

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935
FAX #: (608) 251-3036
Phone #: (608) 266-2112

Office Location: 4822 Madison Yards Way
Madison, WI 53705
E-Mail: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

BARBERING OR COSMETOLOGY SCHOOL OR SPECIALTY SCHOOL

REQUIRED CONTENTS FOR SCHOOL CATALOGS

Listed below are the content requirements for the barbering and cosmetology school's and specialty school's catalog as stated in Wis. Admin. Code SPS 62.01. Please **initial** each requirement to indicate its inclusion in the catalog which you are submitting for approval. In addition, please indicate after each requirement its location in the catalog.

- ____(1) Identifying data, including volume number, dates of publication and reprinting. Page_____.
- ____(2) Name of school or specialty school and its governing body and officials. Page_____.
- ____(3) A calendar showing dates of instruction for each course and vacation periods. Page_____.
- ____(4) The school or specialty school policy and regulations regarding specific entrance and graduation requirements for each course. Page_____.
- ____(5) The school or specialty school policy and regulations governing enrollment dates, leave, absences, tardiness, make-up work, and interruption or suspension for unsatisfactory work or attendance, and the conditions under which a student dismissed or suspended for unsatisfactory progress, conduct, or attendance may resume the course of instruction. Page_____.
- ____(6) The school's or specialty school's policy and regulations governing standards of progress required of the student, the grading system of the school or specialty school, the minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades or progress, and a description of the probationary period, if any, as well as a description of the student progress records kept by the school or specialty school and furnished to the students. Page_____.
- ____(7) The school or specialty school policy and regulations governing student conduct and conditions or dismissal for unsatisfactory conduct. Page_____.
- ____(8) A detailed description of charges for tuition and a schedule of fees for student activities, laboratory fees, rentals, deposits and all other charges which are referred to or included in the contract. The school's or specialty school's refund policy shall be fully described in the catalog or bulletin. Page_____.

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- ____(9) An outline for each course describing the subject of the course, the type of work or skill to be learned, the length of the course and the number of credits or clock hours to be earned towards licensing eligibility. In addition, the school or specialty school shall disclose any requirements imposed by the school or specialty school for graduation which exceed minimums required by the state to be eligible for the licensure examination. If graduation is required before a student is eligible to take the licensure examination, the catalog or bulletin shall so state. Page_____.
- ____(10) A statement of the school or specialty school policy and regulations under which it will grant credit for hours of previous education or training. Page_____.
- ____(11) A description of the school or specialty school placement services and other resources made available to assist students. Page_____.
- ____(12) A description of the surety bond under Wis. Admin. Code SPS 61.06 and an explanation of how a student may make a claim on the bond. Page_____.

SIGNATURE OF PERSON PROVIDING INFORMATION
(PRINT AND SIGN FORM)

TITLE