosmetology Law. (7-1-97)

**03. Models Must Be Able To Remain Until Conclusion Of The Examination.** (7-1-97)

**04. Models Cannot Be Candidates.** Models cannot be candidates for the examination who may be examined on another day. (7-1-97)

**476. -- 478. (RESERVED).**

**479. MODELS FOR THE COSMETOLOGY EXAMINATION (Rule 479).**

**01. Human Models.** Human models are mandatory for the facial portion of the cosmetology examination. (3-8-02)

**02. Mandatory Mannequins For Examination.** Except as set forth in Rule 479.01, mannequins and mannequin hands are mandatory for all portions of the cosmetology examination and must be treated in all respects, the same as a live model. (3-8-02)

**480. -- 482. (RESERVED).**

**483. MODELS FOR THE ELECTROLOGY EXAMINATION (Rule 483).**

Hair removal will be demonstrated directly on the Examiners. (7-1-99)

**484. -- 486. (RESERVED).**

**487. MODELS FOR THE ESTHETICS EXAMINATION (Rule 487).**

**01. Human Models For Skin Care.** Human models will be used for the skin care demonstration. (7-1-97)

**02. Human Models.** Human models must be people to whom makeup may be applied. (7-1-97)

**488. -- 490. (RESERVED).**

**491. MODELS FOR THE NAIL TECHNOLOGY EXAMINATION (Rule 491).**

**01. Mannequin Hands For Manicure.** Mannequin hands are mandatory for all portions of the nail technology examination and must be treated in all respects, the same as a live model. They may not have artificial nails. (3-8-02)

**492. -- 499. (RESERVED).**

**500. RULES OF SCHOOLS OF COSMETOLOGY (Rule 500).**

Section 54-808, Idaho Code, provides for the rules of schools of cosmetology. Supplementing this section, the board adopts the following rules: (7-1-97)

**01. Application Before Opening And Operating A School.** No school of cosmetology will be opened and/or operated until the board has issued its approval and a valid license has been received by the school. See Section 54-806, Idaho Code. Application for a school license shall be made on forms furnished by the board. The fully completed application to operate a school, with the required fee, shall be submitted to the board. (3-30-01)

**a.** As soon as practicable, upon receipt of said application, the board or its designated agent, will cause the school to be inspected. Based on this inspection, a recommendation for the issuance or rejection of a license will be made and a decision entered, within a reasonable time not to exceed thirty (30) days, after said application has been received. (7-1-97)

**b.** All new schools applying for license must have one thousand eight hundred (1,800) square feet of space. Schools approved to teach electrology refer to Rule 550. (7-1-99)

**c.** All new schools must be separated completely from establishments and have no connecting entrances. (3-30-01)

**02. 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 (1800) square feet required for each student enrolled over twenty (20) students. (7-1-97)

**03. Annual Review Of Curriculum And Catalog.** Schools must provide a curriculum and catalog to the board. Schools must provide a curriculum and catalog to the board for review on an annual basis. Curricula must be submitted at the time of license renewal. If there are no changes in the curriculum or catalog during the previous year, the school may submit a letter of explanation to the board. (7-1-97)

**04. Minimum Two Hundred Hours Of Instruction.** Student cosmetologists. Student cosmetologists may not be permitted to 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

tints, hair-coloring, permanent waves and similar services, until the student has completed three hundred (300) hours of instruction. (7-1-97)

**05. Records Required.** Records required of schools of cosmetology: (7-1-97)

**a.** Schools shall maintain records for each student as established by schools' policy and procedures which will show daily attendance and academic grades of instructional progress. (3-30-01)

**b.** Progress records shall be signed and dated by the student and school official. A copy of the signed and dated monthly record shall be provided to the student. The school shall maintain the records for a period of two (2) years following completion or termination of the student instruction. These records are subject to inspection by the board at any time. (3-30-01)

**c.** When a student's course of instruction at a school has been completed or terminated, the completed operations, and number of hours of instruction are to be recorded by the school on the Record of Instruction Form. This form is to be filed with the board by the school within sixty (60) days of the completion or termination of instruction, or a letter of explanation shall be filed with the board by the school as to why student's Record of Instruction is not being filed by the school. (3-30-01)

**d.** Schools shall maintain on the premises proof of student meeting education requirements. Schools must maintain proof of student having satisfactorily completed two (2) years of high school (tenth grade) or having equivalent education. If student is a high school graduate, schools may accept a photostatic copy of the high school diploma or transcript. A letter written on high school stationery, signed by an officer of the high school, may be accepted to verify student's satisfactory completion of the tenth grade and eligibility to commence the eleventh grade. (7-1-97)

**e.** Proof of age must be submitted. Schools must maintain on their premises proof of students compliance with minimum age requirement. Acceptable proof of birth date will be a copy of the student's birth certificate, a passport, military identification, drivers license or other similar form of documentation. (7-1-97)

**f.** Schools shall have a written (published) attendance policy. When a school is determining student hours for their course of instruction, a school may define its attendance policy to include one hundred percent (100%) attendance for the course length or may allow excused absences for not more than ten percent (10%) of the course length for satisfactory completion. (3-30-01)

**06. Record Of Instruction.** A record of the operations completed by each student shall be maintained and include the following: (3-30-01)

**a.** Creative hair styling which shall include hair styles, wet sets/styling, thermal styles, fingerwaving, braiding/free styling; (3-30-01)

**b.** Scalp Treatments; (3-30-01)

**c.** Permanent Waves (All Methods); (3-30-01)

**d.** Haircutting/shaping which shall include scissor and razor/clipper; (3-30-01)

**e.** Bleaching; (3-30-01)

**f.** Tinting; (3-30-01)

**g.** Semi Permanent/Temporary Color; (3-30-01)

**h.** Frosting/Hilites; (3-30-01)

**i.** Facials which shall include plain, makeup and arches; (3-30-01)

- j. Manicures which shall include plain and oil; (3-30-01)
- k. Pedicures; and (3-30-01)
- l. Artificial Nails. (3-30-01)

**07. Discontinuance Of School.** 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 board. (7-1-97)

**08. Out-Of-State Applicants.** Applicants who have received instruction in out-of-state schools and who wish to complete instruction in an Idaho school are required to file with the board prior to applying for examination a copy of the record of instruction from the out of state school(s). For purposes of this section, the record of instruction will be a statement which gives detailed information regarding operations and hours of instruction, and which is to be verified by the licensing agency or school(s) in the state in which the instruction was obtained. (3-30-01)

**09. Student Registration.** Schools are required to register all students with the board within five (5) days of beginning instruction (post office cancellation date will be accepted). Student registration fee must be submitted at time of registration. (3-30-01)

**10. Outside School Activities.** Schools may allow a student credit for no more than thirty (30) hours per term for outside activities during the course of their instruction. These hours must be approved by the instructor. (3-30-01)

**11. Probation For New Students.** All students shall be required to serve a probationary period subsequent to registration with the Board in a school of cosmetology. Students must maintain acceptable attendance, satisfactory progress in their instruction, and/or pass an examination at the end of the probationary period. If the student can not maintain these requirements, a written certified notification by the school shall be submitted to the board and the students registration shall become void immediately with no refund of fees. (3-30-01)

**a.** The probationary period for students in an approved program of less than an academic year of nine hundred (900) hours and/or less than fifteen (15) weeks shall be a minimum of five percent (5%) of course length. (3-30-01)

**b.** The probationary period for students, in an approved program greater than an academic year of nine hundred (900) hours and/or more than thirty (30) weeks shall be a minimum of ten percent (10%) of course length. (3-30-01)

**501. -- 539. (RESERVED).**

**540. COSMETOLOGICAL SCHOOL CHANGES IN - OWNERSHIP - LOCATION - LICENSURE REQUIREMENTS (Rule 540).**

**01. Change Of Ownership Or Location.** Whenever a change of ownership or location of a school occurs, an original registration fee must be paid and compliance with all rules concerning a new school met, before a new license will be issued. LICENSE IS NOT TRANSFERABLE. (7-1-97)

**02. Board Must Be Informed Of All Changes.** The board must be informed in writing of any and all changes of ownership of schools. (7-1-97)

**03. Deletion Of An Owner.** Deletion of an owner in a multiple ownership may be effected by filing a statement with the board signed by the person withdrawing and the remaining owner(s). This does not constitute a change in ownership of the school. (7-1-97)

**04. Addition Of An Owner.** Addition of an owner to multiple ownership constitutes a change in ownership and the requirements for a new school apply. (7-1-97)



**541. -- 549. (RESERVED).**

**550. RULES FOR COSMETOLOGY SCHOOLS APPROVED TO TEACH ELECTROLOGY (Rule 550).**  
Section 54-802(n) provides for the teaching of electrology in cosmetology schools. (7-1-99)

**01. Board Approval.** The board may approve a school to teach electrology who makes application on forms provided by the board 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 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. (7-1-99)

**02. Minimum Square Footage.** Schools provide a minimum of three hundred (300) square feet of designated floor space per six (6) students. (7-1-97)

**03. 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. (7-1-97)

- a.** Work stations equal to seventy-five percent (75%) of total enrollment. (7-1-97)
- b.** Two (2) brands of machines (one (1) with three (3) method capability) Galvanic, Thermolysis, and Blend. (7-1-97)
- c.** Two (2) treatment tables and adjustable technician chairs. (7-1-97)
- d.** Two (2) swing arm lamps with magnifying lens. (7-1-97)
- e.** Two (2) magnifying glasses. (7-1-97)
- f.** Tweezers. (7-1-97)
- g.** One (1) basin with approved water source. (7-1-97)
- h.** Necessary sanitation equipment for implements. (7-1-97)
- i.** Closed storage cabinet. (7-1-97)

**04. Kit.** Each student to be issued a basic kit containing: two (2) tweezers, disposable probes, eye shields, disposable gloves, before treatment solution, after treatment lotion, hair pins or clippies, one (1) sharps container. (7-1-99)

**05. Electrologist Instructor/Student Ratio.** Schools have at least one (1) licensed electrologist instructor for every six (6) students or portion thereof, being trained therein. (7-1-99)

**06. Records Required.** Records required of cosmetology schools approved to teach electrology shall be maintained in accordance with the records required for schools of cosmetology. (3-30-01)

**07. Record Of Instruction.** A record of all operations completed by each student shall be maintained and include the following: (3-30-01)

- a.** Permanent Removal of Hair (Electrology). (7-1-97)
  - i.** Bacteriology, sanitation and sterilization, safety precautions, anatomy, and physiology. (3-30-01)
  - ii.** Electricity which shall include the nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment. (3-30-01)

- iii. Electrolysis which shall include the use and study of galvanic current. (3-30-01)
- iv. Thermolysis which shall include the use and study of high frequency current automatic and manual. (3-30-01)
- v. A combination of high frequency and galvanic currents. (3-30-01)
- vi. The study and cause of hypertrichosis. (3-30-01)
- b. Students may not render any clinical services to patrons until completing at least eighty (80) hours of instruction in electrology. (7-1-99)

**551. -- 559. (RESERVED).**

**560. RULES FOR COSMETOLOGY SCHOOLS TEACHING ESTHETICS (Rule 560).**  
Section 54-802 (p), Idaho Code, provides for the teaching of esthetics in cosmetology schools. (7-1-97)

**01. Board Approval.** The board may approve a school to teach esthetics who makes application on forms provided by the board 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 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 esthetics. (7-1-97)

**02. Records Required.** Records required of schools teaching esthetics shall be maintained in accordance with the records required for schools of cosmetology. (3-30-01)

a. Students may not render any clinical services to patrons until completing at least sixty (60) hours of instruction in esthetics. (7-1-97)

b. The recorded operations completed by each student shall be maintained and include the following: (3-30-01)

- i. Massage and Manipulation application of lotions, creams, etc. (3-30-01)
- ii. Cosmetics. (3-30-01)
- iii. Machine Application: use of mechanical or electrical equipment. (3-30-01)
- iv. Bacteriology, Sanitation and sterilization, safety precautions, anatomy and physiology. (3-30-01)
- v. Eyebrow arch and hair removal. (3-30-01)

**561. -- 569. (RESERVED).**

**570. RULES FOR COSMETOLOGY SCHOOLS TEACHING NAIL TECHNOLOGY (Rule 570).**  
Section 54-802 (d), Idaho Code, provides for the teaching of nail technology in cosmetology schools. (7-1-97)

**01. Board Approval.** The board may approve a school to teach nail technology who makes application on forms provided by the board 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 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. (7-1-97)

**02. Records Required.** (7-1-97)

a. Records required of schools teaching nail technology shall be maintained in accordance with the

records required for schools of cosmetology. (3-30-01)

**b.** 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. (7-1-97)

**03. Record Of Training.** A record of operations completed by each student shall be maintained of the following: (3-30-01)

**a.** Form nails; (3-30-01)

**b.** Finished tips; (3-30-01)

**c.** Wraps and mends; and (3-30-01)

**d.** Basic manicures and pedicures. (3-30-01)

**571. -- 599. (RESERVED).**

**600. INSTRUCTOR RULES (Rule 600).**

**01. Requirements For Instructor License.** (7-1-97)

**a.** Application for an instructor license shall be made on forms furnished by the board and accompanied with the required fees. (7-1-97)

**b.** Section 54-805(2)(8), 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. Credit hours must be obtained from the Education Department, Speech Communications Department or from the Psychology/Sociology Department and other credit at the discretion of the Board. (7-1-97)

**c.** Equivalent: (7-1-97)

**i.** Teaching seminars directed to cosmetology, nail technology, esthetics, or electrology must be approved by the board. 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. (3-30-01)

**ii.** Verified satisfactory teaching as a qualified instructor from another state three (3) of the previous five (5) years immediately prior to application. (7-1-97)

**d.** Experience Requirements for Instructor Applicant (Reference Section 54-805(2)(8), Idaho Code). Five (5) years experience is deemed "immediately preceding" if obtained during the seven (7) year period immediately preceding application for licensure. (7-1-97)

**e.** An electrologist with fewer than five (5) years' experience as a licensed electrologist must complete three (3) months, five hundred (500) hours of teacher's instruction in a cosmetology school approved to teach electrology as set forth in Subsection 550.08. (3-30-01)

**02. Examination Dates And Places.** The dates and places of examination are subject to change. (3-30-01)

**03. Termination.** All application 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. (7-1-97)

**04. Scope And Requirement Of Examination For License.** (7-1-97)

**a.** Examination will consist of both a practical and written examination. The written examination will be in two parts: a national theory examination and an Idaho jurisprudence examination. (7-1-97)

**b.** Mannequin shall be used. (3-30-01)

**c.** Examinee will be required to demonstrate to the board the ability to teach cosmetology, nail technology, esthetics, or electrology services. One subject to be assigned when accepted for examination and a subject to be drawn at the time of the examination. (3-8-02)

**d.** Supplies required for the instructor's examination. Bring sufficient materials and supplies to demonstrate in assigned category. (7-1-97)

**05. Instructor Reexamination.** To be eligible, an applicant must obtain two hundred (200) hours additional instruction in a school of cosmetology, nail technology, esthetics, or electrology as a student instructor. (3-8-02)

**06. Requirements For Student Instructor.** (7-1-97)

**a.** A student instructor shall file an application on forms provided by the board before beginning instruction and shall at all times be under the direct supervision of a licensed instructor. (3-30-01)

**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. (7-1-97)

**c.** One (1) year experience may be obtained within a school upon completion of instructor instruction. (3-30-01)

**d.** Six (6) months is considered to be one thousand (1,000) hours of instruction. Three (3) months is considered to be five hundred (500) hours of instruction. (3-30-01)

**07. Student Registration.** Schools are required to register all students with the board prior to providing any instruction. Student registration fee must be submitted at time of registration. (7-1-97)

**08. Records Required.** Records required of schools teaching student instructors shall be maintained in accordance with the records required for schools of cosmetology. (3-30-01)

**09. Record Of Instruction.** Records of the operations completed by each student shall be maintained of the following: (3-30-01)

**a.** Lesson Planning. (3-30-01)

**b.** Audio Visual Aid Preparation. (3-30-01)

**c.** Theory Class. (3-30-01)

**d.** Practical Demonstrations. (3-30-01)

**e.** Testing and Evaluation Theory. (3-30-01)

**f.** Testing and Evaluation. (3-30-01)

**g.** Clinic Floor Supervision. (3-30-01)

**601. -- 699. (RESERVED).**

**700. COSMETOLOGY - ELECTROLOGY, ESTHETICS, AND NAIL TECHNOLOGY APPRENTICE INSTRUCTION (Rule 700).**

Sections 54-805(6)(c) and 54-807, Idaho Code, provide for the practice of apprentices. (3-30-01)

**01. Cosmetology Apprentices.** There must be at least one (1) licensed cosmetology instructor and one (1) licensed cosmetologist in any cosmetological establishment at all times for each apprentice who is being trained therein. (7-1-99)

**a.** One (1) instructor shall train no more than three (3) currently registered apprentices. (3-8-02)

**b.** Each apprentice must also be supervised by a separate licensed cosmetologist. (3-8-02)

**02. Electrology Apprentices.** Apprentice instruction must be obtained under the direct personal supervision of an electrologist instructor. An electrologist instructor may train no more than one (1) apprentice at a time. (3-30-01)

**03. Esthetics Apprentices.** There must be at least one (1) licensed cosmetology instructor or esthetics instructor and one (1) licensed cosmetologist or licensed esthetician in any cosmetological establishment at all times for each apprentice who is being instructed therein. (3-8-02)

**04. Nail Technology Apprentices.** There must be at least one (1) licensed cosmetology instructor or nail technology instructor and one (1) licensed cosmetologist or nail technician in any cosmetological establishment at all times for each apprentice who is being instructed therein. (3-8-02)

**05. Filing Application.** Application for permit as an apprentice must be made on forms furnished by the board. (3-30-01)

**06. Application For Apprentice.** The application submitted for an apprentice permit must list the names and license numbers of the licensed cosmetologists, electrologists, estheticians, and nail technicians employed in the establishment in which an apprentice will serve apprenticeship. (3-30-01)

**07. Prior To Beginning Instruction.** Prior to beginning of instruction, the instructor for any apprenticeship must submit and have board approval of a curriculum for the entire apprenticeship instruction. (3-30-01)

**08. 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 board. (7-1-97)

**09. Submit Proof Of Birth.** Apprentices must furnish a copy of their birth certificate or other acceptable proof of birth with application. (7-1-97)

**10. Apprentice Permit.** An apprentice permit must be obtained from the board before instruction as an apprentice begins. An original apprentice permit shall be dated and valid until such time as said apprentice is no longer enrolled as an apprentice in said establishment. (3-30-01)

**11. Records Required.** Establishments instruction apprentices must maintain records as set forth: (3-30-01)

**a.** For cosmetology apprentice in Subsection 500.05. (7-1-99)

**b.** For electrology apprentice in Subsection 550.06.a.i. (7-1-99)

c. For esthetics apprentice in Subsection 560.02. (7-1-99)

d. For nail technology apprentice in Subsection 570.02. (7-1-99)

**12. Record Of Instruction.** Records of the operations completed by each student shall be maintained of the following: (3-8-02)

a. For cosmetology apprentice in Subsection 500.06. (7-1-97)

b. For electrology apprentice in Subsection 550.07. (3-30-01)

c. For esthetics apprentice in Subsection 560.02.c. (7-1-99)

d. For nail technology apprentice in Subsection 570.03. (7-1-99)

**13. Discontinuance Of A Course.** When an apprentice discontinues a course of study, the salon is to complete a Record of Instruction Form with the credited hours completed by the apprentice. This form is to be submitted to the board. If an apprentice discontinues a course of instruction and does not transfer to another salon within sixty (60) days, the apprentice permit is automatically canceled and is to be submitted to the board along with the Record of Instruction. (3-30-01)

**14. Before Resuming Instruction.** Before resuming instruction, after having discontinued a course, an apprentice must file a new application and pay an additional fee. The apprentice must receive a permit before resuming instruction. (3-30-01)

**15. Discontinuance Of Establishment Instruction Apprentices.** If a licensed establishment where apprentices are being trained discontinues to operate as a salon, records of instruction covering all apprentices obtaining instruction at the time of discontinuance or prior thereto, must be filed in the office of the board. (3-30-01)

**16. Out Of State Apprenticeship.** Prior to commencing a course of study in an Idaho approved establishment, an apprentice applicant is required to file with the board a copy of the record of instruction from the out of state apprenticeship. For purposes of this section, the record of instruction will be a statement which gives detailed information regarding operations and hours of instruction, and which is to be verified by the licensing agency or instructor(s) in the state in which the instruction was obtained. (3-30-01)

**701. -- 799. (RESERVED).**

**800. INSPECTION AND SANITARY RULES. (Rule 800).**

Each cosmetological establishment and school of cosmetology and barber shop and school of barbering is subject to inspection by the board or its designated agents in accordance with the following rules (reference Section 54-824, and 54-524, Idaho Code). Maximum possible score is indicated by number. (7-1-97)

**01. Premises.** All shops and schools shall be open to inspection during business hours to authorized agents of the Cosmetology/Barber boards. Shops and schools must be separated from living areas by substantial walls and/or closable doors. All shops and schools must be maintained in an orderly manner and shall be heated, lighted, and ventilated so as to be safe and comfortable to the operators and patrons. Score five (5) (7-1-97)

**02. Floors, Walls, And Ceilings.** Floors, walls, ceilings, furniture, and all other fixtures shall be kept clean and in good repair at all times. Score five (5) (7-1-97)

**03. Instrument Cleaning.** All instruments used by operators shall be thoroughly cleaned after each use and prior to storage and/or sanitation. Score fifteen (15) (7-1-97)

**04. Instrument Sanitation.** All instruments used by operators shall be sanitized after cleaning and prior to use on each patron, with a sanitizing agent registered by the Environmental Protection Agency as Hospital Grade or better. Every precaution shall be taken to prevent the transfer of disease-causing pathogens from person to person. Score fifteen (15) (7-1-97)

**05. Towels.** Clean towels shall be used for each patron. A clean paper or cloth neckband shall be used to provide a sanitary barrier which shall be maintained between each patron's neck and all multi-use capes. Paper towels and paper neckstrips shall be disposed of after one (1) use. Score five (5) (7-1-97)

**06. Storage Of Equipment.** All instruments, towels, and linens shall be stored in clean, closed cabinets, drawers, and/or containers after they are cleaned and sanitized. Score five (5) (7-1-97)

**07. Dispensers.** All solutions and/or compounds shall be clearly labeled, maintained, and dispensed in a sanitary manner. All single-use applicators shall be disposed of after one (1) use. Paraffins, waxes and all other solutions and/or compounds shall be maintained free of any foreign contaminants. Score five (5) (7-1-99)

**08. Uniforms.** All clothing worn by operators shall be clean and washable. Score five (5) (7-1-97)

**09. Water Supply.** Water supplies shall be from an approved source. Sufficient basins with hot and cold running water, approved drainage systems, soap and single-use towels shall be conveniently located within the work area. Every operator and/or student shall wash their hands prior to providing service to any patron. Score ten (10) (7-1-97)

**10. Toilet Facilities.** Clean, adequate and convenient toilet facilities, located and accessible from within the building where the shop or school is located, shall be available for use by operators and patrons. A basin with hot and cold running water, approved drainage systems, soap and single-use towels shall be provided within said facilities. Score ten (10) (7-1-97)

**11. Safety.** Each shop and school shall have a clearly identifiable first-aid kit readily accessible on the premises. No animals are allowed in shops or schools except those animals trained to provide service to the physically impaired. Score five (5) (7-1-97)

**12. Licenses And Certificates.** All shops and schools must be licensed prior to their operation and must be under the direct supervision of a licensed operator. A current shop and/or school license, valid operator license(s) or permit(s), a copy of these rules, and a valid classification card shall be conspicuously displayed in the work area of each shop and/or school for the information of operators, board agents, and the public in general. Score fifteen (15) (7-1-97)

**13. Classification Of Shops And Schools.** Following an inspection, each shop and school will receive classification as follows: 100% - 90% = "A"; 89% - 80% = "B"; 79% and below = "C". The "C" classification denotes an unacceptable rating and improvements are required within thirty (30) days for continued operation. (7-1-97)

**801. -- 814. (RESERVED).**

**815. DISCIPLINE (Rule 815).**

**01. Proposed Fines.**

VIOLATION	MAXIMUM FINE (each violation)
<b>Operating An Unlicensed Establishment/School.</b> Includes: Failure to obtain original license (includes change of ownership or location); Failure to renew license;	\$ 500 \$ 250
<b>Unlicensed Practice.</b> Includes: Failure to renew license; Practice beyond the scope of license/permit; Practice with an altered license/permit.	\$ 250 \$ 250 \$1,000

VIOLATION	MAXIMUM FINE (each violation)
<b>Allowing Unlicensed Practice.</b> Includes: Owners, Employees, Renters/Leasees, Partners, Family Members, Others.	\$1,000
<b>Practice In An Unlicensed Establishment.</b> Includes: Owners, Employees, Renters/Leasees, Partners, Family Members, Others.	\$ 250
<b>Failing To Allow The Inspection Of An Establishment.</b> Includes: Failure to admit investigator during business hours; Obstructing/hindering the inspection process; Threatening or exerting physical harm to investigators; Allowing acts of obstruction or harm to occur.	\$1,000
<b>Failing To Correct Unacceptable Conditions Within 30 Days.</b> Includes: Failure to separate other business/living areas; Failure to maintain floors, walls, ceilings in good repair; Failure to adequately clean instruments; Failure to adequately sanitize instruments; Failure to use clean towels; Failure to maintain sanitary barrier with multi-use capes; Failure to appropriately store instruments/equipment; Failure to appropriately maintain/dispense products; Failure to wear clean washable clothing; Failure to maintain approved water supply; Failure to maintain approved toilet facilities; Failure to wash hands prior to service; Failure to provide first aid kits; Failure to keep pets or birds out of establishment; Failure to prevent fire or safety hazard; Failure to conspicuously display required certificates; Failure to conspicuously display required licenses.	\$ 250

(7-1-99)

**02. Fine In Addition To Other Discipline.** For any one (1) or combination of those violations noted under Section 54-816 or 54-819, Idaho Code, the Board may impose a fine of up to one thousand dollars (\$1000) in addition to any refusal to issue, revocation, or suspension of any certificate or license. (7-1-99)

**03. Costs And Fees In Disciplinary Proceeding.** The Board may order all licensed practitioners to pay the costs and fees incurred by the Board in the investigation or prosecution of the licensee for violation of Section 54-816, Idaho Code. (7-1-99)

**816. -- 825. (RESERVED).**

**826. RULE MAKING HISTORY PRIOR TO JULY 1, 1993. (Rule 826).**

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

**827. -- 999. (RESERVED).**



# Subject Index

## A

Addition Of An Owner, Cosmetological Establishment 9  
Addition Of An Owner, Cosmetological School 16  
Address Of The Idaho Board Of Cosmetology 3  
Adequate Space, Schools Of Cosmetology 14  
Adequate Toilet Facilities, Cosmetology Establishments 9  
Annual Review Of Curriculum And Catalog, Schools Of Cosmetology 14  
Application And Fee For Permit To Demonstrate Or Teach Cosmetology 6  
Application Before Opening And Operating A School, Cosmetology 14  
Application For Apprentice, Electrology/Esthetics/Nail Technology Apprentice Training 21  
Application For License By Examination, Cosmetology 7  
Application Must Be Accompanied By Endorsement Fee And Original License Fee, Cosmetology 6  
Application Must Be Accompanied By Proof Of Meeting Educational Requirements, Electrology/Esthetics/Nail Technology Apprentice Training 21  
Application Must Be Accompanied By Proof Of Meeting Educational Requirements, Licensure By Endorsement, Cosmetology 6  
Applications Must Be Complete To Be Accepted, Cosmetology License 7  
Applications, Cosmetology License 7  
Applications, Licensure And Operation Of Primary And Contiguous Establishments, Cosmetology 8  
Apprentice License, Electrology/Esthetics/Nail Technology Apprentice Training 21  
Appropriate Model, Cosmetology 13

## B

Before Resuming Training, Electrology/Esthetics/Nail Technology

Apprentice Training 22  
Board Approval, Cosmetology Schools Approved To Teach Electrology 17  
Board Approval, Cosmetology Schools Teaching Esthetics 18  
Board Approval, Cosmetology Schools Teaching Nail Technology 18  
Board Meetings, Cosmetology 4  
Board Member Qualifications, Cosmetology 4  
Board Must Be Informed Of All Changes, Cosmetological Establishment 9  
Board Must Be Informed Of All Changes, Cosmetological School 16  
Board Qualifications - Procedures - Meetings - Policies, Cosmetology 4  
Bureau 3  
Businesses Other Than Cosmetological Establishments Or Barber Shops 8

## C

CPAT Test, Cosmetology License 7  
Certificate Of Graduation 4  
Certification Of Licensure, Cosmetology 6  
Change Of Ownership Or Location, Cosmetological Establishment 9  
Change Of Ownership Or Location, Cosmetological School 16  
Classification Of Shops And Schools, Inspection Cosmetological Establishments/School 23  
Conditions For Issuance, Cosmetology Establishment License 9  
Contiguous Establishment License, Cosmetology 8  
Cosmetological Establishment Changes In - Ownership - Location - Licensure Requirements 9  
Cosmetological School Changes In - Ownership - Location - Licensure Requirements 16  
Cosmetology - Electrology, Esthetics, And Nail Technology Apprentice Training 21  
Cosmetology Apprentices 21  
Cosmetology Licensure Examination 11  
Cosmetology Requirements For Licensure By Examination 9  
Costs And Fees In Disciplinary

Proceeding, Cosmetological Establishments 24  
Credit For Experience, Electrology License 10  
Credit For Training, Cosmetology 9  
Credit Given For Instruction, Electrology License 10  
Credit Given For Instruction, Esthetics 10  
Credit Given For Instruction, Nail Technology 10  
Current License 3

## D

Dates And Places, Cosmetology Examinations 11  
Deadline Date For Filing, Cosmetology License Applications 7  
Definitions, IDAPA 24.04.01, Rules Of The Idaho Board Of Cosmetology 3  
Deletion Of An Owner, Cosmetological Establishment 9  
Deletion Of An Owner, Cosmetological School 16  
Discipline, Cosmetological Establishments 23  
Discontinuance Of A Course, Electrology/Esthetics/Nail Technology Apprentice Training 22  
Discontinuance Of Establishment Training Apprentice, Electrology/Esthetics/Nail Technology Apprentice Trainings 22  
Discontinuance Of School, Schools Of Cosmetology 16  
Dispensers, Inspection Cosmetological Establishments/Schools 23

## E

Electrologist Instructor/Student Ratio, Cosmetology Schools Approved To Teach Electrology 17  
Electrology Apprentices 21  
Electrology Examination 12  
Electrology Requirements For Licensure By Examination 10  
Eligibility For Reexamination, Cosmetology 11  
Endorsement Certification 4  
Establishing Equivalency In Lieu Of The Required High School Education, Cosmetology License 7

Esthetics Apprentices 21  
Esthetics Examination 12  
Esthetics Requirements For Licensure  
By Examination 10  
Examination Dates And Places,  
Cosmetology, Electrology Instructor  
Rules 19  
Examination Fees, Cosmetology 5  
Examinations - General,  
Cosmetology 11

**F**

Failure To Pass Examination,  
Cosmetology 11  
Fees Shall Not Be Prorated Or  
Returnable, Cosmetology 6  
Fees, Cosmetology 5  
Filing Application, Cosmetology  
License 6  
Filing Application, Electrology/  
Esthetics/Nail Technology  
Apprentice Training 21  
Filing Of Record Of Instruction,  
Cosmetology 9  
Filing Of Record Of Instruction,  
Electrology License 10  
Filing Of Record Of Instruction, Nail  
Technology 10  
Filing of Record of Instruction,  
Esthetics 10  
Fine In Addition To Other Discipline,  
Cosmetological Establishments 24  
First-Aid Kit, Cosmetology 4  
Floors, Walls And Ceilings, Inspection  
Cosmetological Establishments/  
School 22

**G**

GED Test, Cosmetology License 7  
Gender 3

**H**

Hospital Grade 4  
Hours Credit Toward Licensure,  
Cosmetology 10  
Hours Credit Toward Licensure, Nail  
Technology 11  
Human Models For Skin Care, Esthetics  
Examination 14  
Human Models, Esthetics  
Examination 14

**I**

If Applicant Is From Another State,

Cosmetology License 9  
Inspection And Sanitary Rules,  
Cosmetological Establishments 22  
Instructor Reexamination,  
Cosmetology, Electrology Instructor  
Rules 20  
Instructor Rules, Requirements For  
Licensure 19  
Instrument Cleaning, Inspection  
Cosmetological Establishments/  
School 22  
Instrument Sanitation, Inspection  
Cosmetological Establishments/  
School 22

**J**

Jurisprudence Examination Required,  
Cosmetology 6

**K**

Kit, Cosmetology Schools Approved To  
Teach Electrology 17

**L**

Licenses And Certificates, Inspection  
Cosmetological Establishments/  
School 23  
Licensure And Operation Of Primary  
And Contiguous Establishments,  
Cosmetology 8

**M**

Mandatory Mannequins For Hair Color  
Portion, Cosmetology  
Examination 13  
Minimum Square Footage,  
Cosmetology Schools Approved To  
Teach Electrology 17  
Minimum Two Hundred Hours Of  
Instruction, Schools Of  
Cosmetology 14  
Models Cannot Be Candidates,  
Cosmetology 13  
Models For Examination,  
Cosmetology 13  
Models For The Cosmetology  
Examination, Human And  
Mannequin 13  
Models For The Electrology  
Examination 14  
Models For The Esthetics  
Examination 14  
Models For The Nail Technology  
Examination 14

Models Must Be Able To Remain Until  
Conclusion Of The Examination,  
Cosmetology 13  
Models Must Not Be Students,  
Cosmetology 13

**N**

Nail Technology Apprentices 21  
Nail Technology Examination 13  
Nail Technology Requirements For  
Licensure By Examination 10

**O**

Oral Test, Cosmetology 11  
Original Permits, Licenses, And Annual  
Renewals, Cosmetology 5  
Out Of State Applicants, Applications,  
Cosmetology License 7  
Out Of State Applicants, Schools Of  
Cosmetology 16  
Out-Of-State Apprenticeship 22  
Outside School Activities, Schools Of  
Cosmetology 16

**P**

Practical Examination Additional  
Training, Cosmetology License 11  
Premises, Inspection Cosmetological  
Establishments/School 22  
Primary Establishment License,  
Cosmetology 8  
Prior To Beginning Training,  
Electrology/Esthetics/Nail  
Technology Apprentice  
Training 21  
Proposed Fines, Cosmetological  
Establishments 23

**R**

Record Of Instruction 3  
Record Of Instruction, Electrology/  
Esthetics/Nail Technology  
Apprentice Training 22  
Record Of Training, Cosmetology  
Schools Approved To Teach  
Electrology 17  
Record Of Training, Cosmetology  
Schools Teaching Nail  
Technology 19  
Record Of Training, Cosmetology,  
Electrology Instructor Rules 20  
Record Of Training, Schools Of  
Cosmetology 15  
Records Required, Cosmetology

Schools Approved To Teach  
Electrology 17

Records Required, Cosmetology  
Schools Teaching Esthetics 18

Records Required, Cosmetology  
Schools Teaching Nail  
Technology 18

Records Required, Schools Of  
Cosmetology 15

Required Equipment, Cosmetology  
Schools Approved To Teach  
Electrology 17

Requirements For Instructor License,  
Cosmetology, Electrology Instructor  
Rules 19

Requirements For Licensure By  
Endorsement, Cosmetology 6

Requirements For Licensure By  
Examination - General, Cosmetology  
License 9

Requirements For Student Instructor,  
Cosmetology, Electrology Instructor  
Rules 20

Rules For Cosmetology Schools  
Approved To Teach Electrology 17

Rules For Cosmetology Schools  
Teaching Esthetics 18

Rules For Cosmetology Schools  
Teaching Nail Technology 18

Rules Of Schools Of Cosmetology 14

**S**

Safety, Inspection Cosmetological  
Establishments/School 23

School Of Electrology 4

Scope And Requirement Of  
Examination For License,  
Cosmetology, Electrology Instructor  
Rules 19

Six Month Allowance For Credit,  
Esthetics 10

Six Month Allowance For Credit, Nail  
Technology 10

Storage Of Equipment, Inspection  
Cosmetological Establishments/  
School 23

Student Registration, Cosmetology,  
Electrology Instructor Rules 20

Student Registration, Schools Of  
Cosmetology 16

Submit Proof Of Birth, Electrology/  
Esthetics/Nail Technology  
Apprentice Training 21

Submit Proof Of Birth, Licensure By  
Endorsement, Cosmetology 6

Supervision In An Establishment,  
Cosmetological 9

Supplies, Cosmetology  
Examination 11

**T**

Termination, Applicants Who Have Not  
Qualified For Reexamination Within  
Five Years 11

Termination, Cosmetology, Electrology  
Instructor Rules 19

The Practical Examination,  
Cosmetology License 11

The Practical Examination,  
Electrology 12

Toilet Facilities, Inspection  
Cosmetological Establishments/  
School 23

Towels, Inspection Cosmetological  
Establishments/School 23

Transfer Of Owner, Cosmetological  
Establishment 9

**U**

Uniforms, Inspection Cosmetological  
Establishments/School 23

**W**

Water Supply, Inspection  
Cosmetological Establishments/  
School 23

Written Examination Additional  
Training, Cosmetology License 12

Written Examination,  
Cosmetology 11

Written Examination, Cosmetology  
License 11