



VIRTUAL/TELECONFERENCE
COSMETOLOGY EXAMINING BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Will Johnson (608) 266-2112
August 28, 2023

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.

AGENDA

9:30 AM

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-4)

B. Approval of Minutes of June 12, 2023 (5-7)

C. Introductions, Announcements and Recognition

- 1) Recognition: Georgianna Halverson, Private School Rep Member (Resigned: 7/1/2023)
- 2) Recognition: Kristin Lee, Cosmetologist/Aesthetician Member (Replaced: 7/1/2023)
- 3) Recognition: Daisy Quintal, Cosmetologist/Aesthetician Member (Resigned: 5/30/2023)
- 4) Introduction: Dutch Beckett, Cosmetologist/Aesthetician Member (Succeeds: Daisy Quintal)
- 5) Introduction: Dana McIntosh, Cosmetologist/Aesthetician Member (Succeeds: Kristin Lee)

D. Reminders: Conflicts of Interest, Scheduling Concerns

E. Administrative Matters – Discussion and Consideration

- 1) Department, Staff, and Board Updates
- 2) Appointment of Liaisons and Alternates (8)
- 3) Board Members – Term Expiration Dates
 - a. Beckett, Dutch W.V. – 7/1/2027
 - b. Blake, Melissa K. – 7/1/2024
 - c. Cwojdzinski, Kayla M. – 7/1/2024
 - d. Hoepfner, Ann M. – 7/1/2023
 - e. Jackson, Megan A. – 7/1/2023
 - f. McIntosh, Dana – 7/1/2027

F. Legislative and Policy Matters – Discussion and Consideration

G. Administrative Rule Matters – Discussion and Consideration (9)

- 1) Adoption Order: Cos 2, 3, 5 and 8, Relating to Scope of Practice, Mobile Establishments and Distance Learning (10-14)
- 2) Pending and Possible Rulemaking Project (15)

H. Review Credentialing Process on Convictions – Discussion and Consideration (16)

I. Deliberation on Items Added After Preparation of Agenda

- 1) Introductions, Announcements and Recognition
- 2) Election of Officers, Appointment of Liaison(s), Delegation of Authorities
- 3) Administrative Matters
- 4) Education and Examination Matters
- 5) Credentialing Matters
- 6) Practice Matters
- 7) Legislative and Policy Matters
- 8) Administrative Rule Matters
- 9) Liaison Reports
- 10) Public Health Emergencies
- 11) Board Liaison Training and Appointment of Mentors
- 12) Informational Items
- 13) Division of Legal Services and Compliance (DLSC) Matters
- 14) Presentations of Petitions for Summary Suspension
- 15) Petitions for Designation of Hearing Examiner
- 16) Presentation of Stipulations, Final Decisions and Orders
- 17) Presentation of Stipulations and Interim Orders
- 18) Presentation of Proposed Final Decision and Orders
- 19) Presentation of Interim Orders
- 20) Petitions for Re-Hearing
- 21) Petitions for Assessments
- 22) Petitions to Vacate Orders
- 23) Requests for Disciplinary Proceeding Presentations
- 24) Motions
- 25) Petitions
- 26) Appearances from Requests Received or Renewed
- 27) Speaking Engagement(s), Travel, or Public Relation Request(s)

J. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

K. Deliberation on Division of Legal Services and Compliance (DLSC) Matters

- 1) **Case Closings**
 - a) 20 BAC 086 – S.Y. & T.N.S. (17-24)
 - b) 21 BAC 031 – B.N.S. (25-29)
 - c) 21 BAC 005 – A.T. & S.N.A.T. (30-34)
 - d) 21 BAC 057 – N.L. (35-39)
 - e) 21 BAC 062 – A.R. (40-43)
 - f) 22 BAC 039 – L.R.S. (44-47)
- 2) **Monitoring (48-49)**

a) Katrina Kendhammer – Requesting Modification of Monitoring Order (50-62)

L. Deliberation on Matters Relating to Costs/Orders Fixing Costs

- 1) Tamir L. Williams – DHA Case Number SPS-22-0036/DLSC Case Number 21 BAC 036 (63-77)

M. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspension
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decision(s) and Order(s)
- 9) Proposed Final Decision(s) and Order(s) of Default
- 10) Proposed Interim Orders
- 11) Administrative Warnings
- 12) Review of Administrative Warnings
- 13) Proposed Final Decisions and Orders
- 14) Orders Fixing Costs/Matters Related to Costs
- 15) Case Closings
- 16) Board Liaison Training
- 17) Petitions for Assessments and Evaluations
- 18) Petitions to Vacate Orders
- 19) Remedial Education Cases
- 20) Motions
- 21) Petitions for Re-hearings
- 22) Appearances from Requests Received or Renewed

N. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

O. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

P. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING: OCTOBER 30, 2023

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the hard of hearing, or other

accommodations, are considered upon request by contacting the Affirmative Action Officer, or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
COSMETOLOGY EXAMINING BOARD
MEETING MINUTES
JUNE 12, 2023**

PRESENT: Melissa Blake, Georgianna Halverson, Ann Hoepner, Megan Jackson, Kristin Lee
(*arrived at 10:17 a.m.*), Daisy Quintal

EXCUSED: Kayla Cwojdzinski

STAFF: Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Dana Denny,
Administrative Rule Coordinator; Dialah Azam, Bureau Assistant; and other
Department staff.

CALL TO ORDER

Megan Jackson, Chairperson, called the meeting to order at 9:48 a.m. A quorum was confirmed with five (5) members present.

ADOPTION OF AGENDA

MOTION: Ann Hoepner moved, seconded by Daisy Quintal, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF MARCH 27, 2023

MOTION: Ann Hoepner moved, seconded by Georgianna Halverson, to approve the Minutes of March 27, 2023 as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

MOTION: Ann Hoepner moved, seconded by Georgianna Halverson, to recognize and thank Daisy Quintal for her years of dedicated service to the Board and State of Wisconsin. Motion carried unanimously.

ADMINISTRATIVE RULE MATTERS

Cos 1, 2, 5, and 6, Relating to Scope of Practice and Education

MOTION: Ann Hoepner moved, seconded by Megan Jackson, to designate Melissa Blake to serve as liaison to DSPS staff for drafting COS 1, 2, 5, and 6 relating to Scope of Practice and Education. Motion carried unanimously.

SPEAKING ENGAGEMENT(S), TRAVEL, OR PUBLIC RELATION REQUEST(S)

Consideration of Attendance: National Interstate Council of State Boards of Cosmetology (NIC) Annual Conference, October 27-30, 2023 | Albuquerque, New Mexico

MOTION: Ann Hoepfner moved, seconded by Daisy Quintal, to designate Megan Jackson and Melissa Blake to attend the NIC Annual Conference on October 27-30, 2023, in Albuquerque, New Mexico. Motion carried unanimously.

(Kristin Lee arrived at 10:17 a.m.)

CLOSED SESSION

MOTION: Ann Hoepfner moved, seconded by Georgianna Halverson, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigation with administrative warning (ss. 19.85(1)(b), Stats. and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and, to confer with legal counsel (s. 19.85(1)(g), Stats.). Megan Jackson, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Melissa Blake-yes; Georgianna Halverson-yes; Ann Hoepfner-yes; Megan Jackson-yes; Kristin Lee-yes; and Daisy Quintal-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:28 a.m.

DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Case Closings

MOTION: Ann Hoepfner moved, seconded by Georgianna Halverson, to close the following DLSC Cases for the reasons outlined below:

1. 17 BAC 104 – K.A.S., R.S. – Prosecutorial Discretion (P5)
2. 19 BAC 096 – R.S., K.S., J.D. – No Violation
3. 20 BAC 055 – S.M. – Prosecutorial Discretion (P1)
4. 20 BAC 057 – D.D. – No Violation
5. 20 BAC 072 – D.I. – Insufficient Evidence
6. 20 BAC 073 – N.C., D.N. – Prosecutorial Discretion (P2)
7. 21 BAC 043 – P.S. – Prosecutorial Discretion (P7)
8. 22 BAC 008 – V.C.P. – No Violation
9. 23 BAC 007 – D.O., T.U.L. – Prosecutorial Discretion (P5)

Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Daisy Quintal moved, seconded by Ann Hoepfner, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 10:32 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Ann Hoepner moved, seconded by Daisy Quintal, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)

ADJOURNMENT

MOTION: Ann Hoepner moved, seconded by Daisy Quintal, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:33 a.m.

DRAFT

Cosmetology Examining Board 2023 Officers, Liaisons, and Authorities

ELECTION RESULTS	
Chairperson	Megan Jackson
Vice Chairperson	Kayla Cwojdzinski
Secretary	Ann Hoepner

Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing Liaisons	Kayla Cwojdzinski <i>Alternate: Georgianna Halverson</i>
Monitoring Liaison	Kristin Lee <i>Alternate: Daisy Quintal</i>
Professional Assistance Procedure (PAP) Liaison	Georgianna Halverson <i>Alternate: Kayla Cwojdzinski</i>
Education and Examinations Liaison	Megan Jackson <i>Alternate: Melissa Blake</i>
Legislative Liaison	Ann Hoepner <i>Alternate: Megan Jackson</i>
Newsletter Liaison	Georgianna Halverson <i>Alternate: Kristin Lee</i>
Travel Authorization Liaison	Daisy Quintal <i>Alternate: Melissa Blake</i>
Screening Panel	Daisy Quintal, Ann Hoepner, Kayla Cwojdzinski <i>Alternate: Megan Jackson</i>

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Dana Denny		2) Date when request submitted: 08/16/2023 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Cosmetology Examining Board			
4) Meeting Date: 08/28/2023	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Adoption Order: Cos 2, 3, 5 and 8 Relating to Scope of Practice, Mobile Establishments and Distance Learning 2. Pending or Possible Rulemaking Projects a. Rule Projects Chart	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: Act on a Scope Statement and Drafting of Rules; Review Board’s Current Rule Projects Attachments: <ul style="list-style-type: none"> Adoption Order – COS 2, 3, 5, and 8 relating to Scope of Practice, Mobile Establishments and Distance Learning Rule Project Chart Copies of current Board Rule Projects Can be Viewed Here: https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx			
11) Authorization			
Dana Denny		08/16/23	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

STATE OF WISCONSIN
COSMETOLOGY EXAMINING BOARD

IN THE MATTER OF RULE-MAKING : ORDER OF THE
PROCEEDINGS BEFORE THE : COSMETOLOGY EXAMINING BOARD
COSMETOLOGY EXAMINING BOARD : ADOPTING RULES
: (CLEARINGHOUSE RULE 22-085)

ORDER

An order of the Cosmetology Examining Board to amend Cos 2.025 (2) (c) 1. and 2.; to repeal and recreate Cos 5.01; to create Cos 2.01 (title), (1), (2), (3), (4), (5), and (6), Cos 2.02 (1m), and Cos 2.025 (2) (d), (e), and (2m), related to scope of practice, mobile establishments, and distance learning.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted: Sections 454.02, 454.04, and 440.62 (5) (b) 1., Stats.

Statutory authority: Sections 15.08 (5) (b), 227.11 (2) (a), and 440.62 (5) (b) 1., and 454.01 (2), Stats.

Explanation of board authority:

Section 15.08 (5) (b), Stats., provides that an examining board, “shall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains. . .”

Section 227.11 (2) (a), Stats., states that an agency, “may promulgate rules interpreting the provisions of any statute enforced or administered by the agency, if the agency considers it necessary to effectuate the purpose of the statute, but a rule is not valid if the rule exceeds the bounds of correct interpretation.” This section allows an agency to promulgate administrative rules which interpret the statutes it enforces or administers if the proposed rule does not exceed proper interpretation of the statute.

Section 440.62 (5) (b) 1., Stats., states that “[t]he cosmetology examining board shall promulgate rules prescribing the subjects required to be included in courses of instruction at schools of cosmetology and specialty schools and establishing minimum standards for courses of instruction and instructional materials and equipment at schools of cosmetology and specialty schools.”

Section 454.01 (2), Stats., defines “aesthetics” as ... caring for or beautifying the skin of the human body, including but not limited to cleaning, applying cosmetics, oils, lotions, clay, creams, antiseptics, powders or tonics to or massaging, stimulating, wrapping or exercising the skin of the human body.

Related statute or rule:

Microdermabrasion is currently considered a delegated medical procedure that must be supervised, with exceptions laid out in Cos 2.025 (2r).

Plain language analysis:

The proposed rule creates definitions for “Chemical process,” “Dermaplaning,” “Impact,” “Microblading,” “Microneedling,” and “Stratum Corneum,” clarifies that licensees are not permitted to diagnose diseases of the skin, and modifies the acceptable pH of certain acids used as part of cosmetic or aesthetic procedures.

The proposed rule also provides that under specific circumstances the scope of practice for aesthetics includes dermaplaning, eyelash and eyebrow tinting, microblading, utilization of electromagnetic radiation, use of electric current, use of thermal energy, and microdermabrasion.

The proposed rule also clarifies that courses may be offered to students remotely as deemed appropriate by the school and approved by the Board. Schools may use simulated patrons for practical training upon prior written approval from the Board. The proposed rule makes other changes to definitions consistent with industry practice.

Summary of, and comparison with, existing or proposed federal regulation:

There are no existing or proposed federal requirements.

Comparison with rules in adjacent states:

Illinois: Cosmetologists are prohibited from using any technique, product, or practice intended to affect the living layers of the skin. Estheticians are prohibited from using techniques, products, and practices intended to affect the living layers of the skin.

Iowa: Iowa code prohibits cosmetologists/estheticians from administering any procedure in which the human tissue is cut, shaped, vaporized, or otherwise structurally altered. The code specifically prohibits dermaplaning.

Michigan: Under Michigan law, the practice of microdermabrasion is limited to the direct supervision and control of a licensed physician. Microblading is considered a body art procedure that must be performed at a licensed body art facility.

Minnesota: Minnesota allows cosmetologists to perform dermaplaning and microdermabrasion unsupervised if they have additional training and an advanced practice esthetician license. Minnesota requires a tattoo license to perform microblading and does not allow cosmetologists/estheticians/advanced practice estheticians to perform it unless under supervision of a physician.

Summary of factual data and analytical methodologies:

The Cosmetology Examining Board reviewed their rules to ensure statutory compliance and that the rules are consistent with current practices. Additionally, an advisory committee consisting of members licensed by both the Cosmetology Examining Board and the Medical Examining Board collaborated to provide a series of recommendations to guide the Board’s decisions.

Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:

The rule was posted for 14 days on the department’s website to solicit economic impact comments from stakeholders. No comments were received.

Fiscal Estimate and Economic Impact Analysis:

The fiscal estimate and economic impact analysis are attached.

Effect on small business:

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department’s Regulatory Review Coordinator may be contacted by email at Jennifer.Garrett@wisconsin.gov, or by calling (608) 266-6795.

Agency contact person:

Dana Denny, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, Wisconsin 53708; telephone 608-287-3748; email at DSPSAdminRules@wisconsin.gov.

TEXT OF RULE

SECTION 1. Cos 2.01 is created to read:

Cos 2.01 Definitions. For the purposes of this chapter:

- (1) “Chemical process” means the use of chemical reactions to change the texture, style, or length of hair, skin, or nails.
- (2) “Dermaplaning,” also referred to as dermablading, means a skin resurfacing procedure that uses a scalpel and blade held at a 45-degree angle to the skin to remove hair and some of the stratum corneum.
- (3) “Impact” means to touch, change, alter, modify, or transform.
- (4) “Microblading” means a permanent makeup technique in which a handheld tool made of several tiny needles is used to cut into the skin in fine, short strokes to insert pigment to change its appearance.
- (5) “Microneedling,” also referred to as collagen induction therapy, means a cosmetic procedure that involves repeatedly puncturing the skin with tiny sterile needles in a single use cartridge. The needle depth of the single use cartridge may be adjusted by the operator and is attached to a power-operated device that moves the needle up and down at a rapid pace.
- (6) “Stratum Corneum,” also referred to as the horny layer of the skin, means the outermost layer of the epidermis, usually made up of 10-30 layers of corneocytes or dead cells.

SECTION 2. Cos 2.02 (1m) is created to read:

Cos 2.02 (1m) No licensee may diagnose any disease of the skin.

SECTION 3. Cos 2.025 (2) (c) 1. and 2. are amended to read:

Cos 2.025 (2) (c) 1. Alpha hydroxyl acids of 30% or less, with a ph of not less than ~~3.0~~ 2.0.

2. Salicylic acids of 20% or less, with a ph of not less than ~~3.0~~ 2.0.

SECTION 4. Cos 2.025 (2) (d), (e), and (2m) are created to read:

Cos 2.025 (2) (d) Microneedling.

(e) Any treatment impacting a skin layer below the stratum corneum.

(2m) The following are delegated medical procedures unless the licensee has received formal training in the procedure as part of a board-approved curriculum and the treatment, as performed, does not impact a skin layer below the stratum corneum:

(a) Dermaplaning, when performed by an aesthetician licensed under 454.06 (4).

(b) Eyelash or eyebrow tinting.

(c) Microblading.

(d) Utilization of electromagnetic radiation and electric current.

(e) Utilization of thermal energy.

SECTION 5. Cos 5.01 is repealed and recreated to read:

Cos 5.01 Courses.

(1) Schools that provide instruction to students for cosmetology practitioner, or specialty schools that provide instruction to students for aesthetician, electrologist, or manicurist licenses shall develop curricula for instruction that are based on the appropriate syllabus as approved by the board in this chapter.

(2) A school or specialty school shall offer at a minimum the practical and theory hours listed for subjects in the appropriate syllabus included in this section chapter.

(3) Courses may be offered to students remotely as deemed appropriate by the school and as approved by the board.

(4) Simulated patrons, such as mannequins, may be used for practical training as deemed appropriate by the board.

SECTION 6. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

(END OF TEXT OF RULE)

Dated _____

Agency _____

Chairperson
Cosmetology Examining Board

**Cosmetology Examining Board
Rule Projects (updated 8/16/23)**

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter Affected	Relating clause/ Summary	Current Stage	Next Step
21-020	139-20	4/26/2023	COS 2, 3, 5 and 8	Scope of practice, mobile establishments and distance learning /The board considered revising rules to establish regulations relating to the provision of certain services, including but not limited to, microdermabrasion, microblading, and dermaplaning. They also considered revising rules to clarify when mobile practice and remote or distance learning may be allowed for the purposes of meeting the education requirements to receive a credential from the board.	Adoption Order Presented at 8/28/23 Meeting.	Submission for Publication; Anticipated Effective Date of 11/01/23.
	008-23	7/23/2025	COS 1, 2, 5 and 6	Education and Clarification of courses of instruction /The objective of the proposed rule is for the Board to review the requirements relating to education in Wisconsin Administrative Code Chapters COS 1, 2, 5 and 6 and conduct a comprehensive review on courses of instruction.	Rule drafting.	Board Review and Approval of Preliminary Rule Draft.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Will Johnson, Executive Director, on behalf of Chair Jackson		2) Date when request submitted: 08/21/2023 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Cosmetology Examining Board			
4) Meeting Date: 08/28/2023	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Credentialing process discussion on convictions review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <Appearance Name(s)> <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: Credentialing process that includes a conviction for cosmetology.			
11) Authorization			
<i>William Johnson</i> Signature of person making this request		08/21/2023 Date	
Supervisor (Only required for post agenda deadline items) William Johnson		Date 08/21/2023	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the Agenda Items folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			