

# Wisconsin Department of Safety and Professional Services

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## COSMETOLOGY EXAMINING BOARD COMPLIANCE INSPECTION REPORT

**Instructions:** While investigating consumer complaints and performing inspections of cosmetology establishments, staff of the Department of Safety and Professional Services found that many problems could have been eliminated if the credential holder had been aware of the relevant Wisconsin Statutes and Administrative Codes relating to the practice of cosmetology.

The purpose of the Compliance Inspection Report is to educate credential holders and to insure compliance with Wisconsin Statutes and Administrative Code. **This form is not required to be submitted to DSPS for licensure. It is information for the inspection only.**

The Department, on behalf of the Board, has the authority to conduct unannounced inspections/audits of the establishment to insure compliance with relevant Wisconsin Statutes and Administrative Code relating to the practice of barbering and cosmetology. Therefore, a random unannounced inspection of the establishment may occur in the future.

### COS 2.02 Treatments Prohibited, Infectious and Contagious Diseases

<input type="checkbox"/>	COS 2.02(1)	No licensee may treat any disease of the skin unless under the direction of a physician.
<input type="checkbox"/>	COS 2.02(2)	No licensee may provide services to a patron suffering from an infectious or contagious scalp or skin disease unless the licensee takes appropriate precautions and uses safeguards to prevent the spread of the disease to other patrons and to the licensee.
<input type="checkbox"/>	COS 2.02(3)	No licensee, having a known infectious or contagious disease, may provide a service to a patron if the licensee is, by reason of the disease, unable to safely and competently perform the service.
<input type="checkbox"/>	COS 2.02(4)	No licensee may provide services to a patron if the licensee has a known infectious or contagious disease unless the licensee takes appropriate precautions and uses safeguards which prevent the spread of the disease to patrons.

### COS 2.025 Delegated Medical Procedures

<input type="checkbox"/>	COS 2.025	<p>Delegated medical procedures. (1) Licensees may provide client services constituting medical procedures only as directed, supervised, and inspected by a physician who has the power to direct, decide and oversee the implementation of the client services provided. (2) Delegated medical procedures include the following: (a) Laser hair removal services. (b) Microdermabrasion services, except as specified under sub. (2r). (c) Chemical exfoliation, except for application of commercially available exfoliation products utilized in accordance with the manufacturers' instructions, limited to the following: 1. Alpha hydroxyl acids of 30% or less, with a ph of not less than 3.0. 2. Salicylic acids of 20% or less, with a ph of not less than 3.0. (2r) A licensee may utilize microdermabrasion devices in his or her practice without medical supervision if all of the following conditions are met: (a) The device shall be of an aesthetic grade and not labeled as a prescription device by the United States Food and Drug Administration. Only FDA approved Class I machines may be used pursuant to this subsection. (b) The device utilizes a closed loop negative pressure system that incorporates a tissue retention device. (c) The normal and customary use of the device results in the removal of only the surface epidermal cells of the skin. (d) Eye protection is provided to the client and protective gloves are worn by the operator. (e) Microdermabrasion services are not provided within 48 hours before or after a chemical exfoliation. (f) The licensee has performed a pretreatment assessment on the client and reviewed the results with the client. (g) The client has given written consent prior to the administration of the services. The consent shall contain all of the following: 1. A statement setting forth in general terms the nature and purpose of the procedure or procedures, together with the known risks associated with the procedure or procedures, if reasonably determinable. 2. A statement that acknowledges that the disclosure of that information has been made and that all questions asked about the procedure or procedures have been answered in a satisfactory manner. 3. The signature of the client for whom the procedure is to be performed, or if the client for any reason lacks legal capacity to consent, is signed by a person who has legal authority to consent on behalf of that client. (3) Delegated medical procedures shall be undertaken only pursuant to formal written protocols setting forth the nature and scope of the procedures delegated, describing the supervisory plan, and indicating any contraindications to undertaking the procedure. A laser hair removal product or device, or intense pulsed light device shall not be used on a minor unless the minor is accompanied by a parent or guardian and only under the general supervision of a physician. (4) A licensee providing client services constituting delegated medical procedures shall upon request make available to the client and to the Board a copy of the formal written protocols. (5) Should a client service constituting a delegated medical procedure be contraindicated based upon either the written protocol or some other basis, the licensee shall decline to carry out the procedure and shall explain to the client the basis for the licensee's inability to provide the service. (6) A licensee providing client services constituting delegated medical procedures in a licensed establishment shall post in a conspicuous location in the immediate area where the procedure is carried out the name of the delegating physician and the nature and scope of the procedures delegated.</p>
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<b><u>COS 2.03 Practice Standards</u></b>		
<input type="checkbox"/>	COS 2.03(1)	Services provided by any licensee shall be performed in a manner that is consistent with basic and accepted practice standards and in accordance with all state statutes, board rules and local codes and ordinances.
<input type="checkbox"/>	COS 2.03(2)	Licensees may provide only those services which they are competent to perform by training or experience and are licensed to provide.
<input type="checkbox"/>	COS 2.03(3)	Licensees shall provide services to the best of their ability and make reasonable efforts to comply with requests in a manner that is satisfactory to a patron. Licensees shall not provide services to a patron without first obtaining the consent of the patron or legal guardian of the patron.
<input type="checkbox"/>	COS 2.03(4)	Licensees may neither consume alcohol nor take controlled substances during practice, unless prescribed by a physician.
<input type="checkbox"/>	COS 2.03(5)	Licensees shall take adequate and necessary precautions to protect the patron from health and safety hazards when performing services. Licensees shall not smoke while performing personal services on a patron
<input type="checkbox"/>	COS 2.03(7)	Licensees shall not engage in sexual harassment or sexual assault of a patron, former patron, employee, employer, or co-worker. In this section, "sexual harassment" and "sexual assault" have the meanings defined in ss. 111.32 (13), 940.225 (1), (2), (3) and (3m) and 948.02 (1) and (2), Stats.
<input type="checkbox"/>	COS 2.03(8)	A licensee may not provide the following services unless both the licensee and the establishment are properly licensed by the department of safety and professional services: (a) Body piercing, except for piercing of ears. Tattooing, including permanent cosmetics. (c) Operation of a tanning booth.
<input type="checkbox"/>	COS 2.03(9)	Licensees may not use methyl methacrylate monomer, commonly referred to as MMA in liquid form, and may not use any cosmetic or nail product formulated with MMA as one of its ingredients.
<b><u>Cos 2.04 Unauthorized practice.</u></b>		
<input type="checkbox"/>	Cos 2.04(1)	Licensees may not assist or participate in the unauthorized or unlicensed practice of cosmetology, aesthetics, electrology or manicuring.
<input type="checkbox"/>	Cos 2.04(2)	Licensees shall report to the board unauthorized or unlicensed practice or other violations of ch. 454, Stats., and chs. Cos 1 to 10.
<b><u>Cos 2.045 Personal care services for persons in hospitals, nursing homes, and correctional institutions.</u></b>		
<input type="checkbox"/>	Cos 2.045	A licensee may provide any personal care services, subject to all practice standards set forth in this chapter, to persons who are in hospitals, nursing homes, or correctional institutions, regardless of whether it is done in a designated area or in the personal room of an inmate, patient, or infirm person.
<b><u>Cos 2.046 Personal care services outside of a licensed establishment generally.</u></b> Other than personal care services provided under s. Cos 2.045, an appropriately credentialed licensee may provide services outside of a licensed establishment as follows:		
<input type="checkbox"/>	Cos 2.046(1)	Aesthetics, cosmetology, and manicuring services may be provided outside of a licensed establishment if all the following are true: (a) The licensee owns, manages, is employed by, or affiliated with an establishment that is licensed to provide services under s. 454.08 (2), Stats. (b) The licensee brings to the outside service location their active license certificate, or a copy, provided to them under s. 454.06 (7), Stats. (c) The licensee complies with all practice standards provided in this chapter when providing personal care services outside of a licensed establishment. (d) The licensee complies with all sanitation and safety precautions regarding the use of chemical processes provided in ch. Cos 4. (e) The services provided do not involve the use of a chemical process, with the following exceptions: (e)1. A licensee practicing aesthetics or cosmetology outside of a licensed establishment may apply cosmetics, oils, lotions, clay, creams, antiseptics, powders, or tonics. (e)2. A licensee practicing cosmetology outside of a licensed establishment may use cleansing, styling, and finishing products for the purpose of cutting or styling hair.
<input type="checkbox"/>	Cos 2.046(2)	Electrology services may be provided outside of a licensed establishment if all the following are true: (a) The licensee complies with all practice standards provided in this chapter when providing personal care services outside of a licensed establishment. (b) The licensee complies with all sanitation and safety precautions provided in ch. Cos 4.
<b><u>Cos 2.05 Advertising.</u></b>		
<input type="checkbox"/>	Cos 2.05(1)	Advertising by licensees shall be truthful and accurate and may not mislead the public.
<input type="checkbox"/>	Cos 2.05(2)	An establishment shall either post a list of cost of services in a conspicuous place or display a sign which states: "All establishment patrons have the right to be informed of the cost of services before the services are provided."
<b><u>Cos 2.06 Responsibilities of owners.</u></b> The owner of any licensed establishment shall be responsible for compliance with ch. 454, Stats., and chs. Cos 2, 3 and 4. The owner shall:		
<input type="checkbox"/>	Cos 2.06(2)	Provide supplies and equipment necessary to maintain safe and sanitary establishment conditions.

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<input type="checkbox"/>	Cos 2.06(3)	Ensure the provision of supervision and training of apprentices, temporary permit holders and training permit holders.
<input type="checkbox"/>	Cos 2.06(4)	Maintain and provide appropriate records for apprentices, temporary permit holders, training permit holders, and practitioners, including employment records, to enable apprentices or practitioners to meet the requirements of s. 440.63 (3) (a) 1. or 454.10 (2), Stats., for credentialing as a practitioner or instructor. Owners shall maintain these records for a minimum of 5 years.
<input type="checkbox"/>	Cos 2.06(5)	In the case of an owner of a cosmetology establishment who is not a licensed cosmetologist, employ at least one licensed cosmetologist to act as a full-time manager who shall ensure that the establishment operates in compliance with state statutes and administrative rules.
<b><u>Cos 2.07</u> Responsibilities of the cosmetology manager.</b>		
<input type="checkbox"/>	Cos 2.07(1)	The manager of a cosmetology establishment shall be responsible for the daily operations of an establishment and ensure that the establishment is in compliance with ch. 454, Stats., and chs. Cos 3 and 4. The cosmetology manager shall maintain supplies and equipment necessary to ensure safe and sanitary establishment conditions.
<input type="checkbox"/>	Cos 2.07(1g)	A cosmetology manager shall train and supervise any apprentices in accordance with s. Cos 6.04 (1) and shall supervise any temporary permit holders and training permit holders.
<input type="checkbox"/>	Cos 2.07(1r)	The cosmetology manager shall, for a minimum of 5 years, maintain and provide appropriate records for apprentices, temporary permit holders, training permit holders, and practitioners, including employment records, to enable apprentices or practitioners to meet the requirements of s. 440.63 (3) (a) 2. or 454.10 (2), Stats., for credentialing as a practitioner or instructor.
<input type="checkbox"/>	Cos 2.07(2)	The cosmetology manager shall post all required licenses, permits and notices.
<b><u>Cos 2.08</u> Responsibilities of licensees. Licensees holding current licenses or permits granted under ch. 454, Stats., shall:</b>		
<input type="checkbox"/>	Cos 2.08(1)	Be responsible for compliance with the sanitation and safety precautions contained in ch. Cos 4.
<input type="checkbox"/>	Cos 2.08(2)	Be responsible for their own professional practice, conduct and compliance with ch. Cos 2.
<b><u>Cos 3.01</u> Establishment requirements.</b>		
<input type="checkbox"/>	Cos 3.01(1)	Cosmetology, aesthetics, electrology, and manicuring shall not be practiced outside the confines of a licensed establishment except as provided in ss. Cos 2.045 and 2.046. Establishments, including floors, walls, ceilings, furniture, equipment, tools, utensils, and instruments, shall at all times be in good repair and maintained in an orderly and sanitary condition.
<input type="checkbox"/>	Cos 3.01(3)	If public drinking facilities are provided, disposable drinking cups or a drinking fountain shall be available.
<input type="checkbox"/>	Cos 3.01(4)	All floor coverings in an establishment shall be kept in a clean, orderly, and safe condition. Loose hair shall be removed regularly and placed in a closed container.
<input type="checkbox"/>	Cos 3.01(5)	A toilet room shall not be used as a dispensary or for the providing of services.
<input type="checkbox"/>	Cos 3.01(6)	Establishments shall provide safe and secure areas for storing cleaning and disinfecting equipment. Poisonous substances stored in public areas shall be locked in a cabinet or closet, with the exception of over-the-counter products used for room deodorizing. These products shall be kept in an elevated location out of the reach of children.
<input type="checkbox"/>	Cos 3.01(7)	Plastic or metal containers of adequate size shall be provided to store all soiled linen. All soiled linen shall be properly cleaned in compliance with s. Cos 4.02 (6) or disposed of after use.
<input type="checkbox"/>	Cos 3.01(8)	Establishments where apprentices are trained shall provide equipment, supplies and products for all cosmetology services.
<input type="checkbox"/>	Cos 3.01(9)	No smoking shall be allowed in areas of an establishment where flammable products or materials are being used or stored.
<input type="checkbox"/>	Cos 3.01(10)	Animals shall not be in an establishment during business hours, except for service animals (Wis. Stat. § <a href="#">106.52(1)(fm)</a> ).
<input type="checkbox"/>	Cos 3.01(11)	Where an establishment is located in the same building as a residence, the business and living quarters shall be separate.
<input type="checkbox"/>	Cos 3.01(12)	Establishments shall provide a basin which has hot and cold running water, and a chair which is designed for the service to be provided. At least one basin shall be constructed and available to permit licensees to wash their hands prior to serving each patron and following removal of gloves. Establishments shall provide the equipment and supplies necessary to perform services offered. Basins may be shared with other establishments located on the same premises.
<input type="checkbox"/>	Cos 3.01(13)	The establishment license shall be posted in the establishment.
<input type="checkbox"/>	Cos 3.01(14)	All facilities shall be equipped with a ventilation system adequate to comply with minimal occupational safety and health standards Wis. Admin. Code §§ SPS <a href="#">364.0401</a> to <a href="#">364.0404</a> ).

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<b>Cos 3.02 Other establishment requirements.</b>		
<input type="checkbox"/>	Cos 3.02(1)	Cosmetology manager required. The owner of a cosmetology establishment shall not operate the establishment unless a cosmetology manager has been employed for the establishment, subject to the exception for temporary unavailability of a cosmetology manager in s. Cos 2.06 (5). The cosmetology manager shall be responsible for supervising and managing the operation of the establishment. The owner and the cosmetology manager shall ensure that the establishment operates in compliance with ch. 454, Stats., and rules of the board as follows: (a) The owner of more than one establishment shall employ a sufficient number of cosmetology managers to satisfy the requirement that a cosmetology manager be present full time in each establishment as defined in s. Cos 1.01 (7). (b) The owner of a cosmetology establishment may satisfy the requirement in this section by employing a cosmetology manager who also works at an establishment owned by a different person, provided the cosmetology manager works full time as defined in s. Cos 1.01 (7) at each establishment where he or she is employed as a cosmetology manager. (c) A cosmetology manager is required to be present in an establishment full time, as defined in s. Cos 1.01 (7), but if an establishment is open for more than 30 hours per week, the cosmetology manager is not required to be present in the establishment at all times when the establishment is open for business, and the cosmetology manager may be absent for reasonable brief periods during a day.
<input type="checkbox"/>	Cos 3.02(2)	Chair or booth leasing. An owner may lease a chair or booth to a licensed individual as follows: (a) A lease agreement shall be in writing. (b) The lessee of a chair or booth shall be responsible for ensuring that the leased chair or booth operates in compliance with ch. 454, Stats., and the rules of the board, and the lessee shall hold a cosmetology and an establishment license. Note: "Lease agreement" in this section includes chair and booth "rental" agreements. To avoid unintended insurance and tax consequences all parties to a lease or rental agreement are advised to consult with appropriate business advisors and government agencies.
<b>Cos 4.01 Equipment and sanitation.</b>		
<input type="checkbox"/>	Cos 4.01(1)	All areas of an establishment, or the area of practice outside of an establishment in accordance with the applicable standards, and the equipment, tools, and implements used by licensees, shall be maintained in a clean, sanitary, and safe condition.
<input type="checkbox"/>	Cos 4.01(2)	Licensees shall wash their hands thoroughly with soap and running water prior to serving each patron and following removal of gloves. Waterless hand washing agents with alcohol as an active ingredient with a concentration of at least 60% are an acceptable substitute for washing hands that are not visibly soiled with soap and running water.
<input type="checkbox"/>	Cos 4.01(3)	All tools, implements and items that come in direct contact with a client shall be cleaned and disinfected or disposed of after use on each client.
<input type="checkbox"/>	Cos 4.01(3g)	All non-disposable, disinfectable manicure tools and implements shall be cleaned and disinfected with a disinfectant as defined in s. Cos 1.01 (6), after use on each client.
<input type="checkbox"/>	Cos 4.01(3r)	All items designed to be disposed of after a single use including orangewood sticks, cotton, gauze, neck strips, nail wipes, tissues, sponges, paper towels, wooden applicators and spatulas, emery boards, buffer blocks, sanding bands or sleeves, and disposable nail bits shall be disposed of after each use.
<input type="checkbox"/>	Cos 4.01(4)	All liquids, creams, powders, and semi-solid substances shall be dispensed from a container in a manner which will prevent contamination of the unused portion of the substance.
<input type="checkbox"/>	Cos 4.01(5)	Shampoo bowls and basins shall be drained after each use and kept in a sanitary and safe condition.
<input type="checkbox"/>	Cos 4.01(6)	Clean towels shall be used for each patron. A neckstrip or towel shall be placed around the neck of the patron to prevent contact with the cape. The head rest of any operating chair shall be covered with fresh linen or paper for each patron.
<input type="checkbox"/>	Cos 4.01(7)	All other equipment and instruments shall be clean to sight and touch.
<input type="checkbox"/>	Cos 4.01(8)	Licensees using lancets for the lateral piercing of raised whiteheads shall utilize only pre-sterilized, single use, disposable lancets.
<b>Cos 4.02 Disinfection.</b>		
<input type="checkbox"/>	Cos 4.02(1)	Unless sterilized, disinfection is required prior to reuse on another patron of any personal care instruments, including scissors, razors, clipper blades and tweezers, excluding tweezers used in electrolysis.
<input type="checkbox"/>	Cos 4.02(2)	Disinfection for scissors, razors, clipper blades and tweezers shall consist of cleaning with soap and water to remove all organic material, wiping with or soaking in a disinfectant as defined in s. Cos 1.01, and air-drying.
<input type="checkbox"/>	Cos 4.02(3)	Disinfection for combs, lifts, brushes, rollers, and any other contact equipment shall consist of cleaning with soap and water to remove all organic material, treating with a disinfectant as defined in s. Cos 1.01, and air-drying.
<input type="checkbox"/>	Cos 4.02(4)	Clean and disinfected contact equipment shall be placed in one or more covered containers. One or more separate containers shall be provided for the immediate storage of soiled contact equipment until cleaned and disinfected.
<input type="checkbox"/>	Cos 4.02(5)	Disinfectant used for decontamination shall be changed daily and shall be kept in a covered container.

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<input type="checkbox"/>	Cos 4.02(6)	Laundry shall be disinfected by washing with a solution containing a germicidal compound.
<b><u>Cos 4.03 Sterilization.</u></b>		
<input type="checkbox"/>	Cos 4.03(1)	Sterilization in ss. Cos 4.07, 4.09 and 4.10 shall be accomplished by use of a dry heat or steam sterilizer cleared for marketing by the food and drug administration, used according to manufacturer's instructions. If steam sterilization, moist heat, is utilized, heat exposure shall be at a minimum of 121° C., 250° F., for at least 30 minutes. If dry heat sterilization is utilized, heat exposure shall be at a minimum of 171° C., 340° F., for at least 60 minutes.
<input type="checkbox"/>	Cos 4.03(2)	Sterilizers shall be maintained in working order. Equipment shall be checked in compliance with manufacturer's recommendations at least monthly to ensure that it is reaching required temperatures.
<b><u>Cos 4.04 Supplies.</u></b>		
<input type="checkbox"/>	Cos 4.04(1)	All establishments shall supply each licensee with at least one of the antiseptics listed in s. Cos 4.05.
<input type="checkbox"/>	Cos 4.04(2)	All licensees working in a licensed establishment shall be supplied with bandages and disposable gloves.
<input type="checkbox"/>	Cos 4.04(3)	Licensees providing services outside of an establishment shall have available with them at least one of the antiseptics listed in s. Cos 4.05 and have a reasonable supply of bandages and disposable gloves.
<b><u>Cos 4.045 Prohibited materials.</u></b>		
<input type="checkbox"/>	Cos 4.045	Cosmetologists, aestheticians, electrologists, or manicurists may not use pumice stones or credo razors when providing services.
<b><u>Cos 4.05 Procedure for exposure to blood.</u></b>		
<input type="checkbox"/>	Cos 4.05(1)	In the case of any patron injury, such as a scissors cut, razor cut, needle stick, laceration or other exposure to blood, broken skin, or a mucous membrane, the licensee shall do all of the following: (a) Stop service. (b) Put gloves on hands. (c) Assist the client with rinsing the exposed area using soap and water. Pat dry with a towel. (d) Provide the patron with disinfectant such as iodine, 70% isopropyl alcohol, or 6% stabilized hydrogen peroxide or equivalent. (e) Provide the patron with an adhesive bandage if appropriate. (f) Dispose of single-use items in the trash container and clean and disinfect all implements. (g) Clean and disinfect the workstation. (h) Remove gloves and wash hands before resuming service.
<input type="checkbox"/>	Cos 4.05(2)	In the case of any licensee injury that may expose a patron to blood, broken skin, or a mucous membrane, the licensee shall do all of the following: (a) Stop service. (b) Explain the situation to the patron. (c) Rinse the area with soap and water. (d) Apply disinfectant such as iodine, 70% isopropyl alcohol, or 6% stabilized hydrogen peroxide or equivalent. (e) Apply an adhesive bandage. (f) Dispose of single-use items in the trash container. (g) Put gloves on hands. (h) Clean and disinfect all implements and clean and disinfect the workstation. (i) Replace gloves and return to service.
<input type="checkbox"/>	Cos 4.05(3)	A licensed establishment shall post a written protocol describing the procedure for unintentional occupational exposure to bodily fluids described in subs. (1) and (2). The protocol shall be posted in a place conspicuous to licensees.
<b><u>Cos 4.06 Precautionary procedures.</u></b>		
<input type="checkbox"/>	Cos 4.06(1)	A licensee shall cover any abrasions, oozing or open lesions or wounds on his or her hands or forearms prior to patron contact. If a licensee has oozing or open lesions or weeping dermatitis on his or her hands or forearms that cannot be effectively covered, the licensee shall refrain from direct patron contact until the condition has been resolved.
<input type="checkbox"/>	Cos 4.06(2)	A licensee shall use disposable protective gloves when dealing with patrons with oozing or open lesions or weeping dermatitis. These gloves shall be changed between patrons and disposed of after use. Gloves shall be removed upon completion of patron services, and hands washed after glove removal. Note: It is recommended that licensees use protective gloves in handling caustic chemicals such as permanent waving solution and neutralizer or hair straightening preparations. The handling of these substances without protection can cause skin damage which may provide a route for infection to be transmitted to the licensee.
<input type="checkbox"/>	Cos 4.06(3)	Licensees shall carefully bag and dispose of paper products contaminated with blood and thoroughly cleanse and disinfect linens contaminated with blood in accordance with s. Cos 4.02 (6). Note: Paper products contaminated with blood may be disposed of in the regular trash unless saturated with blood. See s. NR 526.05 (Department of Natural Resources).
<b><u>Are you performing/providing the service of Ear Piercing? If no, check here <input type="checkbox"/> and proceed to Cos 4.08 Waxing.</u></b>		
<b><u>Cos 4.07 Ear piercing.</u></b> Ear piercing may be performed by non-licensees, but licensees performing ear piercing shall do all of the following:		
<input type="checkbox"/>	Cos 4.07(1)	Wear disposable protective gloves. These gloves shall be changed between patrons and disposed of after each use. Hands shall be washed after removal of gloves.
<input type="checkbox"/>	Cos 4.07(2)	Thoroughly wash the skin area to be pierced with soap and water or a waterless washing agent with alcohol as an active ingredient.



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<input type="checkbox"/>	Cos 4.07(3)	Apply an antiseptic to the skin surface of the area to be pierced and allow the antiseptic to air dry. Note: Iodine and Betadyne® are acceptable antiseptics.
<input type="checkbox"/>	Cos 4.07(4)	Sterilize earrings, needles, or any other piercing instruments prior to insertion. Pre-sterilized earrings may be utilized.
<input type="checkbox"/>	Cos 4.07(5)	Prior to each use all other surfaces that come into contact with the skin of the patron shall be disinfected.

**Are you performing/providing the service of Waxing? If no, check here  and proceed to Cos 4.09 Electrolysis.**

**Cos 4.08 Waxing.**

<input type="checkbox"/>	Cos 4.08(1)	Electrologists performing waxing shall have completed training in depilation by waxing in a school of electrology or a school of cosmetology consisting of not less than 8 training hours in all of the following areas: (a) Hygiene and sterilization. (b) Treatments with hard hot wax. (c) Treatments with liquid strip wax. (d) Hair removal from legs and arms, bikini, and underarm hair. (e) Removal of facial hair. (f) Eyebrow shaping. (g) Post depilation treatments.
<input type="checkbox"/>	Cos 4.08(2)	Manicurists performing waxing shall have completed training in depilation by waxing in a school of cosmetology or a school of manicuring consisting of not less than 8 training hours in all of the following areas: (a) Hygiene and sterilization. (b) Treatments with hard hot wax. (c) Treatments with liquid strip wax. (d) Hair removal from the foot, lower leg, hand, and forearm. (e) Post depilation treatments.
<input type="checkbox"/>	Cos 4.08(3)	Licenses performing depilation by waxing shall do all of the following: (a) Apply a topical antiseptic to the skin surface of the area to be waxed and allow the antiseptic to air dry. (b) Dispose of spatulas after each use. (c) Dispose of wax and strips after each use.

**Are you performing/providing the service of Electrolysis? If no, check here  and proceed to Cos 4.10 Manicuring.**

**Cos 4.09 Electrolysis.** Licensees performing electrolysis shall:

<input type="checkbox"/>	Cos 4.09(1)	Use sterilized needles, lancets, and tweezers for each patron, in accordance with s. Cos 4.03.
<input type="checkbox"/>	Cos 4.09(2)	Wear disposable protective gloves when working on a patron. These gloves shall be changed between patrons and disposed of following use. Hands shall be washed after removal of gloves.
<input type="checkbox"/>	Cos 4.09(3)	Thoroughly wash the skin area to be treated with soap and water. Apply an antiseptic to the skin surface of the patron and allow the antiseptic to air dry prior to commencing electrolysis.
<input type="checkbox"/>	Cos 4.09(4)	Dispose of needles and lancets in a puncture resistant container specifically designed for disposal. Full sharps containers shall be disposed of appropriately.

**Are you performing/providing the service of Manicuring? If no, check here . If no, you do not need to complete the section below.**

**Cos 4.10 Manicuring.**

<input type="checkbox"/>	Cos 4.10(1)	Prior to use, all reusable manicure instruments shall be disinfected.
<input type="checkbox"/>	Cos 4.10(2)	Disinfectant used for decontamination shall be changed daily and shall be kept in a covered container.
<input type="checkbox"/>	Cos 4.10(3)	Sterilization shall be accomplished in accordance with s. Cos 4.03.
<input type="checkbox"/>	Cos 4.10(4)	Manicure instruments that cannot be cleaned and disinfected or sterilized shall be disposed of following each use.
<input type="checkbox"/>	Cos 4.10(5)	Massaging by manicurists is limited to the hand, including the forearm and elbow, and the foot, including the lower leg and knee.