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**VIRTUAL/TELECONFERENCE  
COSMETOLOGY EXAMINING BOARD  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Will Johnson (608) 266-2112  
June 10, 2024**

*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 (1-3)**
- B. Approval of Minutes of March 25, 2024 (4-5)**
- C. Introductions, Announcements and Recognition
- D. Reminders: Conflicts of Interest, Scheduling Concerns**
- E. 9:30 A.M. PRELIMINARY PUBLIC HEARING ON STATEMENT OF SCOPE: SS 056-24 Cos 1 to 4 Relating to Mobile Establishments (6-9)**
- F. Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff, and Board Updates
  - 2) 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. – 7/1/2027
    - e. Jackson, Megan A. – 7/1/2027
    - f. McIntosh, Dana – 7/1/2027
    - g. Watkins, Alexis – 7/1/2027
- G. Legislative and Policy Matters – Discussion and Consideration
- H. Administrative Rule Matters – Discussion and Consideration (10-32)**
  - 1) Discussion of public comments from preliminary public hearing on scope statement for Cos 1 to 4 relating to Mobile Establishments **(11-12)**
  - 2) Drafting Proposals: Cos 1, 2, 5, and 6, Relating to Scope of Practice and Education **(13-31)**
  - 3) Pending and Possible Rulemaking Projects **(32)**

**I. Speaking Engagements, Travel, or Public Relation Requests – Discussion and Consideration (33-35)**

- 1) 2024 NIC Annual Conference – October 11-14, 2024 – Salt Lake City, UT

**J. 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)

**K. 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.).**

**L. Deliberation on Division of Legal Services and Compliance (DLSC) Matters (36-48)**

- 1) **Proposed Stipulations, Final Decision(s) and Order(s)**
  - a) 23 BAC 014 – Truc T. Le (36-42)
- 2) **Administrative Warnings**
  - a) 23 BAC 087 – J.A.R. (43-44)
- 3) **Case Closings**
  - a) 23 BAC 014 – T. (45-48)

**M. Deliberation on Proposed Final Decision and Order of Default**

- 1) 24 COS 0025 – Mandy Ashenfelter (49-52)

N. 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

O. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

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

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

**ADJOURNMENT**

**NEXT MEETING: AUGUST 26, 2024**

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 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://dsps.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  
MARCH 25, 2024**

**PRESENT:** Melissa Blake, Ann Hoepfner, Megan Jackson, Dana McIntosh, Alexis Watkins

**EXCUSED:** Dutch Beckett, Kayla Cwojdzinski

**STAFF:** Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Nilajah Hardin, Administrative Rule Coordinator; Jacob Pelegrin, Administrative Rule Coordinator; Tracy Drinkwater, Board Administration Specialist; and other Department staff.

**CALL TO ORDER**

Megan Jackson, Chairperson, called the meeting to order at 9:31 a.m. A quorum was confirmed with five (5) members present.

**ADOPTION OF AGENDA**

**MOTION:** Ann Hoepfner moved, seconded by Dana McIntosh, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF JANUARY 22, 2024**

**MOTION:** Ann Hoepfner moved, seconded by Melissa Blake, to approve the Minutes of January 22, 2024, as published. Motion carried unanimously.

**ADMINISTRATIVE RULE MATTERS**

**Consideration of Board Approval of a Scope Statement on Cos 1, 2, 3, and 4 Relating to Mobile Establishments**

**MOTION:** Ann Hoepfner moved, seconded by Alexis Watkins, to approve the Scope Statement revising rules Cos 1, 2, 3, and 4 related to Mobile Establishments for submission to the Governor's Office and for publication in the Register. Additionally, the Board authorizes the Chair to approve the Scope Statement for implementation no less than 10 days after publication. If the Board is directed to hold a preliminary public hearing on the Scope Statement, the Chair is authorized to approve the required notice of hearing. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Ann Hoepfner moved, seconded by Alexis Watkins, 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; Ann Hoepfner-yes; Megan Jackson-yes; Dana McIntosh-yes; and Alexis Watkins-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:52 a.m.

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

#### **Case Closings**

##### ***23 BAC 084 – B.N.S. and D.D.***

**MOTION:** Ann Hoepfner moved, seconded by Dana McIntosh, to close DLSC Case Number 23 BAC 084 against B.N.S. and D.D., for No Violation (NV). Motion carried unanimously.

#### **Deliberation On Proposed Final Decisions And Orders**

##### ***23 BAC 028 – Angie Sheehan and Teased***

**MOTION:** Ann Hoepfner moved, seconded by Melissa Blake, to adopt the Findings of Fact, Conclusions of Law, and Proposed Decision and Order, in the matter of disciplinary proceedings against Angie Sheehan and Teased DLSC Case Number [23 BAC 028]. Motion carried unanimously.

#### **RECONVENE TO OPEN SESSION**

**MOTION:** Ann Hoepfner moved, seconded by Dana McIntosh, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 9:58 a.m.

#### **VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION**

**MOTION:** Ann Hoepfner moved, seconded by Alexis Watkins, 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 Hoepfner moved, seconded by Melissa Blake, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:00 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Jake Pelegrin Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 5/22/24 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting																
<b>3) Name of Board, Committee, Council, Sections:</b> Cosmetology Examining Board																		
<b>4) Meeting Date:</b> 6/10/24	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> 9:30 A.M. Preliminary Public Hearing on Scope Statement: SS 056-24 for Cos 1 to 4 Relating to Mobile Establishments																
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A																
<b>10) Describe the issue and action that should be addressed:</b>  Attachments: -Notice of public hearing and scope statement for Cos 1 to 4 relating to Mobile Establishments																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><b>11)</b></td> <td style="width: 50%; text-align: center;"><b>Authorization</b></td> <td style="width: 40%;"></td> </tr> <tr> <td></td> <td style="text-align: center;"><i>Jake Pelegrin</i></td> <td style="text-align: right;">5/22/24</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"><b>Signature of person making this request</b></td> <td style="border-top: 1px solid black; text-align: right;"><b>Date</b></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"><b>Supervisor (if required)</b></td> <td style="border-top: 1px solid black; text-align: right;"><b>Date</b></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"><b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b></td> <td style="border-top: 1px solid black; text-align: right;"><b>Date</b></td> </tr> </table>				<b>11)</b>	<b>Authorization</b>			<i>Jake Pelegrin</i>	5/22/24	<b>Signature of person making this request</b>		<b>Date</b>	<b>Supervisor (if required)</b>		<b>Date</b>	<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b>		<b>Date</b>
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## Notice of Preliminary Public Hearing

The Cosmetology Examining Board announces that it will hold a virtual preliminary public hearing on the proposed Scope Statement SS 056-24. This proposed scope statement addresses rules COS 1 to 4, relating to Mobile Establishments. The hearing will be at the time and place shown below.

### Hearing Information

Date: June 10, 2024

Time: 9:30 A.M.

Location: Information concerning the location of the hearing will be available at:

<https://dsps.wi.gov/Pages/BoardsCouncils/Cosmetology/Meetings.aspx>

### Appearances at the Hearing and Submittal of Written Comments

The rule may be reviewed and comments submitted at:

<http://docs.legis.wisconsin.gov/code/chr/hearings>.

Comments may also be submitted to Jake Pelegrin, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, P.O. Box 8366, Madison, WI 53708-8366, email to [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov).

Comments must be received at or before the public hearing to be included in the record of rulemaking proceedings.

### Initial Regulatory Flexibility Analysis

The proposed rule will not have an effect on small businesses, as defined under s. 227.114 (1).

### Agency Small Business Regulatory Coordinator

The Department's Regulatory Review Coordinator may be contacted by calling (608) 266-2112.

This Notice of Preliminary Hearing on Statement of Scope is approved by:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

# STATEMENT OF SCOPE

## COSMETOLOGY EXAMINING BOARD

**Rule No.:** Chapters Cos 1, 2, 3, and 4

**Relating to:** Mobile Establishments

**Rule Type:** Permanent

**1. Finding/nature of emergency (Emergency Rule only):**

N/A

**2. Detailed description of the objective of the proposed rule:**

The objective of the proposed rule is to review requirements relating to cosmetology establishments and consider updating the rules to clarify how those requirements apply to mobile establishments.

**3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:**

Wisconsin Administrative Code Chapter Cos 3 covers requirements for cosmetology establishments. The rules are currently unclear whether mobile establishments are allowed. The Board has identified the need for a code update to clarify how those requirements apply to mobile establishments.

The alternative to making these updates is that it will remain unclear to regulators and to those in the profession whether mobile establishments are allowed.

**4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):**

Section 15.08 (5) (b), Stats., states that “[each examining board] [s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.

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.”

Section 454.08 (1) (ag) 1., Stats.: “The examining board shall promulgate rules permitting the practice of electrology outside of a licensed establishment.”

Section 454.08 (1) (ag) 2., Stats.: “The examining board shall promulgate rules permitting the use of a chemical process in the practice of cosmetology, aesthetics, or manicuring outside of a licensed establishment, except that the examining board may not promulgate any rule that restricts the use of a chemical process in cutting or styling hair in the practice of cosmetology or applying cosmetics, oils, lotions, clay, creams, antiseptics, powders, or tonics in the practice of aesthetics.”

Section 454.08 (4), Stats., states that “[t]he examining board shall, by rule, establish minimum standards concerning the maintenance, equipment, plans, and specifications for licensed establishments as they relate to the public health and safety.”



**5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:**

80 hours

**6. List with description of all entities that may be affected by the proposed rule:**

Individuals and entities who hold cosmetology, aesthetics, manicuring, and electrology practitioner and establishment credentials, or are seeking such a credential.

**7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:**

None.

**8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):**

None to minimal. The rule is not likely to have a significant economic impact on small businesses.

**Contact Person:** Jake Pelegrin, Administrative Rule Coordinator, [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov), (608) 267-0989.

Approved for publication:

Approved for implementation:



\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

03/25/2024

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Date Submitted

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

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# STATEMENT OF SCOPE

## COSMETOLOGY EXAMINING BOARD

**Rule No.:** Chapters Cos 1, 2, 3, and 4

**Relating to:** Mobile Establishments

**Rule Type:** Permanent

**1. Finding/nature of emergency (Emergency Rule only):**

N/A

**2. Detailed description of the objective of the proposed rule:**

The objective of the proposed rule is to review requirements relating to cosmetology establishments and consider updating the rules to clarify how those requirements apply to mobile establishments.

**3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:**

Wisconsin Administrative Code Chapter Cos 3 covers requirements for cosmetology establishments. The rules are currently unclear whether mobile establishments are allowed. The Board has identified the need for a code update to clarify how those requirements apply to mobile establishments.

The alternative to making these updates is that it will remain unclear to regulators and to those in the profession whether mobile establishments are allowed.

**4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):**

Section 15.08 (5) (b), Stats., states that “[each examining board] [s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.

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Section 454.08 (1) (ag) 1., Stats.: “The examining board shall promulgate rules permitting the practice of electrology outside of a licensed establishment.”

Section 454.08 (1) (ag) 2., Stats.: “The examining board shall promulgate rules permitting the use of a chemical process in the practice of cosmetology, aesthetics, or manicuring outside of a licensed establishment, except that the examining board may not promulgate any rule that restricts the use of a chemical process in cutting or styling hair in the practice of cosmetology or applying cosmetics, oils, lotions, clay, creams, antiseptics, powders, or tonics in the practice of aesthetics.”

Section 454.08 (4), Stats., states that “[t]he examining board shall, by rule, establish minimum standards concerning the maintenance, equipment, plans, and specifications for licensed establishments as they relate to the public health and safety.”

**5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:**

80 hours

**6. List with description of all entities that may be affected by the proposed rule:**

Individuals and entities who hold cosmetology, aesthetics, manicuring, and electrology practitioner and establishment credentials, or are seeking such a credential.

**7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:**

None.

**8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):**

None to minimal. The rule is not likely to have a significant economic impact on small businesses.

**Contact Person:** Jake Pelegrin, Administrative Rule Coordinator, [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov), (608) 267-0989.

Approved for publication:

Approved for implementation:



\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

03/25/2024

\_\_\_\_\_  
Date Submitted

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Date Submitted

## Chapter Cos 1

### DEFINITIONS

Cos 1.01 Definitions.

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**Note:** Chapter BC 1 was renumbered ch. Cos 1 under s. 13.92 (4) (b) 1., Stats., Register February 2013 No. 686.

**Note:** See Chapter SPS 50 for rules governing the licensing of barbers, barbering managers, and barbering establishments.

**Cos 1.01 Definitions.** For the purposes of chs. Cos 1 to 10:

(1) "Antiseptic" means a chemical that kills or inhibits the growth of organisms on skin or living tissue.

(1v) "Board" means the cosmetology examining board.

(2) "Chemical relaxing" means the process of straightening hair by use of chemical agents.

(2m) "Chemical waving" means a system of permanent waving employing chemicals rather than heat.

(3) "Contagious" means capable of being transmitted by direct or indirect contact.

(3e) "Cosmetologist" has the meaning given in s. 454.01 (7e), Stats.

(3g) "Credential" means a license, permit or certificate or certification of registration that is issued under ch. 454, Stats.

(3r) "Cutting," as used at s. 454.01 (13), Stats., means exclusively the cutting of human nails, cuticles and calluses, and does not refer to any other invasive procedure.

(4) "Department" means the department of safety and professional services.

(6) "Disinfectant" means a chemical or product that destroys disease-causing bacteria.

**Note:** Examples of disinfectants are: 1. A solution of household bleach (5 ¼ percent sodium hypochlorite) and water containing at least 500 parts per million (ppm) available chlorine (1:100 dilution, or 2 teaspoons of household bleach per quart of water made fresh each day prior to use); 2. A solution of at least 70% isopropyl alcohol; 3. A solution using a phenolic germicidal such as Lysol (brown bottle); 4. A solution using an iodophor germicidal agent such as iodine or Betadyne; and 5. A solution using a quaternary ammonium germicide agent such as Lysol (spray) or Barbicide Plus.

(6e) "Disinfection" means application of a disinfectant following thorough cleaning of the utensil.

(6m) "Division" means the division of legal services and compliance in the department of safety and professional services.

(6s) "Exfoliation" means the process whereby the superficial epidermal cells are removed from the skin.

(7) "Full time" means work which is performed for 30 hours per week or the maximum number of hours an establishment is open if the establishment is open less than 30 hours per week.

(7m) "General supervision" means the supervising physician is available for direct communication, either in person or by telephone, radio, radiotelephone, television or similar means and is physically located within 120 miles of the licensee.

(8) "Infectious" means capable of being transmitted, with or without contact.

(9) "Laser" means light amplification by the stimulated emission of radiation.

(10) "Licensee" means a person who holds a license, permit, certificate or registration issued by the board or who has the right to renew a license, permit, certificate or registration issued by the board.

**(11g)** “Massaging,” as used at s. 454.01 (2) and (13), Stats., means massage for cosmetic rather than therapeutic purposes.

**(11n)** “Mechanical exfoliation” means the physical removal of surface epidermal cells by means that include but are not limited to brushing machines, granulated scrubs, peel-off masques or drying preparations that are rubbed off, and microdermabrasion.

**(11r)** “Microdermabrasion” means mechanical exfoliation using an abrasive material or apparatus to remove surface epidermal cells with a mechanical closed loop vacuum system.

**(11w)** “Nail enhancement” means any material other than nail polish which is added to the fingernail or toenail generated by the person’s own body, or which is used to enhance the fingernail or toenail of a person.

**(12)** “Owner” means the person who holds an establishment license or right to renew an establishment license.

**(13)** “Patron” means a person to whom services from a cosmetologist, aesthetician, electrologist or manicurist are provided for compensation.

**(13m)** “Personal care services” means shampooing, setting, combing, brushing, cutting, chemical waving, chemical relaxing, bleaching or coloring the hair. “Personal care services” also includes electrology, manicuring and aesthetic services.

**(13t)** “Physician” means a person licensed in Wisconsin to practice medicine and surgery.

**(14)** “Practitioner” means a person who holds a current license to practice cosmetology issued under s. 454.06 (2), Stats.

**(14m)** “Sterilization” means a process which destroys all forms of microbial life, including spores.

**(15)** “Supervision” means regular, on-premise coordination, direction and inspection of the practice of another.

**(16)** “Training permit holder” means a person who holds a current training permit issued pursuant to s. 454.06 (9), Stats.

**Note:** Immersion of the object to be disinfected in a solution of household bleach (5 ¼ percent sodium hypochlorite diluted to 2 teaspoons per quart of water).

## Chapter Cos 2

### PRACTICE AND PROFESSIONAL CONDUCT

Cos 2.01	Definitions.	Cos 2.046	Personal care services outside of a licensed establishment generally.
Cos 2.02	Treatments prohibited, infectious and contagious diseases.	Cos 2.05	Advertising.
Cos 2.025	Delegated medical procedures.	Cos 2.06	Responsibilities of owners.
Cos 2.03	Practice standards.	Cos 2.07	Responsibilities of the cosmetology manager.
Cos 2.04	Unauthorized practice.	Cos 2.08	Responsibilities of licensees.
Cos 2.045	Personal care services for persons in hospitals, nursing homes, and correctional institutions.	Cos 2.09	Continuing education.

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**Note:** Chapter BC 2 was renumbered ch. Cos 2 under s. 13.92 (4) (b) 1., Stats., Register February 2013 No. 686.

**Note:** See Chapter SPS 50 for rules governing the licensing of barbers, barbering managers, and barbering establishments.

**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.

**Cos 2.02 Treatments prohibited, infectious and contagious diseases.** (1) No licensee may treat any disease of the skin unless under the direction of a physician.

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

(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.

(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.

(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.** (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 in licensed establishments.

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

(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 s. 454.06 (4), Stats.

(b) Eyelash or eyebrow tinting.

(c) Microblading.

(d) Utilization of electromagnetic radiation and electric current.

(e) Utilization of thermal energy.

(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 either upon 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.

**Cos 2.03 Practice standards.** (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.

(2) Licensees may provide only those services which they are competent to perform by training or experience and are licensed to provide.

(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.

(4) Licensees may neither consume alcohol nor take controlled substances during practice, unless prescribed by a physician.

(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.

(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.

**Note:** Section 111.32 (13) defines sexual harassment as "...unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. 'Sexual harassment' includes conduct directed by a person at another person of the same or opposite gender. 'Unwelcome verbal or physical conduct of a sexual nature' includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile or offensive work environment."

(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.
- (b) Tattooing, including permanent cosmetics.
- (c) Operation of a tanning booth.

**Note:** Body piercers, body piercing establishments, tattooists and tattoo establishments are regulated by the Department of Safety and Professional Services under ch. SPS 221, Wis. Adm. Code. Tanning facilities and tanning facility operators are regulated by the Department of Safety and Professional Services under ch. SPS 220, Wis. Adm. Code.

(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.

**Cos 2.04 Unauthorized practice. (1)** Licensees may not assist or participate in the unauthorized or unlicensed practice of cosmetology, aesthetics, electrology or manicuring.

(2) Licensees shall report to the board unauthorized or unlicensed practice or other violations of ch. 454, Stats., and chs. Cos 1 to 10.

**Cos 2.045 Personal care services for persons in hospitals, nursing homes, and correctional institutions.** 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.

**Cos 2.046 Personal care services outside of a licensed establishment generally.** 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:

(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:

1. A licensee practicing aesthetics or cosmetology outside of a licensed establishment may apply cosmetics, oils, lotions, clay, creams, antiseptics, powders, or tonics.

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.

(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.

**Cos 2.05 Advertising. (1)** Advertising by licensees shall be truthful and accurate and may not mislead the public.

(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."

**Cos 2.06 Responsibilities of owners.** 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:

(2) Provide supplies and equipment necessary to maintain safe and sanitary establishment conditions.

(3) Ensure the provision of supervision and training of apprentices, temporary permit holders and training permit holders.

(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.

(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.

**Cos 2.07 Responsibilities of the cosmetology manager.** (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.

(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.

(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.

(2) The cosmetology manager shall post all required licenses, permits and notices.

**Cos 2.08 Responsibilities of licensees.** Licensees holding current licenses or permits granted under ch. 454, Stats., shall:

(1) Be responsible for compliance with the sanitation and safety precautions contained in ch. Cos 4.

(2) Be responsible for their own professional practice, conduct and compliance with ch. Cos 2.

**Cos 2.09 Continuing education.** To ensure competency, the board may require specific remedial continuing education requirements for any licensee as part of a disciplinary process.

## Chapter Cos 5

### COURSES OF INSTRUCTION

Cos 5.001	Instruction.	Cos 5.02	Practitioner license syllabus.
Cos 5.01	Courses.	Cos 5.04	Aestheticians license syllabus.
Cos 5.015	Persons providing practical instruction in schools and specialty schools.	Cos 5.05	Electrologist license syllabus.
		Cos 5.06	Manicurist license syllabus.

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**Note:** Chapter BC 5 was renumbered ch. Cos 5 under s. 13.92 (4) (b) 1., Stats., Register February 2013 No. 686.

**Note:** See Chapter SPS 50 for rules governing the licensing of barbers, barbering managers, and barbering establishments.

Cos 5.001 **Instruction.** An applicant for licensure as a cosmetologist, aesthetician, electrologist, or manicurist may receive instruction in a school of cosmetology licensed under s. 440.62 (3) (ar), Stats., exempted under s. 440.61, Stats., or accredited by any of the following:

- (1) National Accrediting Commission of Career Arts & Sciences (NACCAS).
- (2) Accrediting Commission of Career Schools and Colleges (ACCSC).
- (3) Council on Occupational Education (COE).
- (4) National Interstate Council of State Boards of Cosmetology (NIC).
- (5) Any other accrediting agency relating to cosmetology that is recognized by the U.S. Department of Education.

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.

Cos 5.015 **Persons providing practical instruction in schools and specialty schools.** No person may use the title, “Wisconsin certified cosmetologist, aesthetician, electrologist, or manicurist instructor,” or use any title that implies the person is a Wisconsin certified instructor, or represents the person to be a Wisconsin certified instructor under this chapter unless the person holds a current license in cosmetology, aesthetics, electrology, or manicuring and meets the requirements under s. 440.63 (3), Stats.

Cos 5.02 **Practitioner license syllabus.** A syllabus for the practitioner license is shown below in Figure 5.02:

FIGURE 5.02

	SUBJECTS	THEORY HOURS	PRACTICAL HOURS
I.	Hygiene, grooming and personal development.	10	0
II.	Bacteriology, sterilization and sanitation.	20	20
III.	Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pincurl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts. Tools, equipment and implements (identification and usage).	140	440
IV.	Hair straightening,	185	392

V.	<p>hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry. Tools, equipment and implements (identification and usage).</p> <p>Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basic principles of electricity, and introduction to electrology. Tools, equipment and implements (identification and usage).</p>	35	60
VI.	<p>Manicuring, including nail enhancement. Tools, equipment</p>	10	25

	and implements (identification and usage).		
VII.	Anatomy and physiology of the hair, skin and nails and disorders of the hair, skin, scalp and nails.	50	0
VII.	Product knowledge, product use and sales, preparing and consulting with customer for services.	30	0
IX.	Laws, rules, <u>tax reporting</u> , professional ethics and history of cosmetology.	18	0
X.	Individual student needs, industry trends and electives (e.g. recordkeeping , mathematics, communications, human relations, public relations, first aid, etc.) (Hours may include structured visits conducted by the school outside of the	40	75

classroom at one or more cosmetology establishments.)		
TOTAL HOURS:	538	1012

Cos 5.04 **Aestheticians license syllabus.** A syllabus for the aestheticians license is shown below in Figure 5.04:

FIGURE 5.04

	SUBJECTS	THEORY HOURS	PRACTICAL HOURS
I.	Introduction Law and Code, Bookkeeping, <del>Tax Reporting</del> , Business Management, History, and Ethics	<del>60</del> <u>26</u>	
II.	Safety, Sanitation and Sterilization	30	20
III.	Anatomy and Physiology	30	
IV.	Chemistry, Treatments and Process, <del>Treatment-Product and Techniques</del>	<del>56</del> <u>24</u>	<u>96</u>
<del>V.</del>	<del>Treatment-Product and Techniques</del>	<del>32</del>	<del>96</del>
VI.	Electricity, Machines and Equipment	<del>20</del> <u>10</u>	35
VI.	Make-up and Color Analysis	<del>20</del> <u>12</u>	<del>35</del> <u>20</u>
VII	Individual Student Needs and Electives (Hours may include structured visits conducted by the school outside of the classroom at one or more cosmetology or	<del>18</del> <u>65</u>	<del>30</del> <u>50</u>



aesthetics establishments.)		
TOTAL HOURS:	<u>234229</u>	<u>216221</u>

Cos 5.05 **Electrologist license syllabus.** A syllabus for the electrologist license is shown below in Figure 5.05:

FIGURE 5.05

	SUBJECTS	THEORY HOURS	PRACTICAL HOURS
I.	Introduction Law and Code, Bookkeeping, Business Management, History and Ethics, <u>Tax Reporting</u>	30	
II.	Basic Principles of Electricity and Equipment Usage	20	20
III.	Anatomy, Physiology and Microbiology	20	
IV.	Safety, Sanitation and Sterilization	30	20
V.	Modalities of Electrology	20	50
VI.	Electrology Techniques and Variables	20	50
VII.	Clinical Practice: Consultation, Evaluation, Complications, Contraindications, Positioning and Draping, Lighting and Optics, and Epilatic Techniques	40	60
VIII.	Individual Student Needs and Electives (Hours may include structured visits conducted by the school outside of the classroom at one or more	30	40

electrology establishments.)		
TOTAL HOURS:	210	240

Cos 5.06 **Manicurist license syllabus.** A syllabus for the manicurist license is shown below in Figure 5.06:

FIGURE 5.06

	SUBJECTS	THEORY HOURS	PRACTICAL HOURS
I.	Introduction Law and Codes, Bookkeeping, Business Management, History and Ethics, <u>Tax Reporting</u>	36	
II.	Safety, Sanitation, Sterilization, First Aid and Bacteriology	10	25
III.	Nails and Skin Disorders	24	10
IV.	Anatomy and Physiology	18	8
V.	Manicuring and Pedicuring, including nail enhancement	24	112
VI.	Introduction to Advertising	12	
VII.	Individual Student Needs and Electives (Hours may include structured visits conducted by the school outside of the classroom at one or more cosmetology or manicuring establishments.)	7	14

TOTAL HOURS:	131	169
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## Chapter Cos 6

### APPRENTICESHIP PROCEDURES AND STANDARDS

Cos 6.01	Applications and permits.	Cos 6.04	Practical training for apprentices.
Cos 6.02	Theory and practical instruction.	Cos 6.05	Transfer credit.
Cos 6.03	Theory syllabus for apprentices.		

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**Note:** Chapter BC 6 was renumbered ch. Cos 6 under s. 13.92 (4) (b) 1., Stats., Register February 2013 No. 686.

**Note:** See Chapter SPS 50 for rules governing the licensing of barbers, barbering managers, and barbering establishments.

**Cos 6.01 Applications and permits.** (1) The owner of an establishment seeking to train an apprentice shall contact the department of workforce development or the department for an application.

(2) An initial apprenticeship permit shall be issued for a period of 3 years. The permit shall be renewable for one additional one year period upon all of the following:

- (a) The payment of the renewal fee specified in s. 440.08 (2) (b), Stats.
- (b) Certification to the board from the department of workforce development of acceptable progress by the apprentice in theory instruction and practical training.

(4) An apprentice shall not engage in any cosmetology work or attend school until a permit has been issued.

(5) Each apprentice shall enter an apprenticeship contract with an establishment owner or his or her designated agent who shall employ and make arrangements for training of the apprentice in accordance with ch. 454, Stats., and the rules of the board.

(6) The owner or his or her designated agent shall provide the apprentice with the equipment necessary to learn all phases of practical cosmetology as listed in s. Cos 6.04 and keep records of all apprentice practical work hours.

(7) An apprentice seeking to transfer his or her apprenticeship contract to another establishment owner shall contact the department of workforce development or the department for transfer procedures. An apprentice shall not transfer without prior approval of the board.

(8) Cancellation of an apprenticeship contract by the department of workforce development shall result in an automatic suspension of an apprenticeship permit.

(9) An apprentice who has failed to complete an apprenticeship within 4 years from the date of issuance of his or her initial permit may apply for reentry into the apprenticeship program. Upon its review of the applicant's apprenticeship records, the board may deny the application or issue another apprenticeship permit under specified terms and conditions. The board may allow an apprentice credit for theory and practical training actually obtained under a previous permit.

**Cos 6.02 Theory and practical instruction.** Following issuance of an apprenticeship permit, an apprentice shall enroll in the first available course of theory instruction at a school of cosmetology and shall maintain acceptable attendance and progress in instruction and practical training. The manager shall pay the apprentice for the hours of school attendance and practical training.

**Cos 6.03 Theory syllabus for apprentices.** Schools which provide theory instruction for apprentices shall develop a curriculum based on the syllabus in Figure 6.03 (1):

FIGURE 6.03 (1)

	SUBJECTS	THEORY HOURS
I.	Hygiene, grooming and personal development.	10
II.	Bacteriology, sterilization and sanitation.	20
III.	Tools, equipment and implements (identification and usage).	18
IV.	Haircutting, hair tapering (clippercuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pin-curl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts.	56
V.	Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry.	78
VI.	Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basic principles of electricity, and introduction to electrology.	30
VII.	Manicuring, including nail enhancement.	10
VIII.	Anatomy and physiology of the hair, skin and nails and disorders of the hair, skin, scalp and nails.	50

IX.	Laws, rules, professional ethics and history of cosmetology.	16
TOTAL HOURS:		288

**Cos 6.04 Practical training for apprentices. (1)** (a) The establishment owner with whom an apprentice contracts shall employ a cosmetology manager, whose cosmetology license is not an inactive license, to train and supervise the apprentice, except as provided in pars. (b) and (c). An apprentice shall only work under the supervision of a cosmetology manager, except as provided in pars. (b) and (c).

(b) A cosmetology manager may delegate their supervisory duty to a practitioner who has completed at least 2,000 hours of licensed practice.

(c) A cosmetology manager may delegate their supervisory duty to a barber licensed under ch. 454, Stats., who has completed at least 2,000 hours of licensed practice, but only if the apprentice is a barbering apprentice as referenced in s. 454.22 (1) (c), Stats., and if the apprentice engages only in barbering.

**Note:** Under sections 454.10 (1) and 454.26 (1) of the Statutes, every apprentice is also governed by section 106.01 of the Statutes and chapter DWD 295.

**(3)** Each apprentice must receive at least 3,712 hours of training and experience in the practical services of cosmetology to qualify for the examination as a practitioner. Training and experience shall include the subjects and practical hours of training shown below in Figure 6.04 (3):

FIGURE 6.04 (3)

	SUBJECTS	PRACTICAL HOURS
I.	Bacteriology, sterilization and sanitation in the establishment.	70
II.	Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pin curl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts.	1,300
III.	Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry.	1,000

IV.	Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basic principles of electricity, and introduction to electrology.	80
V.	Manicuring, including nail enhancement.	30
VI.	General patron service and individual apprentice needs	1,232
	TOTAL PRACTICAL HOURS	3,712

**Cos 6.05 Transfer credit. (1)** Apprentices transferring to a school program shall be granted credit for hours attained at a ratio of one apprentice theory hour to one student theory hour and 4 apprentice practical hours to one student practical hour.

**(2)** Students transferring to an apprenticeship program shall be granted credit for hours attained at a ratio of one apprentice theory hour to one student theory hour and one apprentice practical hour to one student practical hour.

**(3)** The department may grant transferees to an apprenticeship program credit for calendar time spent in prior training.

**Cosmetology Examining Board  
Rule Projects**

<b>Clearinghouse Rule Number</b>	<b>Scope #</b>	<b>Scope Expiration</b>	<b>Code Chapter Affected</b>	<b>Relating clause/ Summary</b>	<b>Current Stage</b>	<b>Next Step</b>
	008-23	7/23/2025	Cos 1, 2, 5 and 6	<b>Education and Clarification of courses of instruction</b> /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.
	056-24	11/28/2026	Cos 1 to 4	<b>Mobile Establishments</b>	Scope published.	If required, preliminary public hearing on scope, or scope implementation.





**NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY**

**2024 ANNUAL CONFERENCE**

**Marriott Salt Lake City Center, Salt Lake City**

**FRIDAY – October 11, 2024**

8:00 a.m. – 4:00 p.m.	<b>EXECUTIVE DIRECTORS MEETING</b>	Olympus B
8:00 a.m. – 4:00 p.m.	<b>EXECUTIVE BOARD MEETING</b>	Olympus A
1:00 p.m. – 4:00 p.m.	<b>CONFERENCE REGISTRATION</b>	Capitol Pre-Function
5:00 p.m. – 6:00 p.m.	<b>NEW MEMBER ORIENTATION</b>	Olympus B
6:00 p.m. – 9:00 p.m.	<b>WELCOME RECEPTION</b>	Capitol Pre-Function

**SATURDAY – October 12, 2024**

8:00 a.m. – 9:30 a.m.	<b>BREAKFAST</b>	Olympus Ballroom
9:45 a.m. – 10:15 a.m.	<b>General Session/Call to order</b> Opening Ceremonies Roll Call of states Credentials Report Presentation & Approval of conference rules Approval of Conference Agenda Approval of 2023 Conference Minutes Committee Appointment: Nominating Presentation of Election Procedures First Reading of Proposed Bylaw Amendments (Tentative) Introduction of NIC Executive Board Introduction of Education Chair & Committee Introduction of NIC Staff	Capitol Ballroom



10:15 a.m. – 11:30 p.m. **Elevate Your Efforts to Greatness – “The Brandon Kelly”, International Motivational Speaker**  
 Brandon has leadership and adventure in all 50 states and in 30+ countries including having been presented the 2nd highest award for serving youth in Scouting around the world by the HMS King of Sweden while a guest of the HMS Queen of England in 2007.

11:45 p.m. – 12:30 p.m. **LUNCH** Olympus Ballroom

12:45 p.m. – 1:45 p.m. **General Session/Call to Order** Capitol Ballroom

**What is Regulation & What It Means To Be A Regulator: An Exploration of Why**  
 Dale Atkinson, The Atkinson Firm Legal & Consulting Services - Attorneys at Law and prior Executive Director of FARB.

2:00 p.m. – 3:15 p.m. **1. Future of the Beauty Professions – Sustaining the Industry (Concurrent)** Amethyst Ballroom  
 Sylvia Garcia, Washington, Harold Sims, Nebraska

**2. Overcoming Obstacles & Defining Solutions (Concurrent)** Olympus Ballroom  
 Holly Bloomquist, North Dakota, Wendy Gray, Wyoming

3:15 p.m. – 3:30 p.m. **BREAK**

3:30 p.m. – 4:45 p.m. **1. Future of the Beauty Professions – Sustaining the Industry (Concurrent)** Amethyst Ballroom  
 Sylvia Garcia, Washington, Harold Sims, Nebraska

**2. Overcoming Obstacles & Defining Solutions (Concurrent)** Olympus Ballroom  
 Holly Bloomquist, North Dakota, Wendy Gray, Wyoming

4:45 p.m. – 5:00 p.m. **Nominees for Honorary Membership - Tentative**

**ADJOURN**

### SUNDAY – October 13, 2024

8:00 a.m. – 9:30 a.m. **BREAKFAST** Olympus Ballroom

9:45 a.m. – 10:00 a.m. **General Session/Call to order** Capitol Ballroom  
 Roll Call of States

10:00 a.m. – 11:15 a.m. **1. Medi Spas: Hybrid of a Traditional Day spa and a Medical Clinic** Amethyst Ballroom  
**What is the Impact in the Beauty Professions? (Concurrent)**  
 Merrilyn Cleland, Idaho, Angie Printz, Montana

**2. Certificate VS Licensure: What is the difference? (Concurrent)** Olympus Ballroom  
 Harold Sims, Nebraska, Wendy Gray, Wyoming

11:15 a.m. – 12:30 p.m. **1. Medi Spas: Hybrid of a Traditional Day spa and a Medical Clinic** Amethyst Ballroom  
**What is the Impact in the Beauty Professions? (Concurrent)**  
 Merrilyn Cleland, Idaho, Angie Printz, Montana

**2. Certificate VS Licensure: What is the difference? (Concurrent)** Olympus Ballroom  
 Harold Sims, Nebraska, Wendy Gray, Wyoming



12: 45 p.m. – 1:45 p.m. **LUNCH** Olympus Ballroom

2:00 p.m. – 3:15 p.m. **General Session/Call to Order** Capitol Ballroom

Nominating Committee Report

**License Mobility Initiatives: Reciprocity, Universal Licensing, NIC National Database & Compacts, NIC Certificate**

Mary Alice Olsan, Certemy & Susan Colard, NIC

3:15 p.m. – 5:00 p.m. 2026 Conference Site Selection  
Election of Officers  
Bylaw Committee Report

**ADJOURN**

6:30 p.m. – 8:30 p.m. **NIC Executive Board Installation Banquet** Olympus Ballroom

**MONDAY – October 14, 2024**

8:30 a.m. – 9:45 a.m. GENERAL SESSION/Call to order Capitol Ballroom

Roll Call

**Updates from NACCAS including the 150% Rule** – Frank Trieu, NACCAS Commissioner, Chair of Commission, School Owner

NACCAS is recognized by the Department of Education as a national agency for the institutional accreditation of postsecondary schools and departments of cosmetology arts and sciences, including specialized schools.

9:45 a.m. – 11:00 a.m. **Lasers, Lights and Energy Waves, the New Esthetics** – Gary Begley, Arizona Cosmetology Regulatory Board, IMAj Institute (Aesthetic & Laser Technical education)  
Overgaard Research Center (Aesthetic equipment development), Aesthetic ProTools (Aesthetic products distribution), Skin Laundry (Retail MedSpas)

Learn about the current types of equipment and their purposes, and risks to consumers from lack of training and equipment maintenance. Why it is regulated by Cosmetology and not the Medical or Health Departments.

11:00 a.m. – 11:15 a.m. **BREAK**

11:15 a.m. – 12:00 p.m. **OSHA - Chemical Hazards** - OSHA Representative, Utah Regional Office  
Learn from the Experts About Hazardous Chemicals in the Salons and Steps to Prevent Exposure

12:00 p.m. – 12:15 p.m. Unfinished Business  
New Business  
Resolution

**ADJOURN**

12:30 p.m. – 2:30 p.m. **Executive Board Meeting** Olympus A

