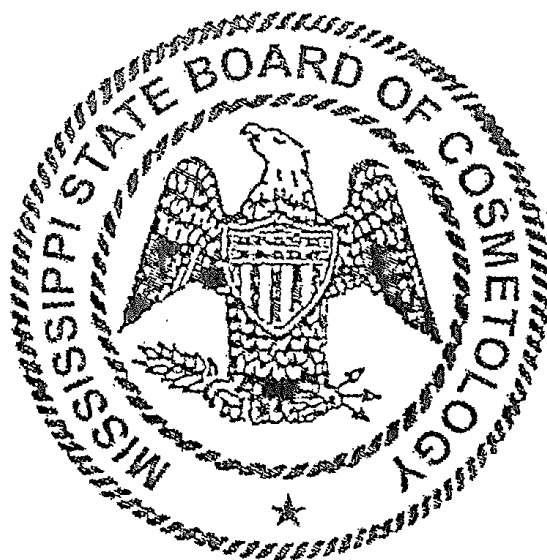


Mississippi State Board of Cosmetology

Rules and Regulations



**REVISED October 18, 2015**

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**Part 2101: Cosmetology, Board of**

**Part 2101 Chapter 1: General**

*Rule 1.2 Definitions*

As used in this Chapter, unless the context otherwise requires:

- A. “Accelerated Hours” means to reduce the time-frame (not clock hours) required for course completion by compressing into shorter period.
- B. “Agent” means a member of the Board or any of its authorized representatives.
- C. “Applied effort” means the time devoted to the study of theory, attendance at theory classes, and the actual performance or all practical skills.
- D. “Average daily attendance” means the average daily attendance over a three-month period of the students enrolled in a school.
- E. “Board” means the Mississippi State Board of Cosmetology.
- F. “Cosmetology Law” or “Law” means Chapter 7 of Title 73 of the Mississippi Code of 1972 as amended.
- G. “Current photograph” means a passport photograph of the applicant/licensee taken recently prior to the date of application or renewal of license. The person must be recognizable in the photograph.
- H. “Establishment” means cosmetological establishment; school or salon
- I. “Extenuating Circumstances” means special circumstances that account for an irregular way of doing things.
- J. “Full Time” means not less than twenty-five (25), nor more than forty (40) hours per week.
- K. “Hours” means clock hours.
- L. “Sink” means a basin fixed to a wall, countertop or floor, having a drainpipe and piped supply of hot and cold water.
- M. “Lead Instructor” means the instructor who is in charge of the teaching program at a licensed school.

- N. "License" means original or duplicate as issued by the Board.
- O. "Make-up Hours" are clock hours acquired in excess of the 40 hours per week maximum, which may be applied to missed time, in the calendar month in which they were acquired.
- P. "Part Time" means anything less than full time as defined in this rule.
- Q. "Practitioner" means a licensed person who is practicing one of the professions regulated by the Mississippi State Board of Cosmetology, as defined in Section 73-7-2 of the Mississippi Code of 1972 as amended.
- R. "Salon" means a licensed establishment operated for the purpose of engaging in the practice of cosmetology, or manicuring and pedicuring, or esthetics, or all.
- S. "School" means a licensed establishment, public or private, operated for the purpose of teaching cosmetology, or manicuring, or pedicuring, or esthetics, or all.
- T. "School premises" means buildings, grounds, and parking lots of the school.
- U. "State" means the State of Mississippi.
- V. "Student" means any person attending classes in a school licensed by the Board.
- W. "Student Instructor" means any person licensed as a cosmetologist, manicurist or esthetician enrolled in an instructor training program in a school licensed by the Board under the supervision of an instructor.
- X. "Subject" means instruction and training or study of a theoretical or skill operation.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-2 (Rev. 2013)

#### *Rule 1.5 Board Meetings*

- A. The Board holds its meetings on the last Monday of each month, beginning at 9:00 a.m., unless extenuating circumstances exist which preclude same. In the event a Board meeting is scheduled at another time, notice will be posted on the Board's website.
- B. A majority of the Board constitutes a quorum.
- C. All Board meetings are open to the public, and the public is welcome. However, members of the public may not participate in business discussion unless invited to do so.
- D. Members of the public must submit an "Agenda Request Form" to the Board office at least one (1) week in advance of the regularly scheduled meeting to be placed on the agenda.

E. Any written requests for consideration without personal appearance at the meeting must be submitted to the “Agenda Request Form” to the Board office no later than one (1) week preceding the regularly scheduled meeting.

F. The Board may, in its discretion, designate a period for public comments.

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

*Rule 1.6 Posting Laws, Rules, Notices and Bulletins*

An establishment must post on its premises, in a place conspicuous to the public, copies of sanitation rules, notices or bulletins as the Board may, from time to time, direct.

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

*Rule 1.7 Schedule of Fines*

The Board shall use the following “Schedule of Fines” for assessing fines for non-compliance with its laws, rules and regulations:

Schedule of Fines					
Statute	Rule	Violation	Issued to	Fine Amount	
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)
73-7-9		Practicing without a license	Practitioner	\$50	\$400
73-7-11		Practitioner license not (or improperly) posted	Practitioner	50	100
73-7-11		Salon License not (or improperly) posted	Owner	50	100
73-7-17		Operation of unlicensed salon	Practitioner	100	400
73-7-19		Expired salon license	Owner	50	400
73-7-19		Expired practitioner license	Practitioner		
		60 days to 1 year		50	400
		Over 1 year to 2 years		75	400
		Over 2 years to 3 years		100	400
73-7-25		Demonstrator in salon or school without demo permit	Owner	50	400
73-7-27(2)(c)		Fraud or dishonest conduct in taking examination	Student	100	400
73-7-27(2)(e)		Dishonest conduct	Owner/Manager/Practitioner	100	400
73-7-33		Salon not well ventilated or well lit	Owner	50	400
73-7-33		Establishment, utensils/equipment not sanitary	Owner/Manager	50	400
73-7-33		Permitting practitioner with infectious disease to practice	Owner/Manager	100	400
Schedule of Fines					



Statute	Rule	Violation	Issued to	Fine Amount	
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)
73-7-33	7.4(B)(1)	Practicing in establishment with infectious/contagious disease	Practitioner	100	400
73-7-35(1)		Working in unlicensed/expired salon	Practitioner	50	200
73-7-35(2)		Allowing a practitioner to practice without a valid license	Owner/ Manager	100	400
	1.6	Sanitation Rules & Regulations not posted in establishment	Owner/ Manager	50	100
	1.8(A)	Failure to allow/interference with inspection	Owner/Manager /Practitioner	50	100
	2.3(A)	Practitioner license not posted at primary work area; or photo copy of license posted	Owner/Manager /Practitioner	50	100
	2.3(B); 7.8(E)	Specific device certification of proficiency not posted at primary work area	Owner/Manager /Practitioner	50	100
	2.3(C)	Individual claiming to be licensed would not provide ID	Owner/Manager /Practitioner	100	400
	2.4(B)	Individual with duplicate license posted would not provide ID	Owner/Manager /Practitioner	100	400
	3.2(A)(3)	Student working on permit without supervisor	Student/Owner/ Manager	50	400

**Schedule of Fines**

Statute	Rule	Violation	Issued to	Fine Amount	
				1 <sup>st</sup>	2 <sup>nd</sup> & subsequent

				Violation	violation(s)
	3.3	Applicant for instructor's license by reciprocity working without one-time teaching permit	Applicant/Owner	100	400
	4.2(A)(1)(f)	Establishment providing services outside scope of license	Owner/Manager	100	400
	4.3	Salon has not continued to meet minimum equipment requirements	Owner	50	200
	4.3(D)(2)	Esthetics treatment area does not provide client privacy	Owner	50	200
	4.3(D)(5)	No container for soiled esthetician linens	Owner	50	200
	4.3(D)(6)	No storage for clean esthetician linens	Owner	50	200
	4.4(A)(1)	Salon owner has not notified Board of sale of salon	Owner	100	400
	5.2(E)(2)	School does not have full-time lead instructor	Owner	100	400
	5.4	School has not maintained minimum equipment requirements	Owner	100	400
	5.9(C)	Board not notified of changes in instruction staff	Owner	50	200
	5.9(D)	Student/Instructor ratio exceeds that required by rule	Owner	100	400

#### Schedule of Fines

Statute	Rule	Violation	Issued to	Fine Amount	
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)
	5.9(F)	School has not reported instructor	Owner	50	200

		absence			
	5.9(G)	Instructor/student instructor practicing on patron	Owner/Practitioner	100	400
	5.9(H)	Student practice work not checked by instructor	Owner	100	400
	5.10	Licenses/Rules & Regulations/Student work notice not posted	Owner	50	200
	5.11	School not separated from other business	Owner	100	400
	5.17	Required equipment & supplies not issued to students	Owner	100	400
	5.18	Failure of school to provide minimum theory hours per week	Owner	100	400
	5.21	Students and/or instructors not wearing badges	Owner	50	200
	5.22	Students allowed to work on clinic floor prior to receiving minimum hours	Owner	100	400
	5.23	Students not properly signed/clocked in	Owner	100	400
	5.23	Daily report not available	Owner	50	200
	5.24	Failed to appear before Board and/or submit Compliance Plan	Owner	100	400

#### Schedule of Fines

Statute	Rule	Violation	Issued to	Fine Amount	
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)
	7.1(A)	Owner/Manager has not maintained sanitary conditions in establishment	Owner/Manager	100	400

	7.1(B)	Practitioner workspace not sanitary	Practitioner	100	400
	7.3(A)	Establishment not clean or good condition	Owner/Manager	100	400
	7.3(B)	Floors where services are performed not non-porous	Owner	50	200
	7.3(C)	Solid waste/refuse not stored/removed properly from common areas	Owner	50	200
	7.3(C)	Solid waste/refuse not stored/removed from workspace	Practitioner	50	200
	7.3(D)	Hair/Nail clippings not removed after each client	Owner/Manager/Practitioner	50	200
	7.3(E)	Animals prohibited in establishment except for registered service animal	Owner/Manager	100	400
	7.3(F)(3)	Drinking water not provided or not convenient	Owner/Manager	50	200
	7.3(F)(4)	Drinking fountain not sanitary	Owner/Manager	50	200
	7.3(F)(5)	Using a common drinking cup or glass	Owner/Manager	100	400

#### Schedule of Fines

Statute	Rule	Violation	Issued to	Fine Amount	
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)
	7.3(G)(3)	Restroom facility not clean or in good condition	Owner/Manager	50	200
	7.3(G)(4)	Restroom facility not well lit/ventilated to outside air	Owner/Manager	50	200

	7.3(G)(5)	Restroom facility not in the confines of the salon business	Owner	100	400
	7.3(G)(7)	Restroom facility without hot water, pressure, soap or towels	Owner/Manager	100	400
	7.3(G)(8)	Restroom facility solid waste/refuse not stored/removed properly	Owner/Manager	50	200
	7.4(A)	Not washing hands before/after each client/after use of restroom	Practitioner	100	400
	7.4(B)(1)	Practicing in establishment with infectious/contagious disease	Practitioner	100	400
	7.4(B)(2)	Servicing client with communicable disease/parasitic infection	Practitioner	100	400
	7.4(B)(2)	Allowing infected practitioner to service client	Owner/Manager	100	400
	7.5(A)	Headrest chair not covered with clean covering	Practitioner	50	200
	7.5(B)	Shampoo bowls not clean or in good condition	Owner/Manager	50	200
	7.6(B)	Soiled towels/linens not deposited in closed receptacle	Owner/Manager/Practitioner	50	200
<b>Schedule of Fines</b>					
Statute	Rule	Violation	Issued to	Fine Amount	
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)
	7.6(D)	Closed cabinet not provided/clean towels not stored in closed cabinet	Owner	50	200
	7.7(A)	Bottles/containers not labeled/poisons not stored separately	Owner/Manager/Practitioner	100	400
	7.7(B)	More than 2 gallons acetone stored in	Owner/	100	400

		salon	Manager		
	7.8(A)	Labeled receptacle not provided for soiled items	Owner/Manager	50	200
	7.8(B)	Unsanitizable items not immediately destroyed after use	Owner/Manager/Practitioner	50	200
	7.8(C)	Carrying instruments/supplies in/on garments	Practitioner	50	200
	7.8(D)	Brush-type neck duster prohibited	Practitioner	50	200
	7.8(E)	Credo blades prohibited in services	Owner/Manager/Practitioner	50	200
	7.9(A)	Work surfaces not cleaned/sanitized after each client	Practitioner	50	200
	7.9(B)(1)	Instruments not properly sanitized prior to next use	Practitioner	100	400
	7.9(B)(2)(a)	Wet disinfectant does not meet prescribed standard	Owner/Manager/Practitioner	50	200

#### Schedule of Fines

Statute	Rule	Violation	Issued to	Fine Amount	
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)
	7.9(B)(2)(c)	Level of wet sanitizer not adequate to sanitize items	Owner/Manager/Practitioner	50	200
	7.9(B)(2)(d)	Wet disinfectant not covered or	Owner/Manager/Practitioner	50	200

		labeled	er		
	7.9(B)(2)(g)	Solution in wet sanitizer is contaminated	Owner/Manager/Practitioner	50	200
	7.9(B)(3)	Clean instruments, brushes not kept in clean receptacle	Owner/Manager/Practitioner	50	200
	7.9(D)	Tools/implements in contact with blood not properly disinfected	Owner/Manager/Practitioner	100	400
	7.11(A)	Instruments not stored in 70% alcohol during manicure	Practitioner	100	400
	7.11(B)	Used manicure implements not removed from station after each client	Practitioner	100	400
	7.12(B)	Whirlpool foot spa not properly cleaned/disinfected	Owner/Manager	100	400

#### Schedule of Fines

Statute	Rule	Violation	Issued to	Fine Amount	
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)
	7.12(B)(4)	Whirlpool foot spa records not maintained	Owner/Manager	100	400
	7.14(A)	Removal of mole or other blemishes by any method is prohibited	Practitioner	100	400
	7.15(A)	Bottles/containers not properly closed	Owner/Manager/Practitioner	50	200

	7.15(D)	Lotion or liquid not poured into sanitized glass or container	Practitioner	50	200
	7.15(F)	Health & safety standards for wax/waxing not followed	Owner/Manager/Practitioner	50	200
	7.15(H)	MMA products used in manicure/pedicure procedure	Owner/Manager/Practitioner	100	400

Source: Miss. Code Ann. §§ 73-7-7, 73-7-27 (Rev. 2013)

*Rule 1.10 Standards Related to Competent Practice*

A. A practitioner may provide advanced services which are within his or her scope of practice, as defined in Section 73-7-2 of the Mississippi Code of 1972 as amended, under the following conditions:

1. The practitioner obtains appropriate education relative to the services to be provided;
2. The practitioner demonstrates appropriate knowledge, skills, and abilities to provide the service;
3. The practitioner maintains documentation satisfactory to the Board of meeting the above requirements.
4. The service does not involve a function or procedure which is prohibited by any other law or rule.
5. The practitioner is prohibited in using animals in any procedure or service.
6. The use of credo blades is prohibited in any procedure or service. In addition, credo blades are prohibited on the premises of any licensed establishment.
7. Practitioners are prohibited in using brush-type neck dusters in any establishment.

B. Microdermabrasion

A cosmetologist or esthetician providing services involving exfoliation must limit the exfoliation to the stratum corneum cells only. Microdermabrasion equipment must be approved by the Federal Food and Drug Administration (FDA) as a Class I device intended for use by licensed practitioners. The practitioner must prominently display a



certificate of training proficiency for each type of equipment used, and must comply with the manufacturer's directions in the use of each product. The use of FDA class 2 or class 3 devices is prohibited.

C. Electric nail file:

1. Any individual utilizing or planning to utilize an electric file in any manicuring procedure must first present Board approved certification that they are proficient in the use of the instrument.
2. The electric file certification of proficiency must be posted in a conspicuous place at all times.
3. Any instructor or student instructor teaching or planning to teach the use of the electric file in any manicuring procedure must first present Board approved certification that they are proficient in the use of the instrument.
4. The instructor's or student instructor's electric file certification of proficiency must be posted in a conspicuous place in the school at all times.
5. Any electric file utilized in any manicuring procedure must be specifically designed for use on the human nail. The individual utilizing the instrument must be able to provide that documentation upon demand.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-1, 73-7-14 (Rev. 2013)

*Rule 2.2 Photograph Required on All Licenses*

- A. Each licensee shall be required to submit two (2) passport photographs taken recently prior to application or renewal. All licenses shall include a passport photograph of the license holder.
- B. Where a salon or school is owned by two (2) or more individuals, the multiple owners shall designate one of the owners or another individual as the "license holder." A passport photograph of the individual designated as license holder shall be printed on the establishment license.
- C. Where a salon is owned by a corporation, the passport photograph of the salon manager or corporate designee shall be printed on the salon license.
- D. Where a school is owned by a corporation, the passport photograph of the lead instructor or corporate designee shall be printed on the school license.
- E. Where the school is a high school or community college, the passport photograph of the campus or branch lead instructor shall be printed on the school license.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-11 (Rev. 2013)

*Rule 2.3 Display of License and Certificate(s) of Proficiency; Photo Identification*

- A. Every licensee must display his or her license in a conspicuous place within reading distance of the public. The posting of a photocopy of a license is prohibited.
- B. Any licensee utilizing or planning to utilize a specific device in any practice area of discipline must post the required certificate of proficiency.
- C. A licensee shall make his or her government photo identification available upon request. Failure to provide government photo identification when requested by an agent of the Board will result in issuance of a citation for violation to the practitioner, owner and/or manager of the establishment.

Source: Miss. Code Ann. §§73-7-7, 73-7-11 (Rev. 2013)

*Rule 2.5 Outdated License:*

- A. Any person who has been licensed in this state, and whose license has expired for a period of three (3) must make application for approval for written and practical examination.
- B. The application for examination must be submitted on a form prescribed by the Board and must be accompanied by:
  - 1. Two recent passport photographs of the applicant, taken prior to application.
  - 2. Record of last renewal, including registration number, and date of expiration.

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

*Rule 2.6 Fees*

- A. Renewal Fees:
  - 1. School License Renewal: A school owner who fails to renew his school license within one (1) year from date of expiration must make a new application for licensure as prescribed in Section 73-7-16, and Rule 5.2.
  - 2. Salon License Renewal: A salon owner who fails to renew his salon license within one (1) year from date of expiration must make a new application for licensure as prescribed in Section 73-7-17, and Rule 4.2.
  - 3. All Licensees:

- a. The postmark date on the transmittal envelope of the renewal application and fee is determinative in ascertaining whether receipt was prior to the expiration of the grace period.
- b. Application for renewal of licenses which are not accompanied by the provided renewal form are assessed a fee for lost renewal form.
- c. When an applicant for renewed license has not submitted required documentation or proper fee, applicant will be notified of same by mail, and license processing is placed on “hold” for a maximum of sixty (60) days, during which time no additional fees or charges will be assessed. If however, a period of sixty (60) days has passed without submittal of required information or balance due, credited fees are *forfeited*; refunds cannot be granted.
- d. The renewal fee for any licensee aged seventy (70) or older at time of renewal shall be waived when such licensee submits a copy of a government issued document demonstrating proof of age.

B. Refunds of fees.

- 1. Application for a new license. An applicant may make a written request to withdraw the application, under the following conditions:
  - a. The application cannot, or has not been approved, for any reason
  - b. In the case of an application for reciprocity, the license issuance process has not begun.
  - c. In the case of an application for a new salon, an inspection has not occurred.
- 2. Balance due on application fees. An applicant may submit a written request for a refund of application fees, either new or renewal, where there is a balance due, and the applicant does not wish to submit the additional fee.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-19 (Rev. 2013)

*Rule 2.7 General provisions regarding licensure by examination*

- A. Licensure examinations are provided for in-state and out-of-state applicants for practitioner and instructor licenses.
- B. An examination for any practitioner or instructor license is both practical and written.
  - 1. The applicant must demonstrate by practical examination, minimal skills and knowledge necessary for the license sought.

2. The applicant must demonstrate by written examination, knowledge of profession, health and safety methods and procedures, Mississippi Statutes, rules and regulations pertinent to the practice necessary for the license.
- C. Grades necessary to pass the examination:
1. Basic Examinations (Practitioner): A person taking the Board of Cosmetology examination will be granted a license to practice if such person makes an examination grade of not less than 70 scaled score on each portion of the practical examination, and not less than 70 scaled score on the written examination.
  2. Instructor Examination: A person taking the Board of Cosmetology Instructor examination will be granted an instructor's license if such person makes an examination grade of not less than 75 scaled score on each portion of the practical examination, and not less than 75 scaled score on the written examination.
- D. Any applicant failing to pass the required examination after three attempts within 365 days of school completion is not eligible for re-examination until he or she has returned to a school for additional training of no more than 10 percent of the prescribed course hours for the course of training for which application for licensure is being made.
- E. A candidate for licensure who has been unsuccessful in passing the examination is required to retake the entire practical examination or written examination which was failed, up to a period of three years. After three years, the grades are no longer valid and the candidate is required to take the both written and practical examinations.
- F. The Board will maintain an accurate record of each examination as provided by the testing administrator.
- G. Reasonable accommodations may be made for candidates having a physical or mental impairment that limits one or more major life activities, as defined by the Americans with Disabilities Act. An applicant's request for accommodation should be made to the test provider at the time of registration.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-13 (Rev. 2013)

*Rule 2.8 Examination Eligibility for In-State Applicants*

- A. Eligibility Requirements for Practitioner
1. Cosmetologists, manicurists, and estheticians must:
    - a. Be at least 17 years of age.
    - b. Be able to read, write and speak English.

- c. Have at least a twelfth (12<sup>th</sup>) grade education or its equivalent.
    - (1) Proof of completion of high school education shall be submitted in the form of a diploma, or certified transcript which reflects graduation data. If the education was acquired by GED, original GED transcript must be submitted to the Board.
    - (2) Where the secondary education was obtained outside of the United States, the applicant must present a copy of the proof of completion, along with an original translation which has been prepared by an approved translation or credentialing service, and which certifies that the document is considered to be proof of the equivalent of a 12<sup>th</sup> grade education.
    - (3) A high school education received from a distance learning entity will only be accepted if that entity is accredited by an accrediting agency recognized by the U.S. Department of Education
    - (4) Any other document and/or affidavit which constitutes reliable proof of completion of high school education shall be required by the Board.
  - d. Must have successfully completed a course of training for which application for licensure is being made.
2. An application for examination must be submitted on a form prescribed by the Board and accompanied by the following:
- a. Two recent passport photographs of the applicant, taken within 90 days prior to application.
  - b. In the event of a name change, legal proof of the name change.
- B. Eligibility Requirements for Instructor
- 1. Eligibility requirements that must be met in order to take the examination:
    - a. Must be at least 21 years of age.
    - b. Must be able to read, write and speak English.
    - c. Must possess a high school education or its equivalency.
    - d. Must possess a current Mississippi practitioner's license.
    - e. Must have completed twelve (12) semester hours in college courses

approved by the Board.

- f. Must have successfully completed a course of training for which application for licensure is being made.
  - g. Must have two (2) years of active practical experience in a licensed Salon, or as an alternative to such experience, the following hours of instructor training shall apply:
    - (1) Cosmetologist – 2,000 hours of instructor training in an accredited school of cosmetology.
    - (2) Esthetician – 1,000 hours of instructor training in an accredited school in which the practice of esthetics is taught.
    - (3) Manicurist – 1,000 hours of instructor training in an accredited school in which the practice of manicuring is taught.
  - h. Must have successfully completed the following hours of instructor's training:
    - (1) Cosmetologist – 750 hours of instructor training in an accredited school of cosmetology
    - (2) Esthetician – 600 hours of instructor training in an accredited school in which the practice of esthetics is taught
    - (3) Manicurist – 600 hours of instructor training in an accredited school in which the practice of manicuring is taught
  - i. Must have attended at least one mandatory Board approved "Methods of Teaching" Seminar earning a minimum of five (5) continuing education hours.
2. Application for approval for examination must be accompanied by:
- a. Two (2) recent passport photographs, taken prior to application.
  - b. Proof of completion of high school education or its equivalency.
  - c. Certified transcript of completion of the course of training for which application for approval for examination is being made.
  - d. An affidavit certifying at least two (2) years of work experiences, if applicable.
  - e. Certified original transcript evidencing successful completion of twelve (12) semester hours in college courses approved by the Board.
  - f. In the event of a name change, legal proof of the name change, and
  - g. Copy of current practitioner's license.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-13, 73-7-18, 73-7-15, 73-7-21 (Rev. 2013)

*Rule 2.9 Examination Eligibility for Out-of-State Applicants*

A. Eligibility Requirements for Examination – Practitioner

1. Any person who is licensed by a state in which Mississippi does not have provision for reciprocity licensure, or any student who is at least seventeen years of age, can read, write, and speak English, and has successfully completed a course of training in another state which meets Mississippi's minimum requirements, but is not licensed in that state, may be eligible for licensure by examination.

The State's minimum requirements are:

Cosmetologist	1500 hours
Manicurist	350 hours
Esthetician	600 hours

2. The required documentation includes notifications of intent, affidavit/certification of training, and affidavit/certification of current licensure.
  - a. Notification of Intent. The form must be completed in its entirety and submitted to the Mississippi State Board of Cosmetology.
  - b. The affidavit/certification of training. An affidavit or certification of the applicant's course of training must be submitted to the Board office by the board in the state in which the training was acquired. The affidavit/certification of training should contain, at a minimum:
    - (1) Applicant's name and address
    - (2) Applicant's Registration Number or license identification number (if applicable)
    - (3) The course in which applicant was enrolled
    - (4) Total clock hours earned
    - (5) Date of completion or last attendance (Non-licensed individuals only)
    - (6) Information regarding current license (if applicable), including expiration date and whether the licensee is in good standing.
  - c. The affidavit/certification of licensure. The applicant must cause an affidavit/certification of licensure to be issued by the board in which the license is held.

- d. If the state in which the applicant is currently licensed is also the state in which the training was acquired, then only one affidavit is required. Otherwise, the applicant must obtain two affidavits.
  - e. The affidavits/certifications must be mailed directly to the Mississippi State Board of Cosmetology by the licensing authority, bear the seal-impress of the licensing authority, and bear at least one signature of an official of the licensing authority.
  - f. In the event the information cannot be provided by the licensing authority, it may be obtained from the attended school. In this case, the attended school must submit the information directly to the Board. The information must: (1) be submitted in an envelope bearing the attended school's letterhead, (2) bear the seal impress of the school, and (3) be certified by an agent of the attended school. The Board reserves the right to deny Certification of Training submitted by a school if it is determined that the information can be provided by the appropriate licensing authority.
3. Appear for an Application Eligibility Interview
- a. Upon receipt of a completed Application of Intent and Affidavit/Certification of Training, which meets the examination requirements for Mississippi, the applicant is scheduled for an interview, and notified of the date and time.
  - b. The applicant must present the following documents at the time of the interview:
    - (1) Photographic identification.
      - (a) Applicant must present two (2) current passport photographs to be attached to his or her application for approval for examination. The person who is making application for approval for examination must be recognizable in the photograph.
      - (b) Applicant must present a government-issued photographic identification card which contains the applicant's signature and date of birth. In the event of a name change, legal proof of the change must be presented.
    - (2) Two additional forms of identification must be presented by the applicant. In the event of a name change, legal proof of the change must be presented.
    - (3) Any applicant who uses or proposes to use a specific device in any practice area of discipline must present the required certification of



proficiency from Mississippi or another state attesting to proper training in the use of the instrument.

- c. The applicant will be interviewed to determine his or her eligibility to apply for approval for examination. The following determinations will be made:
- (1) The applicant is at least 17 years of age.
  - (2) The applicant is able to read, write and speak English.
  - (3) The applicant has a 12th grade education or its equivalent. The applicant must present, at the time of the interview, acceptable documentation evidencing completion of the 12th grade, or its equivalent. Where the secondary education was obtained outside of the United States, the applicant must present a copy of the proof of completion, along with an original translation which has been prepared by an approved translation or credentialing service, and which certifies that the document is considered to be the equivalent of a 12th grade education.

Additional information may be required if it has been determined, or there is reason to believe that a candidate for examination has completed high school under one or more of the following circumstances:

- (a) The institution is not accredited by the Department of Education in the relevant state.
  - (b) The institution is not accredited by a recognized proprietary school accrediting association.
  - (c) The candidate may have completed a self-study course.
- (4) The candidate will not be considered to have a 12<sup>th</sup> grade education or its equivalent if it is determined that one or more of the following circumstances exist:
- (a) The institution from which the diploma or transcript was acquired is not sanctioned or accredited by a state supported educational credentialing entity, or
  - (b) The candidate completed a self-study program in which progress examinations and final examinations were not physically supervised by one or more staff members of the institution or a recognized examination

administration/proctor service.

4. If an applicant fails to present evidence satisfactory to prove that all requirements for approval for examination have been met, he or she will be advised that the application of intent will be rejected, and the reason for the same. The applicant will be advised, in writing, of the right to a show cause hearing before the Board.
5. If the applicant is deemed to meet all examination eligibility requirements, he or she will be required to submit an out-of-state Application for Approval for Examination, which must be completed in its entirety.

B. Eligibility Requirements for Examination – Instructor (First – Time Licensure)

1. Eligibility requirements that must be met in order to take the examination:
  - a. Must be at least 21 years of age.
  - b. Must be able to read, write and speak English.
  - c. Must possess a high school education or its equivalency.
  - d. Must possess a current practitioner's license.
  - e. Must have completed twelve (12) semester hours in college courses approved by the Board.
  - f. Must have successfully completed a course of training for which application for licensure is being made.
  - g. Must have two (2) years of active practical experience in a licensed salon, or as an alternative to such experience, the following shall apply:
    - (1) Cosmetologist – 2,000 of instructor training in an accredited school of cosmetology.
    - (2) Esthetician – 1,000 of instructor training in an accredited school in which the practice of esthetics is taught.
    - (3) Manicurist – 1,000 of instructor training in an accredited school in which the practice of manicuring is taught.
  - h. Must have successfully completed the following hours of instructor's training:
    - (1) Cosmetologist – 750 hours of instructor training in an accredited school of cosmetology.
    - (2) Esthetician – 600 hours of instructor training in an accredited school in which the practice of esthetics is taught.

- (3) Manicurist – 600 hours of instructor training in an accredited school in which the practice of manicuring is taught.
    - i. Must have attended one mandatory Board “methods of teaching” seminar earning a minimum of five (5) continuing education hours.
2. The application packet must be accompanied by:
  - a. Two (2) recent passport photographs, taken prior to application.
  - b. Proof of eligibility requirements.
  - c. An affidavit completed and signed by the board official in the state from which the current license is held, attesting to licensure status and any disciplinary action within the past five (5) years.
  - d. Certified transcript of completion of the course of training for which application for approval for examination being made or an affidavit attesting to education.
  - e. Certified original transcript evidencing successful completion of twelve (12) semester hours in college courses approved by the Board.
  - f. In the event of a name change, legal proof of the name change.
  - g. Copy of current practitioner’s license.
3. Any applicant who uses or propose to teach a specific device in any practice area of discipline must present the required certification of teaching proficiency for Mississippi or another state attesting to proper training in the use and/or teaching of the device.
4. If an applicant fails to present evidence satisfactory to prove that all requirements for approval for examination have been met, he or she will be advised that the application of intent will be rejected and the reason for the same. The applicant will be advised, in writing, of the right to a show cause hearing before the Board.
5. If the applicant is deemed to meet all examination eligibility requirements he or she will be required to submit an out-of-state application for approval for examination, which must be completed in its entirety.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-13, 73-7-18, 73-7-15, 73-7-21 (Rev. 2013)

*Rule 2.10 Examination Eligibility for Out-of-Country Applicants.*

A. Eligibility Requirements for Examination – Practitioner

1. Any person who is licensed or registered to practice by a country other than the United States, or any person who has successfully completed a course of training in a country other than the United States, which meets this state's minimum requirements, may submit an application for approval for examination.

The state's minimum requirements are:

Cosmetologist	1500 hours
Manicurist	350 hours
Esthetician	600 hours

2. The required documentation includes notification of intent, affidavit/certification of training, and affidavit/certification of current licensure.
  - a. Notification of Intent. The form must be completed in its entirety and submitted to the Board.
  - b. The affidavit/certificate of training. An affidavit or certification of the applicant's course of training must be submitted to the Board office by the board in the country or province in which the training was acquired. The affidavit/certification of training should, at a minimum contain:
    - (1) Applicant's name and address
    - (2) Applicant's Registration Number or license identification number (if applicable)
    - (3) The course in which applicant was enrolled
    - (4) Total clock hours earned
    - (5) Date of completion or last attendance (Non licensed individuals only)
    - (6) Information regarding current license (if applicable), including expiration date and whether the licensee is in good standing.
  - c. The affidavit/certification of licensure. The applicant must cause an affidavit/certification of licensure to be issued by the board in which the license is held.
  - d. The affidavits/certifications must be mailed directly to the Board by the licensing authority, bear the seal-impress of the licensing authority, and bear at least one signature of an official of the licensing authority.
  - e. In the event the information cannot be provided by the licensing authority, it may be obtained from the attendant school. In this case, the attendant school must submit the information directly to the Board. The information must: (1) be submitted in an envelope bearing the attendant school's letterhead, (2) bear the seal-impress of the school, and (3) be certified by an

agent of the attendant school. The Board reserves the right to deny Certification of Training submitted by a school if it is determined that the information can be provided by the appropriate licensing authority.

3. Appear for an Application Eligibility Interview
  - a. Upon receipt of a completed Applicant of Intent and Affidavit/Certification of Training, which meets the examination requirements for Mississippi, the applicant is scheduled for an interview, and notified of the date and time.
  - b. The applicant must present the following documents at the time of the interview:
    - (1) Photographic identification.
      - (a) Applicant must present two (2) current passport photographs to be attached to his or her application for approval for examination. The person who is making application for examination must be recognizable in the photograph.
      - (b) Applicant must present a government-issued photographic identification card which contains the applicant's signature and date of birth. In the event of a name change, legal proof of the change must be presented.
    - (2) Two additional forms of identification must be presented by the applicant. In the event of a name change, legal proof of the name change must be presented.
    - (3) Any applicant who uses or proposes to use a specific device in any practice area of discipline, must present the required certification of proficiency attesting to proper training in the use of the instrument.
  - c. The applicant will be interviewed to determine his or her eligibility to apply for approval for examination. The following determinations will be made:
    - (1) The applicant is at least 17 years of age.
    - (2) The applicant is able to read, write and speak English.
    - (3) The applicant has a 12<sup>th</sup> grade education or its equivalent. The applicant must present, at the time of the interview, acceptable documentation evidencing completion of the 12<sup>th</sup> grade, or its equivalent. Where the secondary education was obtained outside of

the United States, the applicant must present a copy of the proof of completion, along with an original translation which has been prepared by an approved translation or credentialing service, and which certifies that the document is considered to be the equivalent of a 12<sup>th</sup> grade education.

- d. If an applicant is deemed to meet all examination eligibility requirements, he or she will be required to submit an out-of-country Application for Approval for Examination, which must be completed in its entirety.
- 5. If the applicant is deemed to meet all examination eligibility requirements, he or she will be required to submit an out-of-country Application for Approval for Examination, which must be completed in its entirety.

B. Eligibility Requirements for Examination – Instructor (First-Time Licensure)

- 1. Eligibility requirements that must be met in order to take the examination:
  - a. Must be at least 21 years of age
  - b. Must be able to read, write and speak English.
  - c. Must possess a high school education or its equivalency.
  - d. Must possess a current practitioner's license.
  - e. Must have completed twelve (12) semester hours in college courses approved by the Board.
  - f. Must have successfully completed a course of training for which application for licensure is being made.
  - g. Must have two (2) years of active practical experience in a licensed salon, or as an alternative to such experience, the following hours of instructor training shall apply:
    - (1) Cosmetologist – 2,000 hours of instructor training in an accredited school of cosmetology.
    - (2) Esthetician – 1,000 hours of instructor training in an accredited school in which the practice of esthetics is taught.
    - (3) Manicurist – 1,000 hours of instructor training in an accredited school in which the practice of manicuring is taught.
  - h. Must have successfully completed the following hours of instructor's training:
    - (1) Cosmetologist – 750 hours of instructor training in an accredited school of cosmetology

- (2) Esthetician – 600 hours of instructor training in an accredited school in which the practice of esthetics is taught
    - (3) Manicurist – 600 hours of instructor training in an accredited school in which the practice of manicuring is taught
  - i. Must have attended at least one mandatory Board approved “Methods of Teaching” seminar earning a minimum of five (5) continuing education hours.
- 2. The application packet must be accompanied by:
  - a. Two (2) recent passport photographs, taken within 90 days prior to application.
  - b. Proof of eligibility requirements.
  - c. An affidavit completed and signed by the board official in the country or province from which the current license is held, attesting to licensure status and any disciplinary action within the past five (5) years.
  - d. Certified transcript of completion of the course of training for which application for approval for examination being made or an affidavit attesting to education.
  - e. Certified original transcript evidencing successful completion of twelve (12) semester hours in college courses approved by the Board.
  - f. An affidavit certifying at least two (2) years of work experience, if applicable.
  - g. In the event of a name change, legal proof of the name change.
  - h. Copy of current practitioner’s license.
  - i. Any applicant who uses or proposes to teach a specific device in any practice area of discipline must present the required certification of teaching proficiency from Mississippi or another country or province attesting to proper training in the use and/or teaching of the device.
- C. The application must be submitted on a form prescribed by the Board and must be accompanied by:
  - 1. Two passport photographs taken prior to application.
  - 2. A copy of current out-of-country license or certificates.

3. Proof of completion of high school education or GED by way of certified high school transcript, certified GED transcript or other means as the Board may deem acceptable. All transcripts must be submitted by the applicant in sealed envelopes from the school in which the degree was obtained. .
4. Certification from the registering agency or the school in which the training was acquired, reflecting the number of training hours earned, and the curriculum subjects.

*Rule 2.11 Licensure by Reciprocity - Practitioner*

- A. An individual who holds a current license from another state with whom Mississippi has a reciprocal agreement may be eligible for a practitioner license in accordance with Miss. Code Ann. Section 73-7-23. The Mississippi State Board of Cosmetology maintains a list of states with whom Mississippi is reciprocal.
- B. Application Process:
  1. Complete an Application for Reciprocity, which must be completed in its entirety and submitted to the Board.
    - a. The applicant must cause an affidavit or certification to be issued by the board in which the training was acquired or the license is held. If the state in which the applicant is currently licensed is also the state in which the training was acquired, then only one affidavit is required. Where the current license is held in one state and original license or education was obtained in a different state, and the state of current licensure will not attest to the applicant's training, an affidavit is also required from the state of origin.
    - b. The affidavit/certification of training must:
      - (1) Be mailed directly to the Mississippi State Board by the licensing authority.
      - (2) Bear the seal-impress of the licensing authority.
      - (3) Bear at least one signature of an official of the licensing authority.
    - c. The affidavit/certification of training should contain, at a minimum:
      - (1) Applicant's name and address,
      - (2) Applicant's Registration Number or license identification number,
      - (3) The course in which applicant was enrolled,
      - (4) Total clock hours earned,
      - (5) Information regarding current license, including expiration date and whether the licensee is in good standing.



2. Appear for an Application Eligibility Interview

- a. Upon receipt of a completed Application of Reciprocity and Affidavit/Certification of Training, which meets the reciprocity requirements of the state of Mississippi, the applicant is scheduled for an interview, and notified of the date and time.
- b. The applicant must present the following documents at the time of the interview:
  - (1) Photographic identification.
    - (a) Applicant must present two (2) current passport photographs to be attached to his or her application for reciprocity. The photograph must be recognizable as the person who is making application for reciprocity.
    - (b) Applicant must present a government-issued photographic identification card which contains the applicant's signature and date of birth. In the event of a name change, legal proof of the change must be presented.
  - (2) Two additional forms of government-issued identification must be presented by the applicant. In the event of a name change, legal proof of the change must be presented.
  - (3) A current, valid out of state practitioner license. The license will be reviewed to determine that all information contained in it including name, registration number, and expiration date of license, matches the information which was provide in the affidavit.
  - (4) Any applicant who uses or proposes to use a specific device in any practice area of discipline must present certificate of proficiency obtained in Mississippi or another state attesting to proper training in the use of the device.
- c. The applicant will be interviewed to determine his or her eligibility to be licensed by reciprocity. The interview will be recorded. The following determinations will be made:
  - (1) the applicant is at least 17 years of age.
  - (2) the applicant is able to read, write and speak English.

C. If the applicant fails to present evidence satisfactory, of meeting all requirements for reciprocity, he or she will be advised that the application cannot be accepted, and the reason for same. The applicant will be advised, in writing, of the right to an

administrative hearing before the Board.

- D. If the applicant is deemed to meet all reciprocity eligibility requirements, he or she is required to:
1. Complete an Application for Reciprocity. The Board approved form, "Application for Licensure by Reciprocity," must be completed in its entirety.
  2. Pay the required fee. The prevailing fee is that which has been established by Law, Section 73-7-29, of the Mississippi Code of 1972 as amended and may be submitted by personal check, cashier's check, money order, or cash.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-23 (Rev. 2013)

*Rule 2.13 Reciprocity for Military Personnel and Military Spouses*

In accordance with the requirements of Miss. Code Ann. § 73-50-1, a military trained or military spouse applicant may gain licensure to practice in the State of Mississippi under the following circumstances:

- A. For a military-member applicant:
1. Must show proof of licensure by a state Cosmetology regulatory board that is in good standing and be actively practicing. Proof of licensure shall include presentation of a current valid out-of-state license and submission of an affidavit mailed directly to the Mississippi State Board of Cosmetology by the licensing authority that contains the following: 1) the seal-impress of the licensing authority; 2) at least one signature of an official of the licensing authority; 3) the applicant's name and address; 4) the applicant's registration number or license identification number; and 5) the courses in which the applicant was enrolled, total clock hours earned, and information regarding current license.  
  
Or, as an unlicensed cosmetologist graduating within the last two (2) years, applicant must show proof by way of affidavit of completion of a course of Cosmetology study from a board approved Cosmetology school.
  2. Must conform with the reciprocity rules found under Rule 2.11.
  3. Must appear for an application eligibility interview and show the following: 1) present two (2) current passport photos attached to the application for reciprocity; 2) present two (2) forms of government-issued identification; 3) proof that the applicant is at least seventeen (17) years of age; 4) demonstrate the ability to read write and speak English; and 5) any applicant that proposes to use a specific device in any are of cosmetology must present a certificate of sufficiency obtained in a state in good standing attesting to proper training in the use of the device.

4. An applicant for an instructor's license must have completed a minimum of five (5) continuing education hours in Mississippi Board of Cosmetology laws, rules and regulations at the time of application.
5. Instructor candidates may submit, on an official transcript, academic credit designated by the American Council on Education ("ACE")'s Military Guide to the Board for consideration to meet all or part of the academic semester hours required for instructor candidate eligibility.

B. For a military spouse:

1. Must show evidence that the applicant is a legal spouse of an active member of the military.
2. Must show proof of licensure by a state Cosmetology regulatory board that is in good standing and be actively practicing. Proof of licensure shall include presentation of a current valid out-of-state license and submission of an affidavit mailed directly to the Mississippi State Board of Cosmetology by the licensing authority that contains the following: 1) the seal-impress of the licensing authority; 2) at least one signature of an official of the licensing authority; 3) the Applicant's name and address; 4) the applicant's registration number or license identification number; and 5) the courses in which the applicant was enrolled, total clock hours earned, and information regarding current license.

Or, as an unlicensed cosmetologist graduating within the last two (2) years, applicant must show proof by way of affidavit of completion of a course of Cosmetology study from a board approved Cosmetology school.

2. Must conform with the reciprocity rules found under Rule 2.11.
3. Must appear for an application eligibility interview and show the following: 1) present two (2) current passport photos attached to the application for reciprocity; 2) present two (2) forms of government-issued identification; 3) proof that the applicant is at least seventeen (17) years of age; 4) demonstrate the ability to read write and speak English; and 5) any applicant that proposes to use a specific device in any are of cosmetology must present a certificate of sufficiency obtained in a state in good standing attesting to proper training in the use of the device.
4. An applicant for an instructor's license must have completed a minimum of five (5) continuing education hours in Mississippi Board of Cosmetology laws, rules and regulations at the time of application.

Source: Miss Code Ann. §§ 73-7-7, 73-7-15, and 73-50-1 (Rev. 2013).

## **Part 2101 Chapter 3:       Permits**

### *Rule 3.1 Demonstrator's Permit*

An Establishment must not allow a product demonstrator to demonstrate any product without a permit which has been issued in accordance with Section 73-7-25 of the Mississippi Code of 1972 as amended.

Source: Miss. Code Ann. §§73-7-7, 73-7-25 (Rev. 2013)

### *Rule 3.2 Permit to Work*

#### **A.     Student, or Student Instructor:**

1.     Any student or student instructor who has completed the total number of prescribed hours in a course of training may be issued a permit to work valid for 90 days in that capacity, upon request, provided the following requirements have been met:
  - a.     An application for approval for examination has been made, and approved by the board.
  - b.     An application for a permit to work has been submitted on a form approved by the Board, which includes the following information:
    - (1)    Name and address of the establishment in which applicant is to be employed.
    - (2)    Establishment registration number, current license number and expiration date of license.
    - (3)    Name of supervising licensee. (Supervisor)
    - (4)    Supervisor registration number, current license number, and expiration date of license.
2.     A permit to work is not processed unless a) all information is complete, b) if either the establishment or supervisor license is expired, or c) if false information is reflected on the application.
  - a.     The supervising licensee must be employed on a full-time basis by the establishment in which the student/student instructor has made application for a permit. If it is necessary for the supervisor to be out of the establishment on occasion, another supervising licensee must be designated to oversee the work of the student/student instructor.
  - b.     A student instructor who has been issued a permit to work is required to be

under the direct supervision of a licensed instructor.

3. An approved permit to work will be sent, in the applicant's name, directly to the employing establishment.
  - a. Any student/student instructor found by a Board agent working in any establishment before receipt of his or her permit or without a licensed supervisor will be issued a citation.
  - b. Any establishment owner employing a student/student instructor without a temporary work permit shall be issued a citation for employing non-licensed personnel, and such case may be cause for suspension of the establishment license.
4. If any student/student instructor has received a temporary permit to work and fails the practical or written examination, that student/student instructor is no longer eligible to work.
  - a. The student/student instructor and the employing establishment will be notified of the student/student instructor's ineligibility to work.
  - b. The employing establishment will be notified to return the permit immediately. Failure to do so, or for the student/student instructor to continue working, will result in a issuance of a notice of an administrative hearing to the establishment owner(s) and student instructor..
5. No student under the authority of the Board shall work for compensation as a practitioner in an establishment while in the process of acquiring his or her training. A student instructor is exempt from this Rule 3.2(A)(5).
6. Outdated License – See Rule 2.5.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-13 (Rev. 2013)

*Rule 3.3 One-Time Temporary Teaching Permit for Applicant for Instructor's License by Reciprocity*

- A. Any applicant for a Mississippi instructor's license by reciprocity who has not completed the college course(s) requirement at the time of application may be issued a one-time temporary teaching permit valid for six months, which shall be non-renewable. All other requirements must be met at the time of application for instructor's license by reciprocity.
- B. The request for a one-time temporary teaching permit shall be made on the application for instructor's license by reciprocity. See Rule 2.12.
  - (1) Name and address of the school in which the applicant is to be employed.

- (2) School registration number, current license number and expiration date of license.
  - (3) Name of supervising instructor(s).
  - (4) Supervising instructor(s)'s registration number, current license number, and expiration date of license.
- C. The request for a one-time temporary teaching permit must be accompanied by the following:
- (1) Proof of enrollment in college course(s) approved by the Board
  - (2) Required permit fee of \$25.00
  - (3) Two (2) passport photographs taken within ninety (90) days prior to the application or renewal
  - (4) Other documentation as required for application for a Mississippi instructor's license by reciprocity.
- D. Procedures for Use of the One-Time Temporary Teaching Permit
- 1. An approved one-time temporary teaching permit shall be issued in the applicant's name and mailed to the employing school.
  - 2. The applicant for an instructor's license by reciprocity who has been issued a one-time temporary teaching permit shall be required to be under the direct supervision of a licensed instructor.
  - 3. The supervising instructor shall be employed on a full-time basis by the school where the applicant for instructor's license by reciprocity will be employed.
  - 4. When it is necessary for the supervising instructor to be away from the school on occasion, another licensed instructor shall be designated to supervise the work of the applicant for an instructor's license by reciprocity who is working pursuant to a one-time temporary teaching permit.
  - 5. Any applicant for an instructor's license by reciprocity who is found working in any school before receipt of the one-time temporary teaching permit will be issued a citation by the Board agent.
  - 6. Any school owner employing an applicant for an instructor's license by reciprocity without a one-time temporary teaching permit shall be issued a citation by the Board agent, and such case may be cause for suspension of the school license.
  - 7. The one-time temporary permit shall be returned immediately to the Board office in the event the applicant for an instructor's license by reciprocity who holds the said permit ceases employment with the employing school of record or withdraws his or her application for an instructor's license by reciprocity.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-13 (Rev. 2013)

## Part 2101 Chapter 4: Salons

### *Rule 4.2 Procedure for the Opening of A New Salon*

A. A proposed salon owner must submit an application for licensure to operate a salon. **An incomplete application will not be processed.**

1. The following information is required on the application:
  - a. The name of the proposed salon.
  - b. The address, location and the phone number of the proposed salon.
  - c. The name(s) and address(es) of the proposed owner(s). If a partnership or corporation, the name and address of all principals must be provided.
  - d. Owners' Social Security Number(s)
  - e. If the proposed owner/manager is not a licensed practitioner, the name and registration number of an individual working full-time in the establishment and licensed by this Board must be provided.
2. In addition to the above, the following information must be submitted with the application:
  - a. Required fee.
  - b. Two (2) recent passport photographs.
  - c. A list of the equipment the Salon proposes to have on hand.
3. After receipt of the application and verification of the data, a Board inspector will contact the proposed owner to schedule an inspection appointment.
4. The salon application will be cancelled and the fee will be forfeited under the following circumstances:
  - a. An inspection appointment is postponed by the proposed salon owner beyond 90 days after receipt.
  - b. The proposed salon owner(s) is a no-show for the inspection appointment and fails to send a representative.

B. Inspection and Approval for Licensure:

During the inspection appointment, the Board will conduct an inspection of the premises

to determine if all requirements, as indicated in the law, including minimum equipment requirements, have been strictly adhered to by the owner(s) of the proposed salon. If the requirements are not met, and the inspector cannot approve the salon, there will be an additional fee for each inspection made before licensing the salon.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-17 (Rev. 2013)

*Rule 4.3 Required Equipment for Salons*

A. Cosmetology Salon:

1. Signs
  - a. Outside – Business
  - b. Hours of Operation.
2. One (1) dresser or work station with mirror for each cosmetologist.
3. One (1) shampoo bowl and chair
4. One (1) dryer. (For purposes of this rule, a dryer is defined as “a chair or standing hair dryer with a hood, either stationary or portable.”)
5. Twelve (12) combs and twelve (12) brushes per cosmetologist.
6. Adequate number of closed cabinet(s) of solid construction for clean towels.
7. Adequate number of covered towel container(s) for soiled towels.
8. One (1) wet sanitizer per cosmetologist and/or establishment.
9. One (1) dry sanitizer. (Any clean, closed container is considered adequate)
10. Adequate number of covered trash cans of solid construction.
11. One (1) manicure table with lamp per manicurist.
12. One (1) patron chair and manicurist stool per manicurist.
13. One (1) wet sanitizer for clean manicuring implement(s). (Any clean, closed container is considered adequate).
14. One (1) wet sanitizer (cotton and alcohol) per manicurist.
15. One (1) finger bowl per manicurist.
16. One (1) dry sanitizer for clean manicuring implement(s). (Any clean closed



container is considered adequate).

17. Treatment area(s) located so as to ensure the privacy of the esthetics client.
18. One (1) treatment table or chair, and one (1) practitioner stool per esthetician.
19. One (1) sink within a reasonable distance of for each esthetics treatment area.
20. One (1) covered container for soiled linens in each esthetics treatment area.
21. One (1) closed cabinet of solid construction for clean linens in each esthetics treatment area.
22. One (1) closed cabinet for esthetics supplies.
23. One (1) free standing magnifying light per two (2) estheticians.
24. One (1) woods lamp per two (2) estheticians.
25. One (1) wet sanitizer per esthetic treatment area.
26. One (1) dry sanitizer per esthetic treatment area.
27. Covered trash can of solid construction for each esthetics treatment area.
28. An adequate supply of client drapes and linens (towels, sheets, and pillow covers.
29. Sufficient supplies for giving full salon services.

B. Manicuring Salon: A salon in which manicuring only is practiced must have and keep maintained in proper working order and condition to the following minimum equipment in order to be approved and pass annual inspection:

1. Signs
  - a. Outside – Business
  - b. Hours of Operation
2. One (1) manicure table with lamp per manicurist.
3. One (1) patron chair and manicure stool per manicurist.
4. One (1) wet sanitizer (cotton and alcohol) per manicurist.
5. One (1) finger bowl per manicurist
6. One (1) dry sanitizer for clean implements. (Any clean, closed container is

considered adequate)

7. Closed cabinet of solid construction for clean towels.
8. Closed cabinet of solid construction for manicuring/pedicuring supplies.
9. An adequate number of covered trash cans of solid construction.
10. An adequate number of covered towel container(s) for soiled towels.
11. Sufficient supplies for giving complete manicuring/pedicuring services.

C. Esthetics Salon: A salon in which esthetics only is practiced must have and keep maintained in proper working order and condition the following minimum equipment in order to be approved and pass annual inspection:

1. Signs
  - a. Outside – Business
  - b. Hours of Operation
2. Treatment area(s) located so as to insure the privacy of the patron.
3. One (1) treatment bed, table or chair, and one (1) practitioner stool per esthetician.
4. One (1) sink within a reasonable distance of each treatment area.
5. One (1) covered container for soiled linens.
6. One (1) closed cabinet for clean linens.
7. One (1) closed cabinet for supplies
8. One (1) free standing magnifying light per two (2) treatment areas.
9. One (1) Wood's lamp per two (2) estheticians.
10. One (1) wet sanitizer per esthetic treatment area.
11. One (1) dry sanitizer per esthetic treatment area.
12. Adequate supply of client drapes and linens (towels, sheets, and pillow covers).
13. Covered trash can of solid construction.
14. Sufficient supplies for giving complete esthetics services.

- D. All licensed establishments must have an outside entrance except salons in department stores or buildings with a main entrance.
- E. In addition to the above rules, a home establishment must meet the following criteria:
  - 1. The wall between the salon and home must be of ceiling height.
  - 2. If a door exists between the beauty salon and the remainder of the house, said door must be kept closed during business hours.
  - 3. If a restroom is within a home salon, it shall be subject to inspection.
- F. A licensed establishment must not be used for living purposes or other residential use.

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

*Rule 4.4 Salon Change of Ownership; Addition or Change of Partners; Change of Location; Change of Business Name*

No license is transferable from one owner to another or one location to another.

No new license shall be issued until all fines previously assessed to the salon have been paid in full.

- A. Change of Ownership
  - 1. Salon owners who contemplate selling or transferring the ownership of a salon must notify the board in writing prior to the sale or transfer.
  - 2. Where a sale or transfer of ownership occurs, the prospective owners must make application for a new salon in accordance with Board Rules 4.1 and 4.4, and must pay the required fee.
  - 3. A sixty (60) day grace period is allowed until a new license is issued.
- B. Addition or Change of partners
  - 1. Where a partnership is added, or changed, and at least one partner or original owner remains, then a new salon application is not required.
  - 2. Written notification of the change in partnership should be made to the Board within (30) days of such change.
  - 3. When the original applicant(s) is no longer a partner in the salon, an Application of Approval of a New Salon must be made in accordance with Board Rules 4.2-4.4, and the required fee must be paid.
- C. Change of Location

1. A salon owner who contemplates relocation of the salon must make application for a new salon in accordance with Board Rules 4.2-4.4, and must pay the required fee.
2. A change of location includes moving an existing establishment:
  - a. From one address to another
  - b. From one building, or area within a building, to another, even when a “change of address” does not occur.
3. An application for a new salon not required when:
  - a. A portable building is moved from one specific site on a lot to another site on the same lot, and there is no change in equipment or address.

**D. Change of Business Name**

A salon will not change its business name without first filing a change of business name form and paying the processing fee. (The Board may charge an appropriate processing fee in the event of a business name change. The amount shall be on the form for business name change).

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

*Rule 4.5 Nursing Home Salons*

Section 73-7-35 of the Mississippi Code of 1972 as amended provides that services may be provided outside the physical confines of a licensed salon, to “...any person who may be confined to his or her home, a hospital, or other place as a result of illness.”

- A. Nursing home salons are considered patient care facilities and do not require a salon license under the following conditions:
  1. Services are restricted to patients only and are not provided for employees of the nursing home, nor family or friends of the patients.
  2. A retirement home or community where the residents are not confined due to illness is not considered a nursing home. Any salon operated as a part of a retirement home or community must be licensed by the Board.
- B. If a nursing home facility requests to be licensed as a salon and meets all requirements of the Board, then it will be granted.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-35 (Rev. 2013)

**Part 2101 Chapter 5: Schools**

*Rule 5.2 Procedure for the Opening of A New School*

- A. Procedure for filing an application for preliminary school approval.
  - 1. Any person proposing to own or operate a school must make an appointment with the Board to discuss in detail the proposed operation of the school.
  - 2. Interested persons must completed a Personal Survey Form and return to the State Board of Cosmetology prior to the initial meeting with the Board.
- B. An application for a license to operate a school must be submitted for approval on an application form provided by the Board.
  - 1. Prospective owners for proprietary schools provide a completed submitted form provided by the Board office. The following information must be provided with the application:
    - a. Application fee.
    - b. Floor plan of the proposed school, indicating measurements for each area, and equipment layout.
    - c. The name, address and telephone number of the manager/supervisor, and the name, address, and registration number of the instructor(s) of the proposed school.
    - d. A copy of the contract form to be used between the school and the student.
    - e. A copy of proposed brochures, catalogs and advertisements.
    - f. Two (2) recent passport photographs of the applicant, taken prior to application.
  - 2. An incomplete application will not be processed and the applicant will be notified by the Board office with the cause for non-processing.
- C. Initial Inspection and Approval of Proposed School
  - 1. An inspection shall be performed by two (2) agents of the Board, one of which must be a board member, for the purpose of determining:
    - a. Suitability of:
      - (1) Proposed Location.
      - (2) Proposed Rooms, including adequacy of floor space, plumbing, ventilation, lighting, etc., in accordance with the floor plan.
      - (3) Proposed items of equipment and materials.
    - b. Satisfactory evidence of proper provisions for duly licensed instructors and properly qualified manager/supervisor.
  - 2. If the Board determines that the applicant is knowledgeable regarding requirements for licensure and operation of School of Cosmetology, Manicuring or

Esthetics, the Board may waive the initial inspection and proceed to the final inspection.

3. The findings of the initial inspection will be submitted to the Board for its approval at its next regular or any special called meeting. The applicant will be notified in writing of the decision of the Board within 30 days.

D. Final Inspection and Approval of Proposed Schools

1. If the inspection is found to be in order and the results of the initial inspection approved, a final inspection will be made by two (2) agents of the Board, at least one of which will be a Board Member.
2. The final inspection will be conducted in order to determine that:
  - a. Suitability of:
    - (1) Location
    - (2) Rooms, including adequacy of floor space, plumbing, ventilation, lighting, etc., in accordance with the floor plan.
    - (3) Equipment and material set up and operational.
  - b. Satisfactory evidence of proper provisions for duly licensed instructors and properly qualified manager/supervisor.
  - c. All requirements, as indicated in the application have been strictly adhered to by owner(s) of the proposed school.
  - d. School has met building or fire code requirements as evidenced by copy of inspection report(s) by local authorities.
3. No School will be approved until the Board has had ample opportunity to verify sworn statements as to the actual ownership, and all other claims and representations set forth in the "Personal Survey Form", the "Application for Approval", the "Initial Inspection Report", and the Final Inspection Report.
4. If all requirements and qualification are met, the Board will cause written approval to be issued. No school will be considered approved, nor will classes be allowed to begin, until said approval has been executed.
5. The Board reserves the right to deny school approval to any applicant who fails to meet the requirements for operating a school and/or who fails to present satisfactory evidence of his or her business, professional integrity and experience. In the event the Board denies approval, the fees associated with the application will be forfeited.

E. Miscellaneous

1. *Enrollments.* Students may be registered, but not admitted to class until such time as the school has received its final approval.
2. *Instructor.* Each school must have on its staff at least one full-time instructor who is charged with the responsibility of the teaching program, and who is considered the lead instructor. This person must hold an active Mississippi license or permit at the time of application for school approval.
3. The Board may revoke or suspend the approval of any school for any violation of any of the conditions set forth for licensing, or if further investigation reveals misrepresentation on the part of the applicant.

Source: Miss. Code Ann. §§ 73-7-7; 73-7-16 (Rev. 2013)

#### *Rule 5.4 Required Equipment*

##### A. All Schools

1. Each school must have an adequate supply of disinfectant and safety equipment to insure that the school complies with Board sanitation rules, including: wet disinfectant containers, dry sanitizers, closed cabinets or containers for clean towels, covered soiled towel receptacles, large covered trash can of solid construction, and first aid kit.
2. Each school must have adequate resource materials to aid in the teaching of both skill and theory subjects, including charts and visual aids, chalk board, bulletin board, reference library, and time clock or time sheets.
3. The minimum equipment requirement must remain in full force and effect so long as the school remains in operation.
4. All equipment must be maintained in a sanitary and safe operating order at all times.

##### B. Cosmetology Schools

1. The minimum equipment for a school of cosmetology is as follows:

a.	Mannequin (In addition to this number of practice mannequins, the school must furnish, upon enrollment, to every student, a mannequin in good condition for his use throughout the period of training.)	7
b.	Time Clock or Time Sheet (See Rule 5.23 C and D)	
c.	Shampoo Bowls and Chairs (When the average daily attendance exceed 30 students, additional shampoo bowls must be added at the ratio of one for each five students in average daily attendance in excess of 20.)	5

d.	Dryers (When the average daily attendance exceeds 30 students, additional dryers must be added at the ratio of 1 for each 5 students in average daily attendance in excess of 20.)	12
e.	Facial Chairs, complete with footrest, headrest, magnifying lamp, and practitioner stool	1
f.	Manicure Tables (When the average daily attendance exceeds 30 students, additional manicure tables must be added at the ratio of 1 for each 10 students in average daily attendance in excess of 20.)	3
g.	Cold Wave Equipment: Sets of four dozen assorted rods	10
h.	Thinning Shears (pair)	1
i.	Thermal Hair Straighteners Combs Stove (not required if comb electric) Curling iron (no larger than size "G")	8 8 8
j.	Containers for antiseptic solution, per manicure table	1
k.	Work station with chair and mirror Station chairs must be so constructed that they may be elevated and lowered either mechanically [hydraulic pump] or manually [swivel]. (When the average daily attendance exceed 30 senior students, one additional station per student must be added).	20
l.	Work table(s) for junior students	Adequate
m.	Classroom chairs with desk rest	20
n.	Cabinet for client records	1

2. The minimum equipment requirement for a school of cosmetology desiring to include a department of esthetics and or/manicuring in its training program must contain at least one (1) of each item specified for a school of esthetics and school of manicuring/pedicuring. When the average daily attendance exceeds two (2), the minimum equipment must be increased at the rate of one (1) per every two (2) students.

### C. Esthetics Schools

1. The minimum equipment for a school in which a course of training in which esthetics only is taught is as follows:

a.	Facial treatment chair, treatment table, or hydraulic treatment chair (When the average daily attendance exceeds 6 students, additional facial chairs must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3
b.	Esthetician's stool (When the average daily attendance exceeds 6 students, additional esthetician's stools must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3



	attendance in excess of 3)	
c.	Facial Vaporizer (When the average daily attendance exceeds 6 students, additional vaporizers must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3
d.	Pulverizer Spray (mister)	3
e.	Galvanic Current Apparatus or Faradic & Sinusoidal Apparatus	1
f.	High Frequency Apparatus (When the average daily attendance exceeds 6 students, additional high frequency apparatus must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3
g.	Heating Mask or hot towels (When the average daily attendance exceeds 6 students, additional heating masks must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3
h.	Heating Mitts or paraffin wax with mitts	3 pairs
i.	Infrared lamp	3
j.	Ultraviolet lamp (When the average daily attendance exceeds 6 students, additional Ultraviolet lamps must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3
k.	Woods lamp	1
l.	Magnifying lamp (Loupe) (When the average daily attendance exceeds 6 students, additional Magnifying lamps must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3
m.	Electric wax heater for removal of hair	1
n.	Utilities Tables (When the average daily attendance exceeds 6 students, additional utility tables must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3
o.	Table for Machines	1 per machine
p.	Cabinet for client records	1
q.	Sink with hot and cold running water within a reasonable distance of the treatment area	1

D. Schools of Manicuring

1. The minimum equipment for a school in which a course of training in manicuring/pedicuring is taught is as follows:

a.	Manicure table fitted with adjustable lamp, client chair and operators stool or chair. (When the average daily attendance exceeds 10 students, additional manicure tables, lamps and stools must be added at the ratio of one per every 1 student in average daily attendance in excess of 10)	10
b.	Covered containers for waste material (When the average daily attendance exceeds 10 students, additional covered waste containers must be added at the ratio of one per every 1 students in average daily	10

	attendance in excess of 10)	
c.	Cushion (8"x12") covered with a washable slip or sanitized towel on which clients rest arm (When the average daily attendance exceeds 10 students, additional armrests must be added at the ratio of one per every 1 students in average daily attendance in excess of 10)	10
d.	Supply tray for holding implements/products (When the average daily attendance exceeds 10 students, additional cosmetic trays must be added at the ratio of one per every 1 student in average daily attendance in excess of 10)	10
e.	Finger bowl (plastic, china or glass) for holding warm water and cleanser (When the average daily attendance exceeds 10 students, additional finger bowls must be added at the ratio of one per every 1 student in average daily attendance in excess of 10)	10
f.	Cotton containers	10
g.	Electric heaters with disposable cups – for heating oil/lotion	10
h.	Disinfection containers for immersion of manicuring implements during procedure (When the average daily attendance exceeds 10 students, additional disinfection containers must be added at the ratio of one per every 1 student in average daily attendance in excess of 10)	10
i.	Basins for Pedicure Cleansing(When the average daily attendance exceeds 10 students, additional cleanser basins must be added at the ratio of one per every 2 students in average daily attendance in excess of 10)	5
j.	Basins for pedicure rinse water (When the average daily attendance exceeds 10 students, additional rinse water basins must be added at the ratio of one per every 2 students in average daily attendance in excess of 10)	5
k.	Electric nail files (When average daily attendance exceeds six (6) students, additional nail files must be added at the ratio of one (1) per every two (2) students in average daily attendance in excess of six (6))	2
l.	Hand form with stand; demonstrational purposes (When the average daily attendance exceeds 10 students, additional hand forms must be added at the ratio of one per every 2 students in average daily attendance in excess of 10).	5

2. The clinic floor in a manicure school must be ventilated to the outside air.

Source: Miss. Code Ann. §§ 73-7-7; 73-7-16 (Rev. 2013)

#### *Rule 5.9 Instruction Staff*

A. There must be on the staff at least one full time instructor at all times, who holds a current, active license as an instructor in this state.

- B. Immediately upon employment, the school must submit on a form approved by the Board, a Certification of Instructor employment which indicates full or part-time employment.
- C. The Board must be notified in writing, within ten (10) days of any changes in instructor staff of a school of cosmetology.
- D. When the enrollment exceeds 20 students there must be added to the staff an additional full-time instructor as follows:

Number of Students	Number of Teachers Required
1-20	1
21-40	2
41-60	3
61-80	4
81-100	5

Each student, including student instructor, cosmetologist, manicurist, esthetician, and part time, is counted as full time enrollment.

- E. For each full-time instructor there can be no more than three student instructors.
- F. Absence from the classroom of the instructor must be reported to the Board of Cosmetology, Department of School Coordination. Arrangement must be made for an instructor, who is licensed by the Board, for replacement during vacations, prolonged illness, etc. When the instructor is absent for one day or less, a student instructor or senior student may be left in charge. When an enrolled senior student is left in charge of the clinic floor, no additional chemical services shall be started.
- G. An instructor/student instructor is strictly prohibited from practicing on patrons except in a situation where such practice is for demonstration only.
- H. All practice work by student is to be supervised and checked by an instructor or student instructor licensed by the Board.
- I. All student instructors must, at all times, be under the direct supervision of an instructor who holds a current, active license issued by the Board, except as provided by Rule 5.9(F).
- J. Any instructor teaching or planning to teach the use of a specific device in any practice area of discipline must first present the required certificate of proficiency for the device. All individuals seeking licensure after January 1, 1998, must present this certification prior to seeking licensure.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-16 (Rev. 2013)

*Rule 5.11 Separation of Schools from Other Businesses*

- A. A school cannot be connected with any other business, including a salon. A school and another business must be separated by walls of permanent construction. If doors or openings exist between the business, they must be closed at all times.
- B. A school may share a foyer and/or break room with a barbering school.
- C. Schools may offer cosmetology products and related articles for retail sale.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-16 (Rev. 2013)

*Rule 5.12 Services for the Public; Restrictions*

- A. Students may render services to the public only under the direct supervision of a licensed instructor or student instructor.
- B. A student or student instructor in a school cannot receive a salary or commission from the school for any cosmetology, manicuring, pedicuring, or esthetic services while enrolled.

Source: Miss. Code Ann. §§ 73-7-7; 73-7-16 (Rev. 2013)

*Rule 5.14 School Inspections*

- A. The Board, or its authorized agents, may inspect schools on a regular basis as it deems necessary. The intent and purpose of the inspection is to determine of compliance with the laws, rules, and regulations of the Board.
- B. In order to insure that operators of a newly licensed school understand and fully comply with the record keeping requirements in the Board Rules, a special on-site audit may be performed.
  - 1. The audit may take place at the conclusion of the first 90 days of a new school's operations.
  - 2. The audit includes, at a minimum:
    - a. A review of the student academic files to insure that enrollment forms are properly prepared and on hand, and that proof of secondary education requirements are on hand.
    - b. A review of all documentation supporting and substantiating student clock hours, including sign in sheets or time cards, and daily reports.
    - c. An audit of student clock hours which shall encompass at least 10% of the school's reported and verified enrollment at that time.
    - d. A review of the school's procedures and records which deal with students who are no longer in attendance at the school.

*Rule 5.17 Student Equipment and Supplies*

A. The following equipment and supplies must be issued by the school, to each student, upon enrollment, according to their course of training:

1. Cosmetologist:

- a. Approved textbook
- b. Copy of the Mississippi State Board of Cosmetology Laws, Rules and Regulations
- c. Mannequin
- d. A kit which must be received no later than the completion of the freshman hours that contains the following minimum equipment and supplies:

Rollers, Assorted	4 dozen
Brushes	6
Combs	6
Wide tooth comb or pick	1
Large, heavy comb, for comb out/color	1
Scissors, straight	1 pair
Razor & blades (box)	1
Curling Iron (size no larger than a quarter)	1
Clippies, Box	1
Shampoo cape, all purpose, styling	2
Tweezers	1
Tint brush, applicator bottle and bowl	1
Manicuring Equipment	
Pusher	1
Orangewood stick	1
File or emery board	1
Cuticle nippers	1
Nail brush	1
Nail clippers	1

2. Manicuring:

- a. Approved textbook
- b. Copy of the Mississippi State Board of Cosmetology Law, Rules and Regulations
- c. Hand form and holder
- d. Wet Sanitizer
- e. A kit which contains the following minimum equipment and supplies:

Finger Bowl	1
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Nail Brush	1
Nail tips, various sizes	1 package
Student sculpture kit, with powder, odorless liquid, brush, forms and dauber	1
Emery board, regular	1
Emery board, wide	1
Buffer disks, fine & medium	3 each
Cuticle nipper (or scissors)	1 pair
Metal pusher	1
Orangewood stick	1
Tweezers	1
Nail base coat/top coat	1 each
Ridge filler	1
Cuticle oil	1
Nail glue	1
Nail clippers	1

(Note: nail polish, quick dry and remover [both acetone and non-acetone] should be dispensary items)

3. Esthetics:
  - a. Approved textbook
  - b. Copy of the Mississippi State Board of Cosmetology Laws, Rules and Regulations
  - c. A kit which contains the following minimum equipment and supplies:

Skin Cleanser	8 oz.
Skin Freshener/toner/astringent	8 oz.
Moisturizer/sunscreen	2 oz.
Foundation: light, medium and dark	1 ea.
Concealer: light, medium and dark	1 ea.
Blusher: light, medium and dark	1 ea.
Powder: light, medium, and dark	1 ea.
Eye liner pencil	1 ea.
mascara	1 ea.
Wedge sponges	1 pk.
Powder brush	1
Blush brush	1
Applicators (lip, shadow, mascara)	1 pkg. each
Plastic spatulas	1 doz.
Lip color	1
Mask and mask brush	1 (2 oz.)
Tweezers	1
Pencil sharpeners	1

- B. A student is not required to pay for supplies used in assigned practice work or in clinic floor patron services.

Source: Miss. Code Ann. §§ 73-7-7; 73-7-16 (Rev. 2013)

*Rule 5.18 Curriculum*

- A. Cosmetologist: The curriculum for students enrolled in a course of 1500 hours of training extended over a period of not less than nine months is as follows:

1. Mississippi Board of Cosmetology Laws, Rules and Regulations  
Professional Image, Ethics and Conduct  
General Sciences  
    Infection Control, Prevention and Safety Precautions  
    Anatomy and Physiology  
    Basic Chemistry and Electricity  
Business Skills  
    Personal/Individual  
        Resume  
        Interviewing  
        Sales and Marketing  
        Money Management  
    Salon  
        Planning and Design  
        Management  
        Marketing  
Hair Science  
Hair Treatments/Services  
    Principals of Design  
    Shampooing and Conditioning  
    Haircutting  
    Hairstyling  
    Chemical Texture Services  
    Coloring and Lightening  
    Braiding, Extensions, Additions and Wigs  
Skin Science  
Skin Care/Treatments/Services  
Nail Science  
Nail Care/Treatments/Services  
Any Other Related Theory/Skill Subjects
2. Theory requirement: 230 clock hours
  - a. Theory class is to be conducted in a separate classroom by a licensed instructor on the basis of 4 hours minimum per week throughout the entire course instruction.

- b. Students shall not leave a theory class to work on patrons or to practice skill.
  3. Skill/Practical Requirement: 1200 clock hours  
Skill/Practical training and clinic work shall be assigned and supervised by a licensed instructor.
  4. Unassigned/Open: 70 clock hours, theory and/or skill/practical, shall be used at instructor's discretion as need of student dictates.
- B. Manicurist: The curriculum for students enrolled in a course of 350 hours of instruction and training extended over a period of not less than nine weeks is as follows:
  1. Mississippi Board of Cosmetology Laws, Rules and Regulations
    - Professional Image, Ethics and Conduct
    - General Sciences
      - Infection Control, Prevention and Safety Precautions
      - Anatomy and Physiology
      - Basic Chemistry and Electricity
    - Business Skills
      - Personal/Individual
        - Resume
        - Interviewing
        - Sales and Marketing
        - Money Management
      - Salon
        - Planning and Design
        - Management
        - Marketing
    - Nail Science
    - Nail Treatments/Services
      - Manicure
        - Basic
        - Specialty
      - Pedicure
        - Basic
        - Specialty
    - Nail Enhancements
      - Nail Tips
      - Nail Wraps
      - Monomer Liquid
      - Polymer Powder
      - UV Gels
    - Electric Nail File
    - Nail Polish/Art/Airbrushing/Embellishments
    - Any Other Related Theory/Skill Subjects



2. Theory requirement: 85 clock hours
    - a. Theory class is to be conducted in a separate classroom by a licensed instructor on the basis of 7 hours minimum per week throughout the entire period of instruction.
    - b. Students shall not leave a theory class to work on patrons or to practice skill.
  3. Skill/Practical Requirement: 250 clock hours  
Skill/Practical training and clinic work shall be assigned and supervised by a licensed instructor.
  4. Unassigned/Open: 15 clock hours, theory and/or skill/practical, shall be used at instructor's discretion as need of student dictates.
- C. Esthetician: The curriculum for students enrolled in a course of 600 hours of instruction and training extended over a period of not less than fifteen weeks is as follows:
1. Mississippi Board of Cosmetology Laws, Rules and Regulations  
Professional Image, Ethics and Conduct  
General Sciences
    - Infection Control, Prevention and Safety Precautions
    - Anatomy and Physiology
    - Basic Chemistry and Electricity
 Business Skills
    - Personal/Individual
      - Resume
      - Interviewing
      - Sales and Marketing
      - Money Management
    - Salon
      - Planning and Design
      - Management
      - Marketing
 Skin Science  
Skin Treatments/Services
    - Facial Treatments
    - Facial Massage
    - Facial Machines
    - Hair Removal
    - Makeup
    - Advanced Topics and Treatments
 Any Other Related Theory/Skill Subjects
  2. Theory requirement: 100 clock hours

- a. Theory class is to be conducted in a separate classroom by a licensed instructor on the basis of 5 hours minimum per week throughout the entire period of instruction.
  - b. Students shall not leave a theory class to work on patrons or to practice skill.
3. Skill/Practical Requirement: 470 clock hours  
Skill/Practical training and clinic work shall be assigned and supervised by a licensed instructor.
4. Unassigned/Open: 30 clock hours, theory and/or skill/practical, shall be used at instructor's discretion as need of student dictates.

D. Student Instructor:

1. The curriculum for a student enrolled in a school for a cosmetology instructor training course consists of:
  - a. 750 hours for those applicants with two or more years active experience.
  - b. 2,000 hours for those applicants with less than two years active experience.
  - c. The subject matter and hours for each are:

750 hours		2,000 hours
12 hours	Theory Observation	32 hours
68 hours	Skill Observation	181 hours
(The observation hours must be acquired prior to practice teaching)		
164 hours	The Professional Teacher including: Teacher Personality Technical Knowledge Teacher Characteristics Teachers as Professionals Preparation for Teaching Planning the Course (Lesson Plans Steps of Teaching)	437 hours
99 hours	Student Motivation and Learning including: Laws Governing Learning Process Student Motivation Student Participation Student Personalities Slow Learner v. Gifted Learner	264 hours
332 hours	Methods, Management & Materials including: Methods, Procedures & Techniques of Teaching Classroom Management Teaching Materials	885 hours
65 hours	Testing and Evaluation	174 hours

10 hours	Cosmetology Law, Rules and Regulations	27 hours
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- d. Of the designated hours for each category, an adjustment may be made, up to 10% as student needs may require.
2. The curriculum for a student enrolled in a school for an esthetician instructor training course and a manicurist instructor training course consists of:
    - a. 600 hours for those applicants with two or more years active experience.
    - b. 1,000 hours for those applicants with less than two years active experience.
    - c. The subject matter and hours for each are:

<b>600 hours</b>		<b>1,000 hours</b>
10 hours	Theory Observation	16 hours
54 hours	Skill Observation	90 hours
(The observation hours must be acquired prior to practice teaching)		
131 hours	The Professional Teacher including: Teacher Personality Technical Knowledge Teacher Characteristics Teachers as Professionals Preparation for Teaching: (Planning the Course, Lesson Plans, Steps of Teaching)	223 hours
79 hours	Student Motivation and Learning including: Laws Governing Learning Process Student Motivation Student Participation Student Personalities Slow Learner v. Gifted Learner	132 hours
264 hours	Methods, Management & Materials including: Methods, Procedures & Techniques of Teaching Classroom Management Teaching Materials	436 hours
54 hours	Testing and Evaluation	90 hours
8 hours	Cosmetology Law, Rules and Regulations	13 hours

- d. Of the designated hours for each category, an adjustment may be made, up to 10% as student needs may require.
3. Prior to application for approval for examination, a student instructor is required to have completed twelve (12) semester hours in college courses approved by the Board. It is strongly recommended that the student seek approval of subject matter from the Board prior to actual enrollment in the courses.

- a. All twelve (12) hours of college courses may be acquired in a classroom, web-based or online courses.
  - b. Twelve (12) hours must be acquired in one of the following subjects:
    - (1) Communication
    - (2) Business Law
    - (3) English
    - (4) Psychology
    - (5) Sociology
    - (6) Mathematics
    - (7) Computer
    - (8) Safety and First Aid
    - (9) Any other Methodology course, with Board approval
  - c. Proof of the acquisition of the course must be submitted to the Board in the form of an original transcript from the college or university from which the courses are acquired. The transcript must bear the seal of the school and the signature of the Registrar. Copies are not acceptable.
4. Prior to application for examination, a student instructor must attend one Board approved "Methods of Teaching" Seminar earning a minimum of five (5) continuing education hours.
- F. Cross Over Barbers: The curriculum for a licensed barber enrolled in a 500 hour course, as provided for in §73-7-13, extended over a period of not less than 12½ weeks is as follows:
1. Theory Requirements: 65 hours
    - a. Theory class is to be conducted in a separate classroom by a licensed instructor on the basis of 5 hours minimum per week throughout the entire period of instruction.
    - b. Students are not permitted to leave a theory class to work on patrons.
  2. Skill Requirements: 435 hours:
 

Skill training and clinic work is to be assigned and supervised by a licensed instructor.
- G. A student may earn clock hours in any course of training for demonstrations and for product knowledge being taught by suppliers under the following conditions:
1. A licensed instructor is in attendance at all times.
  2. The demonstrator holds a current permit issued by the Board for this purpose.

3. If the demonstration/product knowledge is acquired off-campus, a sign-in sheet must be maintained by the school authority, and a copy sent to the Board with the next regular monthly report.

Source: Miss. Code Ann. §73-7-7 (Rev. 2013)

*Rule 5.23 Records, Forms and Applications*

- A. All records must be made available to the Board or any of its agents at any time during business hours.
- B. Each student must make application for enrollment on forms approved by the Board.
  1. The original of the enrollment form must be filed with the Board office no later than 30 days after the date of enrollment. After this time, no hours are granted until the enrollment form has been received in the Board office.
  2. The following must be submitted with the enrollment form:
    - a. Proof of at least a tenth (10<sup>th</sup>) grade education, or its equivalent (See Rule 5.16(A)(1)(a))
    - b. A statement certifying that the student has received the following:
      - (1) Copy of student/school contract
      - (2) Copy of school rules and regulations
      - (3) Copy of the Mississippi Cosmetology Laws, Rules and Regulations.
      - (4) Approved textbook
      - (5) Mannequin or hand form, as the case may be
      - (6) Student kit adherent to the rules and regulations of the Board.
- C. Each student must record on the time clock, or time sheet, as approved by the Board, when starting or completing daily instruction or training, when leaving and returning to school premises, and the commencement and termination of lunch period.
- D. Credit for attendance is granted to a student only on time registered and hours of applied effort. No credit attendance is allowed unless a time card or time sheet verifying attendance is on file.
  1. Unless the school utilizes a time clock, the Board approved “Student Daily Sign-in and Out Sheet” must be used.
  2. All student clock hours must be derived from either a time card or the approved form; no other is accepted by the Board to substantiate the students’ acquired hours.
  3. If a student fails to sign/clock in or out, or if another person signs/clocks in or out for a student, hours are not granted for that time period.

4. Should an error occur, changes may be made only by the lead instructor and must bear the signature of the instructor and the student at the point of change. Failure to do so results in non-credit of hours for that time period.
- E. A daily report, approved by the Board, must be utilized by each student, which lists all subjects taught in the course of training and provided in the curriculum.
1. The daily report must recapitulate the student's work for the day, and must support the timecard/sign-in sheet for that day.
  2. The daily report must be maintained and must be initialed the instructor daily.
- F. On or before the 10<sup>th</sup> of each month following enrollment, a monthly summary report of hours acquired by each student must be submitted to the office of the Board, and one copy must be posted on the bulletin board in the school.
- G. In the event a student withdraws from classes before completing the course, a final transcript of his/her hours and grades, certified by the school, must be filed with the Board within 30 days. A copy of the final transcript must be transmitted to the student by the school at no cost to the student.
- H. Any student who wishes to re-enroll after an absence of 30 days, and is approved by the school for re-enrollment, must complete a re-enrollment form as approved by the Board.
- I. Upon completion of training, a final transcript of student hours and grades, certified by the school, must be filed with the Board within 30 days. A copy of the final transcript must be transmitted to the student by the school at no cost to the student.
- J. All records must be retained by the school for a period of five years and until such time as the student has been licensed.
- K. The Board reserves the right to verify student records of hours acquired, at any time it deems necessary during business hours.

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

## **Part 2101 Chapter 6: Continuing Education**

### *Rule 6.1 Definitions*

As used in this rule section, unless the context otherwise requires:

- A. "Biennial" means every two years (24 months)
- B. "Category" means any one of seven areas in which continuing education hours may be acquired.

- C. “CEIT” means Continuing Education in Instructor Training.
- D. “MC” means Master Cosmetologist
- E. “MM” means Master Manicurist.
- F. “ME” means Master Esthetician.
- G. “MCSA” means Mississippi Cosmetology School Association.
- H. “MIBA” means Mississippi Independent Beautician’s Association.
- I. “MSBC” means Mississippi State Board of Cosmetology.
- J. “MCA” means Mississippi Cosmetology Association.
- K. “Provider” means an individual, association or a company which makes a request to present a continuing education event.
- L. "SOTA" means School Owner’s and Teacher’s Association.

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

#### *Rule 6.2 Continuing Education Requirements*

All licensees must sign in using Board issued registration number from license to receive C.E.U. credit.

- A. Instructor
  - 1. In order to renew an instructor’s license in an active status, proof of twenty-four (24) CEIT hours must be on record with the Board.
  - 2. The biennial period is twenty-four month intervals from the date of qualification for licensure as an instructor, and each twenty-four month period thereafter.
  - 3. Licensed instructors must attend at least one mandatory Board sanctioned methods of teaching seminar earning a minimum of five (5) continuing education hours per biennial period in order to renew the instructor’s license in an active status.
  - 4. At the time of renewal of an instructor’s license, his/her record is reviewed for compliance at the end of the most recent biennial period.
  - 5. An instructor who fails to acquire twenty-four (24) hours CEIT during their biennial period will be issued an inactive license upon renewal, and must obtain twenty-four (24) hours CEIT before the license can be made active, i.e., hours may not be carried forward for the purpose of making an inactive license active.

Hours must be obtained within the sixty (60) day grace period.

- B. A Master Cosmetologist, Master Manicurist or Master Esthetician license may be issued to any individual who makes application for the same, on a form prescribed by the Board, provided:
1. He/she has been licensed as a cosmetologist, manicurist or esthetician in this state for at least twelve (12) months.
  2. Proof of having acquired eight (8) hours of continuing education approved by the Board prior to the date of application, is on record with the Board.
  3. In order to renew a Master Cosmetologist, Master Manicurist, or Master Esthetician license, proof of acquisition of eight (8) hours biennially of continuing education must be on record with the Board.

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

*Rule 6.3 Credit for CEIT/MC/MM/ME Hours*

*Credit is given for CEIT/MC/MM/ME hours in the following CATEGORIES, providing all requirements set forth by the Board have been met and pre-approved:*

- A. Category One: Organized course work or activities in cosmetology or cosmetology related subject matter. Included are seminars, short courses, workshops, and on-line continuing education, as well as technical sessions of MSBC meetings or conferences.
1. Credit accrues at the rate of one hour for each hour of contact, rounded off to the nearest quarter hours.
    - a. An individual must actually be in attendance for each contact hour claimed. No credit is given for missed sessions, social hours, breaks and related activities, or business meetings.
  2. In order for an activity to be approved for CEIT/MC/MM/ME hours in this category, the following criteria must be met:
    - a. The activity must have significant intellectual or practical content and its primary objective must be to increase the participant's professional competency as an instructor, master cosmetologist, master manicurist, or master esthetician.
    - b. The activity must be offered by a provider having substantial, recent experience in offering CEIT/MC/MM/ME courses. Demonstrated ability arising partly from the extent to which individuals with training or educational experience are involved in the planning, instruction, and supervision of the activity.
    - c. The activity itself must be conducted by an individual or group qualified



by practical or academic experience. The program, including the named advertised educators, must be conducted substantially, as planned, subject to emergency withdrawals and alterations.

- d. Thorough, high quality, readable, and carefully prepared written materials must be made available to all participants at or before the time the course is presented, unless the absence of such materials is recognized as reasonable and approved by the Board; mere outline without citations or explanatory notations are not sufficient.
  - e. The activity must be conducted in a physical setting conducive to learning.
  - f. At a minimum, the activity must consist of not less than four (4) hours of actual instruction.
  - g. Activities that cross academic lines, such as a financial aid seminar, may be considered for approval.
  - h. The activity must deal primarily with matters related to the enhancement of the participants knowledge (MC/MM/ME) or to the teaching of cosmetology, manicuring, esthetics, professional responsibility or ethical obligations of master cosmetologists, master manicurists, master estheticians or instructors, or any related field of expertise.
3. Any provider or licensee desiring approval of a course, program, or other activity, must apply to the Board on a form approved by the Board by submitting all supporting documentation no less than forty-five (45) days prior to the date for which the course or program is scheduled.
- a. The Board will advise the applicant in writing within thirty (30) days of the receipt of the completed application whether the activity is approved or disapproved. Applicants denied approval of a program or activity may appeal such decision by submitting a letter of appeal to the Board within fifteen (15) days of the receipt of the notice of the approval or disapproval.
  - b. The provider of an approved CEIT/MC/MM/ME activity may advertise in informational brochures and programs provided by the provider, as follows:

<p>This course has been approved by the Mississippi State Board of Cosmetology for credit in continuing education at a maximum of:</p> <p>_____hours for instructor;</p> <p>_____hours for master cosmetologist;</p> <p>_____hours for master manicurist; and</p> <p>_____hours for master esthetician.</p>
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- c. The Board approves only those activities in which the board or its employees can verify that the subjects being presented conform to the Board's policies. The Board has the right to freely enter and observe all or appropriate portions of such activities.
  - d. The Board may at any time re-evaluate and revoke approval of a particular activity.
- C. Category Three: Holding an elected or appointed office or active committee assignment in the MSBC or allied professional organization, such as (M.C.A., M.C.S.A., M.I.B.A. and S.O.T.A.).
  - 1. Credit accrues at the rate of five (5) hours per year for holding office.

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

*Rule 6.4 Documentation of Continuing Education Hours*

- A. Instructors: On or before the renewal of a license after the close of the most current biennial period, an instructor should submit documentation of any CEIT hours earned in any category other than categories One or Two. The documentation must be applicable proof of participation in activities for any category in which credit is claimed. The documentation, combined with hours earned in Categories One and Two, must verify completion of the required twenty-four (24) hours of continuing education, in order to renew a license in an active status.
- B. Master Cosmetologist/Master Manicurist/Master Esthetician:
  - 1. In order to have the designation of a master cosmetologist/master manicurist/master esthetician printed on the license, an applicant must submit documentation of any continuing education hours earned in any category other than categories One and Two. The documentation must be applicable proof of participation in activities for any category in which credit is claimed. The documentation, combined with hours earned in Categories One and Two, must verify completion of the required eight (8) hours of continuing education.
  - 2. In order to renew a license as a master cosmetologist, master manicurist or master esthetician an applicant must submit documentation of any continuing education hours earned in any category other than categories One or Two. The documentation must be applicable proof of participation in activities for any category in which credit is claimed. The documentation, combined with hours earned in Categories One and Two, must verify completion of the required eight (8) hours of continuing education.

- C. The Board reserves the right to require additional documentation and proof for reported activities. When asked for additional documentation, the burden of furnishing proof of compliance rests with the licensee.

Source: Miss. Code Ann. §73-7-7 (Rev. 2013)

## Mississippi State Board of Cosmetology

### Rules and Regulations



**REVISED October 17, 2015**

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**Part 2101: Cosmetology, Board of**

**Part 2101 Chapter 1: General**

*Rule 1.2 Definitions*

As used in this Chapter, unless the context otherwise requires:

Y. “Accelerated Hours” means to reduce the time-frame (not clock hours) required for course completion by compressing into shorter period.

Z. “Agent” means a member of the Board or any of its authorized representatives.

AA. “Applied effort” means the time devoted to the study of theory, attendance at theory classes, and the actual performance of all practical skills.

BB. “Average daily attendance” means the average daily attendance over a three-month period of the students enrolled in a school.

CC. “Board” means the Mississippi State Board of Cosmetology.

DD. “Cosmetology Law” or “Law” means Chapter 7 of Title 73 of the Mississippi Code of 1972 as amended.

EE. “Current photograph” means a passport photograph of the applicant/licensee taken recently ~~within 90 days~~ prior to the date of application or renewal of license. The person must be recognizable in the photograph.

FF. “Establishment” means cosmetological establishment; school or salon

GG. “Extenuating Circumstances” means special circumstances that account for an irregular way of doing things.

HH. “Full Time” means not less than twenty-five (25), nor more than forty (40) hours per week.

~~II. “Full Service Cosmetology Salon” means a cosmetology salon that provides hair services, esthetics services, and manicuring/pedicuring services.~~

~~II.~~ II. “Hours” means clock hours.

~~KK.~~ JJ. “~~Lavatory~~ Sink” means a basin fixed to a wall, countertop or floor, having a drainpipe and piped supply of hot and cold water.



~~LL~~KK. “Lead Instructor” means the instructor who is in charge of the teaching program at a licensed school.

~~MM~~LL. “License” means original or duplicate as issued by the Board.

~~NN~~. “~~Limited Service Cosmetology Salon~~” means a cosmetology salon that provides hair services and offers manicuring/pedicuring services and/or esthetics services (face only) as optional services.

~~OO~~MM. “Make-up Hours” are clock hours acquired in excess of the 40 hours per week maximum, which may be applied to missed time, in the calendar month ~~or teaching module~~ in which they were acquired ~~or within seven (7) days of the end of a month or module~~.

~~PP~~NN. “Part Time” means anything less than full time as defined in this rule.

~~QQ~~OO. “Practitioner” means a licensed person who is practicing one of the professions regulated by the Mississippi State Board of Cosmetology, as defined in Section 73-7-2 of the Mississippi Code of 1972 as amended.

~~RR~~PP. “Salon” means a licensed establishment operated for the purpose of engaging in the practice of cosmetology, or manicuring and pedicuring, or esthetics, or all.

~~SS~~QQ. “School” means a licensed establishment, public or private, operated for the purpose of teaching cosmetology, or manicuring, or pedicuring, or esthetics, or all.

~~TT~~RR. “School premises” means buildings, grounds, and parking lots of the school.

~~UU~~SS. “State” means the State of Mississippi.

~~VV~~TT. “Student” means any person attending classes in a school licensed by the Board.

~~WW~~UU. “Student Instructor” means any person licensed as a cosmetologist, manicurist or esthetician enrolled in an instructor training program in a school licensed by the Board under the supervision of an instructor.

~~XX~~VV. “Subject” means instruction and training or study of a theoretical or skill operation.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-2 (Rev. 2013)

### *Rule 1.5 Board Meetings*

- A. The Board holds its meetings on the last Monday of each month, beginning at 9:00 a.m., unless extenuating circumstances exist which preclude same. In the event a Board meeting is scheduled at another time, notice will be posted on the Board's website.
- B. A majority of the Board constitutes a quorum.
- C. All Board meetings are open to the public, and the public is welcome. However, members of the public may not participate in business discussion unless invited to do so.
- D. Members of the public must submit an "Agenda Request Form" to the Board office at least ~~two (2) weeks~~one (1) week in advance of the regularly scheduled meeting to be placed on the agenda.
- E. Any written requests for consideration without personal appearance at the meeting must be submitted to the "Agenda Request Form" to the Board office no later than ~~two (2) weeks~~one (1) week preceding the regularly scheduled meeting.
- F. The Board may, in its discretion, designate a period for public comments ~~at the end of the meeting.~~

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

#### *Rule 1.6 Posting Laws, Rules, Notices and Bulletins*

An establishment must post on its premises, in a place conspicuous to the public, copies of ~~laws,~~sanitation rules, notices or bulletins as the Board may, from time to time, direct.

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

#### *Rule 1.7 Schedule of Fines*

The Board shall use the following "Schedule of Fines" for assessing fines for non-compliance with its laws, rules and regulations:

### Schedule of Fines

Statute	Rule	Violation	Issued to	Fine Amount	
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)
73-7-9		Practicing without a license	Practitioner	\$50	\$400
73-7-11		Practitioner license not (or improperly) posted	Practitioner	50	100
73-7-11		Salon License not (or improperly) posted	Owner	50	100
73-7-17		Operation of unlicensed salon	Practitioner	100	400
73-7-19		Expired salon license	Owner	50	400
73-7-19		Expired practitioner license	Practitioner		
		60 days to 1 year		50	400
		Over 1 year to 2 years		75	400
		Over 2 years to 3 years		100	400
73-7-25		Demonstrator in salon or school without demo permit	Owner	50	400
73-7-27(2)(c)		Fraud or dishonest conduct in taking examination	Student	100	400
73-7-27(2)(e)		Dishonest conduct	<a href="#">Owner/Manager/Practitioner</a>	100	400
<del>73-7-27(2)(e)</del>		<del>Dishonest conduct</del>	<del>Owner/Manager</del>	<del>100</del>	<del>400</del>
73-7-33		Salon not well ventilated or well lit	Owner	50	400
73-7-33		Establishment, utensils/equipment not sanitary	Owner/Manager	50	400
73-7-33		Permitting practitioner with infectious disease to practice	Owner/Manager	100	400

### Schedule of Fines

Statute	Rule	Violation	Issued to	Fine Amount	
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)
73-7-33	7.4(B)(1)	Practicing in establishment with infectious/contagious disease	Practitioner	100	400
73-7-35(1)		Working in unlicensed/expired salon	Practitioner	50	200
73-7-35(2)		Allowing a practitioner to practice without a valid license	Owner/ Manager	100	400
	1.6	<a href="#">Sanitation</a> Rules & Regulations not posted in establishment	Owner/ Manager	50	100
	1.8(A)	Failure to allow/interference with inspection	Owner/Manager /Practitioner	50	100
	2.3(A)	Practitioner license not posted at primary work area; or photo copy of license posted	<a href="#">Owner/Manager</a> <a href="#">/Practitioner</a> <del>Practitioner</del>	50	100
	<del>2.3(A)</del>	<del>Practitioner license not posted at primary work area; or photo copy of license posted</del>	<del>Owner/ Manager</del>	<del>50</del>	<del>100</del>
	2.3(B); 7.8(E)	Specific device certification of proficiency not posted at primary work area	<a href="#">Owner/Manager</a> <a href="#">/Practitioner</a> <del>Practitioner</del>	50	100
	<del>2.3(B); 7.8(F)</del>	<del>Specific device certification of proficiency not posted at primary work area</del>	<del>Owner/ Manager</del>	<del>50</del>	<del>100</del>
	2.3(C)	Individual claiming to be licensed would not provide ID	<a href="#">Owner/Manager</a> <a href="#">/Practitioner</a> <del>Practitioner</del>	100	400
	<del>2.3(C)</del>	<del>Individual claiming to be licensed would not provide ID</del>	<del>Owner/ Manager</del>	<del>100</del>	<del>400</del>
	2.4(B)	Individual with duplicate license posted would not provide ID	Owner/Manager /Practitioner	100	400
	3.2(A)(3)	Student working on permit without	Student/ <a href="#">Owner/</a>	50	400

			supervisor	<a href="#">Manager</a>		
Schedule of Fines						
Statute	Rule	Violation	Issued to	Fine Amount		
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)	
		<del>3.2(A)(3)</del>	<del>Student working on permit without supervisor</del>	<del>Owner/ Manager</del>	50	400
		3.3	Applicant for instructor's license by reciprocity working without one-time teaching permit	Applicant/ <a href="#">Owner</a>	100	400
		<del>3.3</del>	<del>Applicant for instructor's license by reciprocity working without one-time teaching permit</del>	<del>Owner</del>	<del>100</del>	400
		4.2(A)(1)(f)	Establishment providing services outside scope of license	Owner/ Manager	100	400
		4.3	Salon has not continued to meet minimum equipment requirements	Owner	50	200
		4.3(D)(2)	Esthetics treatment area does not provide client privacy	Owner	50	200
		4.3(D)(5)	No container for soiled esthetician linens	Owner	50	200
		4.3(D)(6)	No storage for clean esthetician linens	Owner	50	200
		4.4(A)(1)	Salon owner has not notified Board of sale of salon	Owner	100	400
		5.2(E)(2)	School does not have full-time lead instructor	Owner	100	400
		5.4	School has not maintained minimum equipment requirements	Owner	100	400
		5.9(C)	Board not notified of changes in instruction staff	Owner	50	200
		5.9(D)	Student/Instructor ratio exceeds that	Owner	100	400

		required by rule			
Schedule of Fines					
Statute	Rule	Violation	Issued to	Fine Amount	
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)
	5.9(F)	School has not reported instructor absence	Owner	50	200
	5.9(G)	Instructor/student instructor practicing on patron	Owner/ <a href="#">Practitioner</a>	100	400
	<del>5.9(G)</del>	<del>Instructor/student instructor practicing on patron</del>	<del>Practitioner</del>	<del>100</del>	<del>400</del>
	5.9(H)	Student practice work not checked by instructor	Owner	100	400
	5.10	Licenses/Rules & Regulations/Student work notice not posted	Owner	50	200
	5.11	School not separated from other business	Owner	100	400
	5.17	Required equipment & supplies not issued to students	Owner	100	400
	5.18	Failure of school to provide minimum theory hours per week	Owner	100	400
	5.21	Students and/or instructors not wearing badges	Owner	50	200
	5.22	Students allowed to work on clinic floor prior to receiving minimum hours	Owner	100	400
	5.23	Students not properly signed/clocked in	Owner	100	400
	5.23	Daily report not <del>at work</del> <a href="#">stations available</a>	Owner	50	200
	5.24	Failed to appear before Board and/or	Owner	100	400

		submit Compliance Plan			
Schedule of Fines					
Statute	Rule	Violation	Issued to	Fine Amount	
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)
	7.1(A)	Owner/Manager has not maintained sanitary conditions in establishment	Owner/ Manager	100	400
	7.1(B)	Practitioner workspace not sanitary	Practitioner	100	400
	7.3(A)	Establishment not clean <u>or good condition</u>	Owner/ Manager	100	400
	<del>7.3(A)</del>	<del>Establishment not in good condition</del>	<del>Owner/ Manager</del>	<del>50</del>	<del>400</del>
	7.3(B)	Floors where services are performed not non-porous	Owner	50	200
	7.3(C)	Solid waste/refuse not stored/removed properly from common areas	Owner	50	200
	7.3(C)	Solid waste/refuse not stored/removed from workspace	Practitioner	50	200
	7.3(D)	Hair/Nail clippings not removed after each client	<u>Owner/Manager</u> <del>Practitioner</del>	50	200
	<del>7.3(D)</del>	<del>Hair/Nail clippings left on floor in common areas</del>	<del>Owner/ Manager</del>	<del>50</del>	<del>200</del>
	7.3(E)	Animals prohibited in establishment except for registered service animal	Owner/ Manager	100	400
	7.3(F)(3)	Drinking water not provided or not convenient	Owner/ Manager	50	200
	7.3(F)(4)	Drinking fountain not sanitary	Owner/ Manager	50	200

	7.3(F)(5)	Using a common drinking cup or glass	Owner/ Manager	100	400
Schedule of Fines					
Statute	Rule	Violation	Issued to	Fine Amount	
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)
	7.3(G)(3)	Restroom facility not clean or in good condition	Owner/ Manager	50	200
	7.3(G)(4)	Restroom facility not well lit/ventilated to outside air	Owner/ Manager	50	200
	7.3(G)(5)	Restroom facility not in the confines of the salon business	Owner	100	400
	7.3(G)(7)	Restroom facility without hot water, pressure, soap or towels	Owner/ Manager	100	400
	7.3(G)(8)	Restroom facility solid waste/refuse not stored/removed properly	Owner/ Manager	50	200
	7.4(A)	Not washing hands before/after each client/after use of restroom	Practitioner	100	400
	7.4(B)(1)	Practicing in establishment with infectious/contagious disease	Practitioner	100	400
	7.4(B)(2)	Servicing client with communicable disease/parasitic infection	Practitioner	100	400
	7.4(B)(2)	Allowing infected practitioner to service client	Owner/ Manager	100	400
	7.5(A)	Headrest chair not covered with clean covering	Practitioner	50	200
	7.5(B)	Shampoo bowls not clean or in good condition	Owner/ Manager	50	200
	7.6(B)	Soiled towels/linens not deposited in closed receptacle	<a href="#">Owner/Manager/Practitioner</a> <del>Owner/</del> <del>Manager</del>	50	200



		<del>7.6(B)</del>	<del>Soiled towels/linens not deposited in closed receptacle</del>	<del>Practitioner</del>	<del>50</del>	<del>200</del>
Schedule of Fines						
Statute	Rule	Violation	Issued to	Fine Amount		
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)	
		7.6(D)	Closed cabinet not provided/clean towels not stored in closed cabinet	Owner	50	200
		7.7(A)	Bottles/containers not labeled/poisons not stored separately	<u>Owner/Manager/Practitioner</u> <del>Owner/Manager</del>	100	400
		<del>7.7(A)</del>	<del>Bottles/containers not labeled/poisons not stored separately</del>	<del>Practitioner</del>	<del>100</del>	<del>400</del>
		7.7(B)	More than 2 gallons acetone stored in salon	Owner/Manager	100	400
		7.8(A)	Labeled receptacle not provided for soiled items	Owner/Manager	50	200
		7.8(B)	Unsanitizable items not immediately destroyed after use	<u>Owner/Manager/Practitioner</u> <del>Owner/Manager</del>	50	200
		<del>7.8(B)</del>	<del>Unsanitizable items not immediately destroyed after use</del>	<del>Practitioner</del>	<del>50</del>	<del>200</del>
		7.8(C)	Carrying instruments/supplies in/on garments	Practitioner	50	200
		7.8(D)	Brush-type neck duster prohibited	Practitioner	50	200
		7.8(E)	Credo blades prohibited in services	<u>Owner/Manager/Practitioner</u> <del>Practitioner</del>	50	200
		<del>7.8(E)</del>	<del>Credo blades prohibited on premises</del>	<del>Owner/Manager</del>	<del>50</del>	<del>200</del>

	7.9(A)	Work surfaces not cleaned/sanitized after each client	Practitioner	50	200
	7.9(B)(1)	Instruments not properly sanitized prior to next use	Practitioner	100	400
	7.9(B)(2)(a)	Wet disinfectant does not meet prescribed standard	<u>Owner/Manager/Practitioner</u> <del>Practitioner</del>	50	200

#### Schedule of Fines

Statute	Rule	Violation	Issued to	Fine Amount	
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)
	<del>7.9(B)(2)(a)</del>	<del>Wet disinfectant does not meet prescribed standard</del>	<del>Owner/Manager</del>	<del>50</del>	<del>200</del>
	7.9(B)(2)(c)	Level of wet sanitizer not adequate to sanitize items	<del>Practitioner</del> <u>Owner/Manager/Practitioner</u>	50	200
	<del>7.9(B)(2)(c)</del>	<del>Level of wet sanitizer not adequate to sanitize items</del>	<del>Owner/Manager</del>	<del>50</del>	<del>200</del>
	7.9(B)(2)(d)	Wet disinfectant not covered or labeled	<u>Owner/Manager/Practitioner</u> <del>Owner/Manager</del>	50	200
	<del>7.9(B)(2)(d)</del>	<del>Wet disinfectant not covered or labeled</del>	<del>Practitioner</del>	<del>50</del>	<del>200</del>
	7.9(B)(2)(g)	Solution in wet sanitizer is contaminated	<u>Owner/Manager/Practitioner</u> <del>Practitioner</del>	50	200
	<del>7.9(B)(2)(g)</del>	<del>Solution in wet sanitizer is contaminated</del>	<del>Owner/Manager</del>	<del>50</del>	<del>200</del>
	7.9(B)(3)	Clean instruments, brushes not kept in clean receptacle	<u>Owner/Manager/Practitioner</u> <del>Practitioner</del>	50	200

		<del>7.9(B)(3)</del>	<del>Clean instruments, brushes not kept in clean receptacle</del>	<del>Owner/Manager</del>	<del>50</del>	<del>200</del>
		7.9(D)	Tools/implements in contact with blood not properly disinfected	<del>Owner/Manager/Practitioner</del> <u>Owner/Manager/Practitioner</u>	100	400
		<del>7.9(D)</del>	<del>Tools/implements in contact with blood not properly disinfected</del>	<del>Owner/Manager</del>	<del>100</del>	<del>400</del>
		7.11(A)	Instruments not stored in 70% alcohol during manicure	Practitioner	100	400
		7.11(B)	Used manicure implements not removed from station after each client	Practitioner	100	400
		7.12(B)	Whirlpool foot spa not properly cleaned/disinfected	Owner/Manager	100	400
Schedule of Fines						
Statute	Rule	Violation	Issued to	Fine Amount		
				1 <sup>st</sup> Violation	2 <sup>nd</sup> & subsequent violation(s)	
		7.12(B)(4)	Whirlpool foot spa records not maintained	Owner/Manager	100	400
		7.14(A)	Removal of mole or other blemishes by any method is prohibited	Practitioner	100	400
		7.15(A)	Bottles/containers not properly closed	<del>Owner/Manager/Practitioner</del> <u>Owner/Manager/Practitioner</u>	50	200
		<del>7.15(A)</del>	<del>Bottles/containers not properly closed</del>	<del>Practitioner</del>	<del>50</del>	<del>200</del>
		7.15(D)	Lotion or liquid not poured into sanitized glass or container	Practitioner	50	200
		7.15(F)	Health & safety standards for wax/waxing not followed	<del>Owner/Manager/Practitioner</del> <u>Owner/Manager/Practitioner</u>	50	200
		<del>7.15(F)</del>	<del>Health &amp; safety standards for wax/waxing not followed</del>	<del>Owner/Manager</del>	<del>50</del>	<del>200</del>

		7.15(H)	MMA products used in manicure/pedicure procedure	<u>Owner/Manager/Practitioner</u>	100	400
		<del>7.15(H)</del>	<del>MMA products used in manicure/pedicure procedure</del>	<del>Owner/Manager</del>	<del>100</del>	<del>400</del>

Source: Miss. Code Ann. §§ 73-7-7, 73-7-27 (Rev. 2013)

*Rule 1.10 Standards Related to Competent Practice*

A. A practitioner may provide advanced services which are within his or her scope of practice, as defined in Section 73-7-2 of the Mississippi Code of 1972 as amended, under the following conditions:

1. The practitioner obtains appropriate education relative to the services to be provided;
2. The practitioner demonstrates appropriate knowledge, skills, and abilities to provide the service;
3. The practitioner maintains documentation satisfactory to the Board of meeting the above requirements.
4. The service does not involve a function or procedure which is prohibited by any other law or rule.
5. The practitioner is prohibited in using animals in any procedure or service.
6. The use of credo blades is prohibited in any procedure or service. In addition, credo blades are prohibited on the premises of any licensed establishment.
7. Practitioners are prohibited in using brush-type neck dusters in any establishment.

B. Microdermabrasion

A cosmetologist or esthetician providing services involving exfoliation must limit the exfoliation to the stratum corneum cells only. Microdermabrasion equipment must be approved by the Federal Food and Drug Administration (FDA) as a Class I device intended for use by licensed practitioners. The practitioner must prominently display a certificate of training proficiency for each type of equipment used, and must comply with the manufacturer's directions in the use of each product. The use of FDA class 2 or class 3 devices is prohibited.

C. Electric nail file:

1. Any individual utilizing or planning to utilize an electric file in any manicuring procedure must first present Board approved certification that they are proficient in the use of the instrument.
2. The electric file certification of proficiency must be posted ~~at the practitioner's primary work area~~ in a conspicuous place at all times.
3. Any instructor or student instructor teaching or planning to teach the use of the electric file in any manicuring procedure must first present Board approved certification that they are proficient in the use of the instrument.
4. The instructor's or student instructor's electric file certification of proficiency must be posted in a conspicuous place in the school at all times.
5. Any electric file utilized in any manicuring procedure must be specifically designed for use on the human nail. The individual utilizing the instrument must be able to provide that documentation upon demand.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-1, 73-7-14 (Rev. 2013)

*Rule 2.2 Photograph Required on All Licenses*

- A. Each licensee shall be required to submit two (2) passport photographs taken ~~within 90 days~~ recently prior to application or renewal. All licenses shall include a passport photograph of the license holder.
- B. Where a salon or school is owned by two (2) or more individuals, the multiple owners shall designate one of the owners or another individual as the "license holder." A passport photograph of the individual designated as license holder shall be printed on the establishment license.
- C. Where a salon is owned by a corporation, the passport photograph of the salon manager or corporate designee shall be printed on the salon license.
- D. Where a school is owned by a corporation, the passport photograph of the lead instructor or corporate designee shall be printed on the school license.
- E. Where the school is a high school or community college, the passport photograph of the campus or branch lead instructor shall be printed on the school license.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-11 (Rev. 2013)

*Rule 2.3 Display of License and Certificate(s) of Proficiency; Photo Identification*

- A. Every licensee must display his or her license in a conspicuous place within reading distance of the public. ~~A practitioner's place of business is his or her primary working area within the establishment.~~ The posting of a photocopy of a license is prohibited.
- B. Any licensee utilizing or planning to utilize a specific device in any practice area of discipline must post the required certificate of proficiency ~~at his/her primary working area in the establishment.~~
- C. A licensee shall make his or her government photo identification available upon request. Failure to provide government photo identification when requested by an agent of the Board will result in issuance of a citation for violation to the practitioner, owner and/or manager of the establishment.

Source: Miss. Code Ann. §§73-7-7, 73-7-11 (Rev. 2013)

*Rule 2.5 Outdated License:*

- A. Any person who has been licensed in this state, and whose license has expired for a period of three (3) ~~to six (6) years,~~ must make application for approval for written ~~or~~ and practical examination. ~~A one time 90 day work permit may be granted. The fee for the one time 90 day work permit shall be \$20.00. After this time passes, no permit to work will be issued.~~
- B. The application for examination must be submitted on a form prescribed by the Board and must be accompanied by:
  - 1. Two recent passport photographs of the applicant, taken ~~within 90 days~~ prior to application.
  - 2. Record of last renewal, including registration number, and date of expiration.

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

*Rule 2.6 Fees*

- A. Renewal Fees:
  - 1. School License Renewal: A school owner who fails to renew his school license within one (1) year from date of expiration must make a new application for licensure as prescribed in Section 73-7-16, and Rule 5.2.
  - 2. Salon License Renewal: A salon owner who fails to renew his salon license within one (1) year from date of expiration must make a new application for licensure as prescribed in Section 73-7-17, and Rule 4.2.

3. All Licensees:

- a. The postmark date on the transmittal envelope of the renewal application and fee is determinative in ascertaining whether receipt was prior to the expiration of the grace period.
- b. Application for renewal of licenses which are not accompanied by the provided renewal form are assessed a fee for lost renewal form.
- c. When an applicant for renewed license has not submitted required documentation or proper fee, applicant will be notified of same by mail, and license processing is placed on “hold” for a maximum of sixty (60) days, during which time no additional fees or charges will be assessed. If however, a period of sixty (60) days has passed without submittal of required information or balance due, credited fees are *forfeited*; refunds cannot be granted.
- d. The renewal fee for any licensee aged seventy (70) or older at time of renewal shall be waived when such licensee submits a copy of a government issued document demonstrating proof of age.

B. Refunds of fees.

- 1. Application for a new license. An applicant may make a written request to withdraw the application, under the following conditions:
  - a. The application cannot, or has not been approved, for any reason
  - ~~b. The applicant has not been scheduled for examination~~
  - eb. In the case of an application for reciprocity, the license issuance process has not begun.
  - cd. In the case of an application for a new salon, an inspection has not occurred.
- 2. Balance due on application fees. An applicant may submit a written request for a refund of application fees, either new or renewal, where there is a balance due, and the applicant does not wish to submit the additional fee.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-19 (Rev. 2013)

*Rule 2.7 General provisions regarding licensure by examination*

- A. Licensure examinations are provided for in-state and out-of-state applicants for practitioner and instructor licenses.
- B. An examination for any practitioner or instructor license is both practical and written.

1. The applicant must demonstrate by practical examination, minimal skills and knowledge necessary for the license sought.
  2. The applicant must demonstrate by written examination, knowledge of profession, health and safety methods and procedures, Mississippi Statutes, rules and regulations pertinent to the practice necessary for the license.
- C. Grades necessary to pass the examination:
1. Basic Examinations (Practitioner): A person taking the Board of Cosmetology examination will be granted a license to practice if such person makes an examination grade of not less than 70 scaled score on each portion of the practical examination, and not less than 70 scaled score on the written examination.
  2. Instructor Examination: A person taking the Board of Cosmetology Instructor examination will be granted an instructor's license if such person makes an examination grade of not less than 75 scaled score on each portion of the practical examination, and not less than 75 scaled score on the written examination.
- D. Any applicant failing to pass the required examination after three attempts within 365 days of school completion is not eligible for re-examination until he or she has returned to a school for additional training of no more than 10 percent of the prescribed course hours for the course of training for which application for licensure is being made.
- E. A candidate for licensure who has been unsuccessful in passing the examination is required to retake the entire ~~only the portion of the~~ practical examination or ~~the entire~~ written examination which was failed, up to a period of three years. After three years, the grades are no longer valid and the candidate is required to take the ~~entire examination,~~ both written and practical examinations.
- F. The Board will maintain an accurate record of each examination as provided by the testing administrator.
- G. Reasonable accommodations may be made for candidates having a physical or mental impairment that limits one or more major life activities, as defined by the Americans with Disabilities Act. An applicant's request for accommodation should be made to the test provider at the time of registration.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-13 (Rev. 2013)

#### *Rule 2.8 Examination Eligibility for In-State Applicants*

- A. Eligibility Requirements for Practitioner
1. Cosmetologists, manicurists, and estheticians must:



- a. Be at least 17 years of age.
  - b. Be able to read, write and speak English.
  - c. Have at least a twelfth (12<sup>th</sup>) grade education or its equivalent.
    - (1) Proof of completion of high school education shall be submitted in the form of a diploma, or certified transcript which reflects graduation data. If the education was acquired by GED, original GED transcript must be submitted to the Board.
    - (2) Where the secondary education was obtained outside of the United States, the applicant must present a copy of the proof of completion, along with an original translation which has been prepared by an approved translation or credentialing service, and which certifies that the document is considered to be proof of the equivalent of a 12<sup>th</sup> grade education.
    - (3) A high school education received from a distance learning entity will only be accepted if that entity is accredited by an accrediting agency recognized by the U.S. Department of Education
    - (4) Any other document and/or affidavit which constitutes reliable proof of completion of high school education shall be required by the Board.
  - d. Must have successfully completed a course of training for which application for licensure is being made.
2. An application for examination must be submitted on a form prescribed by the Board and accompanied by the following:
- a. Two recent passport photographs of the applicant, taken within 90 days prior to application.
  - b. In the event of a name change, legal proof of the name change.
- B. Eligibility Requirements for Instructor
- 1. Eligibility requirements that must be met in order to take the examination:
    - a. Must be at least 21 years of age.
    - b. Must be able to read, write and speak English.
    - c. Must possess a high school education or its equivalency.

- d. Must possess a current Mississippi practitioner's license.
- e. Must have completed twelve (12) semester hours in college courses approved by the Board.
- f. Must have successfully completed a course of training for which application for licensure is being made.
- g. Must have two (2) years of active practical experience in a licensed Salon, or as an alternative to such experience, the following hours of instructor training shall apply:
  - (1) Cosmetologist – 2,000 hours of instructor training in an accredited school of cosmetology.
  - (2) Esthetician – 1,000 hours of instructor training in an accredited school in which the practice of esthetics is taught.
  - (3) Manicurist – 1,000 hours of instructor training in an accredited school in which the practice of manicuring is taught.
- h. Must have successfully completed the following hours of instructor's training:
  - (1) Cosmetologist – 750 hours of instructor training in an accredited school of cosmetology
  - (2) Esthetician – 600 hours of instructor training in an accredited school in which the practice of esthetics is taught
  - (3) Manicurist – 600 hours of instructor training in an accredited school in which the practice of manicuring is taught
- i. Must have attended at least one mandatory Board approved "Methods of Teaching" Seminar earning a minimum of five (5) continuing education hours.

2. Application for approval for examination must be accompanied by:

- a. Two (2) recent passport photographs, taken ~~within 90 days~~ prior to application.
- b. Proof of completion of high school education or its equivalency.
- c. Certified transcript of completion of the course of training for which application for approval for examination is being made.
- d. An affidavit certifying at least two (2) years of work experiences, if applicable.
- e. Certified original transcript evidencing successful completion of twelve

(12) semester hours in college courses approved by the Board.

- f. In the event of a name change, legal proof of the name change, and
- g. Copy of current practitioner's license.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-13, 73-7-18, 73-7-15, 73-7-21 (Rev. 2013)

*Rule 2.9 Examination Eligibility for Out-of-State Applicants*

A. Eligibility Requirements for Examination – Practitioner

1. Any person who is licensed by a state in which Mississippi does not have provision for reciprocity licensure, or any student who is at least seventeen years of age, can read, write, and speak English, and has successfully completed a course of training in another state which meets Mississippi's minimum requirements, but is not licensed in that state, may be eligible for licensure by examination.

The State's minimum requirements are:

Cosmetologist	1500 hours
Manicurist	350 hours
Esthetician	600 hours

2. The required documentation includes notifications of intent, affidavit/certification of training, and affidavit/certification of current licensure.
  - a. Notification of Intent. The form must be completed in its entirety and submitted to the Mississippi State Board of Cosmetology.
  - b. The affidavit/certification of training. An affidavit or certification of the applicant's course of training must be submitted to the Board office by the board in the state in which the training was acquired. The affidavit/certification of training should contain, at a minimum:
    - (1) Applicant's name and address
    - (2) Applicant's Registration Number or license identification number (if applicable)
    - (3) The course in which applicant was enrolled
    - (4) Total clock hours earned
    - (5) Date of completion or last attendance (Non-licensed individuals only)
    - (6) Information regarding current license (if applicable), including expiration date and whether the licensee is in good standing.

- c. The affidavit/certification of licensure. The applicant must cause an affidavit/certification of licensure to be issued by the board in which the license is held.
  - d. If the state in which the applicant is currently licensed is also the state in which the training was acquired, then only one affidavit is required. Otherwise, the applicant must obtain two affidavits.
  - e. The affidavits/certifications must be mailed directly to the Mississippi State Board of Cosmetology by the licensing authority, bear the seal-impress of the licensing authority, and bear at least one signature of an official of the licensing authority.
  - f. In the event the information cannot be provided by the licensing authority, it may be obtained from the attended school. In this case, the attended school must submit the information directly to the Board. The information must: (1) be submitted in an envelope bearing the attended school's letterhead, (2) bear the seal impress of the school, and (3) be certified by an agent of the attended school. The Board reserves the right to deny Certification of Training submitted by a school if it is determined that the information can be provided by the appropriate licensing authority.
3. Appear for an Application Eligibility Interview
- a. Upon receipt of a completed Application of Intent and Affidavit/Certification of Training, which meets the examination requirements for Mississippi, the applicant is scheduled for an interview, and notified of the date and time.
  - b. The applicant must present the following documents at the time of the interview:
    - (1) Photographic identification.
      - (a) Applicant must present two (2) current passport photographs to be attached to his or her application for approval for examination. The person who is making application for approval for examination must be recognizable in the photograph.
      - (b) Applicant must present a government-issued photographic identification card which contains the applicant's signature and date of birth. In the event of a name change, legal proof of the change must be presented.
    - (2) Two additional forms of identification must be presented by the

applicant. In the event of a name change, legal proof of the change must be presented.

- (3) Any applicant who uses or proposes to use a specific device in any practice area of discipline must present the required certification of proficiency from Mississippi or another state attesting to proper training in the use of the instrument.
- c. The applicant will be interviewed to determine his or her eligibility to apply for approval for examination. The following determinations will be made:
- (1) The applicant is at least 17 years of age.
  - (2) The applicant is able to read, write and speak English.
  - (3) The applicant has a 12th grade education or its equivalent. The applicant must present, at the time of the interview, acceptable documentation evidencing completion of the 12th grade, or its equivalent. Where the secondary education was obtained outside of the United States, the applicant must present a copy of the proof of completion, along with an original translation which has been prepared by an approved translation or credentialing service, and which certifies that the document is considered to be the equivalent of a 12th grade education.

Additional information may be required if it has been determined, or there is reason to believe that a candidate for examination has completed high school under one or more of the following circumstances:

- (a) The institution is not accredited by the Department of Education in the relevant state.
  - (b) The institution is not accredited by a recognized proprietary school accrediting association.
  - (c) The candidate may have completed a self-study course.
- (4) The candidate will not be considered to have a 12<sup>th</sup> grade education or its equivalent if it is determined that one or more of the following circumstances exist:
- (a) The institution from which the diploma or transcript was acquired is not sanctioned or accredited by a state supported educational credentialing entity, or

- (b) The candidate completed a self-study program in which progress examinations and final examinations were not physically supervised by one or more staff members of the institution or a recognized examination administration/proctor service.
  - 4. If an applicant fails to present evidence satisfactory to prove that all requirements for approval for examination have been met, he or she will be advised that the application of intent will be rejected, and the reason for the same. The applicant will be advised, in writing, of the right to a show cause hearing before the Board.
  - 5. If the applicant is deemed to meet all examination eligibility requirements, he or she will be required to submit an out-of-state Application for Approval for Examination, which must be completed in its entirety.
- B. Eligibility Requirements for Examination – Instructor (First – Time Licensure)
- 1. Eligibility requirements that must be met in order to take the examination:
    - a. Must be at least 21 years of age.
    - b. Must be able to read, write and speak English.
    - c. Must possess a high school education or its equivalency.
    - d. Must possess a current practitioner’s license.
    - e. Must have completed twelve (12) semester hours in college courses approved by the Board.
    - f. Must have successfully completed a course of training for which application for licensure is being made.
    - g. Must have two (2) years of active practical experience in a licensed salon, or as an alternative to such experience, the following shall apply:
      - (1) Cosmetologist – 2,000 of instructor training in an accredited school of cosmetology.
      - (2) Esthetician – 1,000 of instructor training in an accredited school in which the practice of esthetics is taught.
      - (3) Manicurist – 1,000 of instructor training in an accredited school in which the practice of manicuring is taught.
    - h. Must have successfully completed the following hours of instructor’s training:

- (1) Cosmetologist – 750 hours of instructor training in an accredited school of cosmetology.
  - (2) Esthetician – 600 hours of instructor training in an accredited school in which the practice of esthetics is taught.
  - (3) Manicurist – 600 hours of instructor training in an accredited school in which the practice of manicuring is taught.
- i. Must have attended one mandatory Board “methods of teaching” seminar earning a minimum of five (5) continuing education hours.
2. The application packet must be accompanied by:
  - a. Two (2) recent passport photographs, taken ~~within 90 days~~ prior to application.
  - b. Proof of eligibility requirements.
  - c. An affidavit completed and signed by the board official in the state from which the current license is held, attesting to licensure status and any disciplinary action within the past five (5) years.
  - d. Certified transcript of completion of the course of training for which application for approval for examination being made or an affidavit attesting to education.
  - e. Certified original transcript evidencing successful completion of twelve (12) semester hours in college courses approved by the Board.
  - f. In the event of a name change, legal proof of the name change.
  - g. Copy of current practitioner’s license.
3. Any applicant who uses or propose to teach a specific device in any practice area of discipline must present the required certification of teaching proficiency for Mississippi or another state attesting to proper training in the use and/or teaching of the device.
4. If an applicant fails to present evidence satisfactory to prove that all requirements for approval for examination have been met, he or she will be advised that the application of intent will be rejected and the reason for the same. The applicant will be advised, in writing, of the right to a show cause hearing before the Board.
5. If the applicant is deemed to meet all examination eligibility requirements he or she will be required to submit an out-of-state application for approval for examination, which must be completed in its entirety.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-13, 73-7-18, 73-7-15, 73-7-21 (Rev. 2013)

*Rule 2.10 Examination Eligibility for Out-of-Country Applicants.*

A. Eligibility Requirements for Examination – Practitioner

1. Any person who is licensed or registered to practice by a country other than the United States, or any person who has successfully completed a course of training in a country other than the United States, which meets this state's minimum requirements, may submit an application for approval for examination.

The state's minimum requirements are:

Cosmetologist	1500 hours
Manicurist	350 hours
Esthetician	600 hours

2. The required documentation includes notification of intent, affidavit/certification of training, and affidavit/certification of current licensure.
  - a. Notification of Intent. The form must be completed in its entirety and submitted to the Board.
  - b. The affidavit/certificate of training. An affidavit or certification of the applicant's course of training must be submitted to the Board office by the board in the country or province in which the training was acquired. The affidavit/certification of training should, at a minimum contain:
    - (1) Applicant's name and address
    - (2) Applicant's Registration Number or license identification number (if applicable)
    - (3) The course in which applicant was enrolled
    - (4) Total clock hours earned
    - (5) Date of completion or last attendance (Non licensed individuals only)
    - (6) Information regarding current license (if applicable), including expiration date and whether the licensee is in good standing.
  - c. The affidavit/certification of licensure. The applicant must cause an affidavit/certification of licensure to be issued by the board in which the license is held.
  - d. The affidavits/certifications must be mailed directly to the Board by the licensing authority, bear the seal-impress of the licensing authority, and bear at least one signature of an official of the licensing authority.



- e. In the event the information cannot be provided by the licensing authority, it may be obtained from the attendant school. In this case, the attendant school must submit the information directly to the Board. The information must: (1) be submitted in an envelope bearing the attendant school's letterhead, (2) bear the seal-impress of the school, and (3) be certified by an agent of the attendant school. The Board reserves the right to deny Certification of Training submitted by a school if it is determined that the information can be provided by the appropriate licensing authority.
3. Appear for an Application Eligibility Interview
- a. Upon receipt of a completed Applicant of Intent and Affidavit/Certification of Training, which meets the examination requirements for Mississippi, the applicant is scheduled for an interview, and notified of the date and time.
  - b. The applicant must present the following documents at the time of the interview:
    - (1) Photographic identification.
      - (a) Applicant must present two (2) current passport photographs to be attached to his or her application for approval for examination. The person who is making application for examination must be recognizable in the photograph.
      - (b) Applicant must present a government-issued photographic identification card which contains the applicant's signature and date of birth. In the event of a name change, legal proof of the change must be presented.
    - (2) Two additional forms of identification must be presented by the applicant. In the event of a name change, legal proof of the name change must be presented.
    - (3) Any applicant who uses or proposes to use a specific device in any practice area of discipline, must present the required certification of proficiency attesting to proper training in the use of the instrument.
  - c. The applicant will be interviewed to determine his or her eligibility to apply for approval for examination. The following determinations will be made:
    - (1) The applicant is at least 17 years of age.

- (2) The applicant is able to read, write and speak English.
  - (3) The applicant has a 12<sup>th</sup> grade education or its equivalent. The applicant must present, at the time of the interview, acceptable documentation evidencing completion of the 12<sup>th</sup> grade, or its equivalent. Where the secondary education was obtained outside of the United States, the applicant must present a copy of the proof of completion, along with an original translation which has been prepared by an approved translation or credentialing service, and which certifies that the document is considered to be the equivalent of a 12<sup>th</sup> grade education.
- d. If an applicant is deemed to meet all examination eligibility requirements, he or she will be required to submit an out-of-country Application for Approval for Examination, which must be completed in its entirety.
5. If the applicant is deemed to meet all examination eligibility requirements, he or she will be required to submit an out-of-country Application for Approval for Examination, which must be completed in its entirety.

**B. Eligibility Requirements for Examination – Instructor (First-Time Licensure)**

1. Eligibility requirements that must be met in order to take the examination:
- a. Must be at least 21 years of age
  - b. Must be able to read, write and speak English.
  - c. Must possess a high school education or its equivalency.
  - d. Must possess a current practitioner's license.
  - e. Must have completed twelve (12) semester hours in college courses approved by the Board.
  - f. Must have successfully completed a course of training for which application for licensure is being made.
  - g. Must have two (2) years of active practical experience in a licensed salon, or as an alternative to such experience, the following hours of instructor training shall apply:
    - (1) Cosmetologist – 2,000 hours of instructor training in an accredited school of cosmetology.
    - (2) Esthetician – 1,000 hours of instructor training in an accredited school in which the practice of esthetics is taught.
    - (3) Manicurist – 1,000 hours of instructor training in an accredited

school in which the practice of manicuring is taught.

- h. Must have successfully completed the following hours of instructor's training:
  - (1) Cosmetologist – 750 hours of instructor training in an accredited school of cosmetology
  - (2) Esthetician – 600 hours of instructor training in an accredited school in which the practice of esthetics is taught
  - (3) Manicurist – 600 hours of instructor training in an accredited school in which the practice of manicuring is taught
- i. Must have attended at least one mandatory Board approved "Methods of Teaching" seminar earning a minimum of five (5) continuing education hours.

2. The application packet must be accompanied by:

- a. Two (2) recent passport photographs, taken within 90 days prior to application.
- b. Proof of eligibility requirements.
- c. An affidavit completed and signed by the board official in the country or province from which the current license is held, attesting to licensure status and any disciplinary action within the past five (5) years.
- d. Certified transcript of completion of the course of training for which application for approval for examination being made or an affidavit attesting to education.
- e. Certified original transcript evidencing successful completion of twelve (12) semester hours in college courses approved by the Board.
- f. An affidavit certifying at least two (2) years of work experience, if applicable.
- g. In the event of a name change, legal proof of the name change.
- h. Copy of current practitioner's license.
- i. Any applicant who uses or proposes to teach a specific device in any practice area of discipline must present the required certification of teaching proficiency from Mississippi or another country or province attesting to proper training in the use and/or teaching of the device.

C. The application must be submitted on a form prescribed by the Board and must

be accompanied by:

1. Two passport photographs taken ~~within 90 days~~ prior to application.
2. A copy of current out-of-country license or certificates.
3. Proof of completion of high school education or GED by way of certified high school transcript, certified GED transcript or other means as the Board may deem acceptable. All transcripts must be submitted by the applicant in sealed envelopes from the school in which the degree was obtained. .
4. Certification from the registering agency or the school in which the training was acquired, reflecting the number of training hours earned, and the curriculum subjects.

*Rule 2.11 Licensure by Reciprocity - Practitioner*

- A. An individual who holds a current license from another state with whom Mississippi has a reciprocal agreement may be eligible for a practitioner license in accordance with Miss. Code Ann. Section 73-7-23. The Mississippi State Board of Cosmetology maintains a list of states with whom Mississippi is reciprocal.
- B. Application Process:
  1. Complete an Application for Reciprocity, which must be completed in its entirety and submitted to the Board.
    - a. The applicant must cause an affidavit or certification to be issued by the board in which the training was acquired or the license is held. If the state in which the applicant is currently licensed is also the state in which the training was acquired, then only one affidavit is required. Where the current license is held in one state and original license or education was obtained in a different state, and the state of current licensure will not attest to the applicant's training, an affidavit is also required from the state of origin.
    - b. The affidavit/certification of training must:
      - (1) Be mailed directly to the Mississippi State Board by the licensing authority.
      - (2) Bear the seal-impress of the licensing authority.
      - (3) Bear at least one signature of an official of the licensing authority.
    - c. The affidavit/certification of training should contain, at a minimum:
      - (1) Applicant's name and address,

- (2) Applicant's Registration Number or license identification number,
- (3) The course in which applicant was enrolled,
- (4) Total clock hours earned,
- (5) Information regarding current license, including expiration date and whether the licensee is in good standing.

2. Appear for an Application Eligibility Interview

- a. Upon receipt of a completed Application of Reciprocity and Affidavit/Certification of Training, which meets the reciprocity requirements of the state of Mississippi, the applicant is scheduled for an interview, and notified of the date and time.
- b. The applicant must present the following documents at the time of the interview:
  - (1) Photographic identification.
    - (a) Applicant must present two (2) current passport photographs to be attached to his or her application for reciprocity. The photograph must be recognizable as the person who is making application for reciprocity.
    - (b) Applicant must present a government-issued photographic identification card which contains the applicant's signature and date of birth. In the event of a name change, legal proof of the change must be presented.
  - (2) Two additional forms of government-issued identification must be presented by the applicant. In the event of a name change, legal proof of the change must be presented.
  - (3) A current, valid out of state practitioner license. The license will be reviewed to determine that all information contained in it including name, registration number, and expiration date of license, matches the information which was provide in the affidavit.
  - (4) Any applicant who uses or proposes to use a specific device in any practice area of discipline must present certificate of proficiency obtained in Mississippi or another state attesting to proper training in the use of the device.
- c. The applicant will be interviewed to determine his or her eligibility to be licensed by reciprocity. The interview will be recorded. The following determinations will be made:

- (1) the applicant is at least 17 years of age.
  - (2) the applicant is able to read, write and speak English.
- C. If the applicant fails to present evidence satisfactory, of meeting all requirements for reciprocity, he or she will be advised that the application cannot be accepted, and the reason for same. The applicant will be advised, in writing, of the right to an administrative hearing before the Board.
- D. If the applicant is deemed to meet all reciprocity eligibility requirements, he or she is required to:
  1. Complete an Application for Reciprocity. The Board approved form, "Application for Licensure by Reciprocity," must be completed in its entirety.
  2. Pay the required fee. The prevailing fee is that which has been established by Law, Section 73-7-29, of the Mississippi Code of 1972 as amended and may be submitted by personal check, cashier's check, money order, or cash.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-23 (Rev. 2013)

#### *Rule 2.13 Reciprocity for Military Personnel and Military Spouses*

In accordance with the requirements of Miss. Code Ann. § 73-50-1, a military trained or military spouse applicant may gain licensure to practice in the State of Mississippi under the following circumstances:

- A. For a military-member applicant:
  1. Must show proof of licensure by a state Cosmetology regulatory board that is in good standing and be actively practicing. Proof of licensure shall include presentation of a current valid out-of-state license and submission of an affidavit mailed directly to the Mississippi State Board of Cosmetology by the licensing authority that contains the following: 1) the seal-impress of the licensing authority; 2) at least one signature of an official of the licensing authority; 3) the applicant's name and address; 4) the applicant's registration number or license identification number; and 5) the courses in which the applicant was enrolled, total clock hours earned, and information regarding current license.  
  
Or, as an unlicensed cosmetologist graduating within the last two (2) years, applicant must show proof by way of affidavit of completion of a course of Cosmetology study from a board approved Cosmetology school.
  2. Must conform with the reciprocity rules found under Rule 2.11.
  3. Must appear for an application eligibility interview and show the following: 1)

present two (2) current passport photos attached to the application for reciprocity; 2) present two (2) forms of government-issued identification; 3) proof that the applicant is at least seventeen (17) years of age; 4) demonstrate the ability to read write and speak English; and 5) any applicant that proposes to use a specific device in any are of cosmetology must present a certificate of sufficiency obtained in a state in good standing attesting to proper training in the use of the device.

4. An applicant for an instructor's license must have completed a minimum of five (5) continuing education hours in Mississippi Board of Cosmetology laws, rules and regulations at the time of application.
5. Instructor candidates may submit, on an official transcript, academic credit designated by the American Council on Education ("ACE")'s Military Guide to the Board for consideration to meet all or part of the academic semester hours required for instructor candidate eligibility.

B. For a military spouse:

1. Must show evidence that the applicant is a legal spouse of an active member of the military.
2. Must show proof of licensure by a state Cosmetology regulatory board that is in good standing and be actively practicing. Proof of licensure shall include presentation of a current valid out-of-state license and submission of an affidavit mailed directly to the Mississippi State Board of Cosmetology by the licensing authority that contains the following: 1) the seal-impress of the licensing authority; 2) at least one signature of an official of the licensing authority; 3) the Applicant's name and address; 4) the applicant's registration number or license identification number; and 5) the courses in which the applicant was enrolled, total clock hours earned, and information regarding current license.

| Or, as an unlicensed cosmetologist graduating within the last ~~2~~two (2) years, applicant must show proof by way of affidavit of completion of a course of Cosmetology study from a board approved Cosmetology school.

2. Must conform with the reciprocity rules found under Rule 2.11.
3. Must appear for an application eligibility interview and show the following: 1) present two (2) current passport photos attached to the application for reciprocity; 2) present two (2) forms of government-issued identification; 3) proof that the applicant is at least seventeen (17) years of age; 4) demonstrate the ability to read write and speak English; and 5) any applicant that proposes to use a specific device in any are of cosmetology must present a certificate of sufficiency obtained in a state in good standing attesting to proper training in the use of the device.
4. An applicant for an instructor's license must have completed a minimum of five

(5) continuing education hours in Mississippi Board of Cosmetology laws, rules and regulations at the time of application.

Source: Miss Code Ann. §§ 73-7-7, 73-7-15, and 73-50-1 (Rev. 2013).

### **Part 2101 Chapter 3:       Permits**

#### *Rule 3.1 Demonstrator's Permit*

An ~~establishment~~ Establishment must not allow a product demonstrator to demonstrate any product without a permit which has been issued in accordance with Section 73-7-25 of the Mississippi Code of 1972 as amended.

Source: Miss. Code Ann. §§73-7-7, 73-7-25 (Rev. 2013)

#### *Rule 3.2 Permit to Work*

##### **A.     Student, or Student Instructor:**

1.     Any student or student instructor who has completed the total number of prescribed hours in a course of training may be issued a permit to work valid for 90 days in that capacity, upon request, provided the following requirements have been met:
  - a.     An application for approval for examination has been made, and approved by the board.
  - b.     An application for a permit to work has been submitted on a form approved by the Board, which includes the following information:
    - (5)    Name and address of the establishment in which applicant is to be employed.
    - (6)    Establishment registration number, current license number and expiration date of license.
    - (7)    Name of supervising licensee. (Supervisor)
    - (8)    Supervisor registration number, current license number, and expiration date of license.
2.     A permit to work is not processed unless a) all information is complete, b) if either the establishment or supervisor license is expired, or c) if false information is reflected on the application.



- c. The supervising licensee must be employed on a full-time basis by the establishment in which the student/student instructor has made application for a permit. If it is necessary for the supervisor to be out of the establishment on occasion, another supervising licensee must be designated to oversee the work of the student/student instructor.
  - d. A student instructor who has been issued a permit to work is required to be under the direct supervision of a licensed instructor.
- 3. An approved permit to work will be sent, in the applicant's name, directly to the employing establishment.
  - c. Any student/student instructor found by a Board agent working in any establishment before receipt of his or her permit or without a licensed supervisor will be issued a citation.
  - d. Any establishment owner employing a student/student instructor without a temporary work permit shall be issued a citation for employing non-licensed personnel, and such case ~~shall~~ may be cause for suspension of the establishment license.
- 4. If any student/student instructor has received a temporary permit to work and fails the practical or written examination, that student/student instructor is no longer eligible to work.
  - c. The student/student instructor and the employing establishment will be notified of the student/student instructor's ineligibility to work.
  - d. The employing establishment will be notified to return the permit immediately. Failure to do so, or for the student/student instructor to continue working, will result in a issuance of a notice of an administrative hearing to the establishment owner(s) and student instructor..
- 5. No student under the authority of the Board shall work for compensation as a practitioner in an establishment while in the process of acquiring his or her training. A student instructor is exempt from this Rule 3.2(A)(5).
- 6. Outdated License – See Rule 2.5.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-13 (Rev. 2013)

*Rule 3.3 One-Time Temporary Teaching Permit for Applicant for Instructor's License by Reciprocity*

- A. Any applicant for a Mississippi instructor's license by reciprocity who has not completed the college course(s) requirement at the time of application may be issued a one-time

temporary teaching permit valid for six months, which shall be non-renewable. All other requirements must be met at the time of application for instructor's license by reciprocity.

- B. The request for a one-time temporary teaching permit shall be made on the application for instructor's license by reciprocity. See Rule 2.12.

- (1) Name and address of the school in which the applicant is to be employed.
- (2) School registration number, current license number and expiration date of license.
- (3) Name of supervising instructor(s).
- (4) Supervising instructor(s)'s registration number, current license number, and expiration date of license.

- C. The request for a one-time temporary teaching permit must be accompanied by the following:

- (1) Proof of enrollment in college course(s) [approved by the Board](#)
- (2) Required permit fee of \$25.00
- (3) Two (2) passport photographs taken within ninety (90) days prior to the application or renewal
- (4) Other documentation as required for application for a Mississippi instructor's license by reciprocity.

- D. Procedures for Use of the One-Time Temporary Teaching Permit

1. An approved one-time temporary teaching permit shall be issued in the applicant's name and mailed to the employing school.
2. The applicant for an instructor's license by reciprocity who has been issued a one-time temporary teaching permit shall be required to be under the direct supervision of a licensed instructor.
3. The supervising instructor shall be employed on a full-time basis by the school where the applicant for instructor's license by reciprocity will be employed.
4. When it is necessary for the supervising instructor to be away from the school on occasion, another licensed instructor shall be designated to supervise the work of the applicant for an instructor's license by reciprocity who is working pursuant to a one-time temporary teaching permit.
5. Any applicant for an instructor's license by reciprocity who is found working in any school before receipt of the one-time temporary teaching permit will be issued a citation by the Board agent.
6. Any school owner employing an applicant for an instructor's license by reciprocity without a one-time temporary teaching permit shall be issued a citation by the Board agent, and such case may be cause for suspension of the school license.

7. The one-time temporary permit shall be returned immediately to the Board office in the event the applicant for an instructor's license by reciprocity who holds the said permit ceases employment with the employing school of record or withdraws his or her application for an instructor's license by reciprocity.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-13 (Rev. 2013)

~~*Rule 3.4 One Time 90 Day Permit for Practitioner Who's License Has Expired for A Period of Three or More Years*~~

~~Any person who has been licensed in this state, and whose license has expired for a period of three (3) or more years, must make application for approval for examination. A one time 90 day work permit may be granted. The fee for the one time 90 day work permit shall be \$ 20.00.~~

~~Source: Miss. Code Ann. §§ 73-7-7, 73-7-23 (Rev. 2013)~~

## **Part 2101 Chapter 4: Salons**

### *Rule 4.2 Procedure for the Opening of A New Salon*

- A. A proposed salon owner must submit an application for licensure to operate a salon. **An incomplete application will not be processed.**

1. The following information is required on the application:
  - a. The name of the proposed salon.
  - b. The address, location and the phone number of the proposed salon.
  - c. The name(s) and address(es) of the proposed owner(s). If a partnership or corporation, the name and addressed of all principals must be provided.
  - d. Owners' Social Security Number(s)
  - e. If the proposed owner/manager is not a licensed practitioner, the name and registration number of an individual working full-time in the establishment and licensed by this Board must be provided.

~~f. Any applicant for a Salon license desiring to limit the practice to manicuring and/or esthetics only, must so state on the application, and any licensed issued to the establishment, authorizes only the practice, as applied for.~~

2. In addition to the above, the following information must be submitted with the application:

- a. Required fee.
  - b. Two (2) recent passport photographs, ~~taken within 90 days prior to application.~~
  - c. A list of the equipment the Salon proposes to have on hand.
3. After receipt of the application and verification of the data, a Board inspector will contact the proposed owner to schedule an inspection appointment.
4. The salon application will be cancelled and the fee will be forfeited under the following circumstances:
  - a. An inspection appointment is postponed by the proposed salon owner beyond 90 days after receipt.
  - b. The proposed salon owner(s) is a no-show for the inspection appointment and fails to send a representative.

B. Inspection and Approval for Licensure:

During the inspection appointment, the Board will conduct an inspection of the premises to determine if all requirements, as indicated in the law, including minimum equipment requirements, have been strictly adhered to by the owner(s) of the proposed salon. If the requirements are not met, and the inspector cannot approve the salon, there will be an additional fee for each inspection made before licensing the salon.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-17 (Rev. 2013)

*Rule 4.3 Required Equipment for Salons*

- A. ~~Full-Service Cosmetology Salon: A cosmetology salon providing full service (hair, manicuring/pedicuring and esthetics) must have and keep maintained in proper working order and condition the following minimum equipment in order to be approved and pass annual inspection for a full service cosmetology salon license:~~
  1. Signs
    - a. Outside – Business
    - b. Hours of Operation.
  2. One (1) dresser or work station with mirror for each cosmetologist.
  3. One (1) shampoo bowl and chair
  4. One (1) dryer. (For purposes of this rule, a dryer is defined as “a chair or standing hair dryer with a hood, either stationary or portable.”)
  5. Twelve (12) combs and twelve (12) brushes per cosmetologist.

6. Adequate number of closed cabinet(s) of solid construction for clean towels.
7. Adequate number of covered towel container(s) for soiled towels.
8. One (1) wet sanitizer per cosmetologist and/or establishment.
9. One (1) dry sanitizer. (Any clean, closed container is considered adequate)
10. Adequate number of covered trash cans of solid construction.
11. One (1) manicure table with lamp per manicurist.
12. One (1) patron chair and manicurist stool per manicurist.
13. One (1) wet sanitizer for clean manicuring implement(s). (Any clean, closed container is considered adequate).
14. One (1) wet sanitizer (cotton and alcohol) per manicurist.
15. One (1) finger bowl per manicurist.
16. One (1) dry sanitizer for clean manicuring implement(s). (Any clean closed container is considered adequate).
17. Treatment area(s) located so as to ensure the privacy of the esthetics client.
18. One (1) treatment ~~bed~~, table or chair, and one (1) practitioner stool per esthetician.
19. One (1) ~~lavatory~~ sink within a reasonable distance of for each esthetics treatment area.
20. One (1) covered container for soiled linens in each esthetics treatment area.
21. One (1) closed cabinet of solid construction for clean linens in each esthetics treatment area.
22. One (1) closed cabinet for esthetics supplies.
23. One (1) free standing magnifying light per two (2) estheticians.
24. One (1) woods lamp per two (2) estheticians.
25. One (1) wet sanitizer per ~~esthetician~~ esthetic treatment area.
26. One (1) dry sanitizer per esthetic ~~ian~~ treatment area.

27. Covered trash can of solid construction for each esthetics treatment area.
28. An adequate supply of client drapes and linens (towels, sheets, and pillow covers.
29. Sufficient ~~equipment and~~ supplies for giving full salon services.

~~B. Limited Service Cosmetology Salon: A cosmetology salon must have and keep maintained in proper working order and condition the following minimum equipment in order to be approved and pass annual inspection and may provide limited service, which must include hair services. Optional services for a cosmetology salon offering limited service include manicuring/pedicuring and/or esthetics (face only).~~

~~1. Hair Services (Required). The following equipment is required for a limited service cosmetology salon:~~

~~a. Signs~~

~~(1) Outside Business~~

~~(2) Hours of Operation.~~

~~b. One (1) dresser or work station with mirror for each cosmetologist.~~

~~c. One (1) shampoo bowl and chair.~~

~~d. One (1) dryer per two work stations. (For purposes of this rule, a dryer is defined as a chair or standing hair dryer with a hood, either stationary or portable.)~~

~~e. Twelve (12) combs and twelve (12) brushes per cosmetologist.~~

~~f. An adequate number of closed cabinet(s) of solid construction for clean towels.~~

~~g. An adequate number of covered towel container(s) for soiled towels.~~

~~h. One (1) wet sanitizer per cosmetologist.~~

~~i. One (1) dry sanitizer. (Any clean, closed container is considered adequate)~~

~~j. An adequate number of covered trash cans of solid construction.~~

~~k. Sufficient equipment and supplies for providing complete hair services.~~

~~2. Manicuring/Pedicuring Services (Optional Service) The following equipment is required when manicuring/pedicuring services are offered in a limited service cosmetology salon:~~

- a. ~~One (1) manicure table with lamp per manicurist.~~
  - b. ~~One (1) patron chair and practitioner stool per manicurist.~~
  - c. ~~One (1) wet sanitizer (cotton and alcohol) per manicurist.~~
  - d. ~~One (1) finger bowl per manicurist.~~
  - e. ~~One (1) dry sanitizer for clean implements. (Any clean, closed container is considered adequate).~~
  - f. ~~An adequate number of closed cabinet(s) of solid construction for manicuring/pedicuring supplies.~~
  - g. ~~An adequate number of closed cabinet(s) of solid construction for clean towels.~~
  - h. ~~An adequate number of covered towel container(s) for soiled towels.~~
  - i. ~~Sufficient equipment and supplies for providing manicuring/pedicuring services.~~
3. ~~*Esthetics Services – Face Only (Optional Service)* The following equipment is required when esthetics services (face only) are offered in a limited service cosmetology salon:~~
- a. ~~One (1) closed cabinet for supplies.~~
  - b. ~~One (1) portable or stationary magnifying light.~~
  - c. ~~One (1) wet sanitizer.~~
  - d. ~~One (1) dry sanitizer.~~
  - e. ~~Sufficient equipment and supplies for giving limited esthetics services to the face only.~~
  - f. ~~Optional – If a private room is used for service, it must be equipped with a lavatory sink. See Rule 1.2, definition of lavatory sink.~~

**BC.** Manicuring Salon: A salon in which manicuring only is practiced must have and keep maintained in proper working order and condition to the following minimum equipment in order to be approved and pass annual inspection:

1. Signs
  - a. Outside – Business
  - b. Hours of Operation
2. One (1) manicure table with lamp per manicurist.

3. One (1) patron chair and manicure stool per manicurist.
4. One (1) wet sanitizer (cotton and alcohol) per manicurist.
5. One (1) finger bowl per manicurist
6. One (1) dry sanitizer for clean implements. (Any clean, closed container is considered adequate)
7. Closed cabinet of solid construction for clean towels.
8. Closed cabinet of solid construction for manicuring/pedicuring supplies.
9. An adequate number of covered trash cans of solid construction.
10. An adequate number of covered towel container(s) for soiled towels.
11. Sufficient ~~equipment and~~ supplies for giving complete manicuring/pedicuring services.

**DC.** Esthetics Salon: A salon in which esthetics only is practiced must have and keep maintained in proper working order and condition the following minimum equipment in order to be approved and pass annual inspection:

1. Signs
  - a. Outside – Business
  - b. Hours of Operation
2. Treatment area(s) located so as to insure the privacy of the patron.
3. One (1) treatment bed, table or chair, and one (1) practitioner stool per esthetician.
4. One (1) ~~lavatory~~ sink within a reasonable distance of ~~for~~ each treatment area.
5. One (1) covered container for soiled linens.
6. One (1) closed cabinet for clean linens.
7. One (1) closed cabinet for supplies
8. One (1) free standing magnifying light per two (2) treatment areas.
9. One (1) Wood's lamp per two (2) estheticians.
10. One (1) wet sanitizer per esthetician treatment area.



- | 11. One (1) dry sanitizer per esthetic treatment area.
- | 12. Adequate supply of client drapes and linens (towels, sheets, and pillow covers).
- | 13. Covered trash can of solid construction.
- | 14. Sufficient ~~equipment and~~ supplies for giving complete esthetics services.
- | ~~ED~~. All ~~cosmetological~~ licensed establishments must have an outside entrance except salons in department stores or buildings with a main entrance.
- | ~~FE~~. In addition to the above rules, a home establishment must meet the following criteria:
  - 1. The wall between the salon and home must be of ceiling height.
  - 2. If a door exists between the beauty salon and the remainder of the house, said door must be kept closed during business hours.
  - | 3. ~~Salon restroom facilities must be located in the confines of the salon business.~~ If a restroom is within a home salon, it shall be subject to inspection.
- | ~~GF~~. A licensed establishment must not be used for living purposes or other residential use.

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

*Rule 4.4 Salon Change of Ownership; Addition or Change of Partners; Change of Location; Change of Business Name*

No license is transferable from one owner to another or one location to another.

No new license shall be issued until all fines previously assessed to the salon have been paid in full.

- A. Change of Ownership
  - 1. Salon owners who contemplate selling or transferring the ownership of a salon must notify the board in writing prior to the sale or transfer.
  - 2. Where a sale or transfer of ownership occurs, the prospective owners must make application for a new salon in accordance with Board Rules 4.1 and 4.4, and must pay the required fee.
  - 3. A sixty (60) day grace period is allowed until a new license is issued.
- B. Addition or Change of partners
  - 1. Where a partnership is added, or changed, and at least one partner or original owner remains, then a new salon application is not required.

2. Written notification of the change in partnership should be made to the ~~board~~ Board within (30) days of such change.
3. When the original applicant(s) is no longer a partner in the salon, an Application of Approval of a New Salon must be made in accordance with Board Rules 4.2-4.4, and the required fee must be paid.

C. Change of Location

1. A salon owner who contemplates relocation of the salon must make application for a new salon in accordance with Board Rules 4.2-4.4, and must pay the required fee.
2. A change of location includes moving an existing establishment:
  - a. From one address to another
  - b. From one building, or area within a building, to another, even when a “change of address” does not occur.
3. An application for a new salon not required when:
  - a. A portable building is moved from one specific site on a lot to another site on the same lot, and there is no change in equipment or address.
  - ~~b. —Notice must be given to the board office within seven (7) days.~~

D. Change of Business Name

A salon will not change its business name without first filing a change of business name form and paying the processing fee. (The Board may charge an appropriate processing fee in the event of a business name change. The amount shall be on the form for business name change).

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

*Rule 4.5 Nursing Home Salons*

Section 73-7-35 of the Mississippi Code of 1972 as amended provides that ~~cosmetological~~ services may be provided outside the physical confines of a licensed salon, to “...any person who may be confined to his or her home, a hospital, or other place as a result of illness.”

- A. Nursing home salons are considered patient care facilities and do not require a salon license under the following conditions:
1. Services are restricted to patients only and are not provided for employees of the nursing home, nor family or friends of the patients.
  2. A retirement home or community where the residents are not confined due to illness is not considered a nursing home. Any salon operated as a part of a

retirement home or community must be licensed by the Board.

- B. If a nursing home facility requests to be licensed as a salon and meets all requirements of the Board, then it will be granted.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-35 (Rev. 2013)

## **Part 2101 Chapter 5: Schools**

### *Rule 5.2 Procedure for the Opening of A New School*

- D. Procedure for filing an application for preliminary school approval.
3. Any person proposing to own or operate a school must make an appointment with the Board to discuss in detail the proposed operation of the school.
  4. Interested persons must completed a Personal Survey Form and return to the State Board of Cosmetology prior to the initial meeting with the Board.
- E. An application for a license to operate a school must be submitted for approval on an application form provided by the Board. ~~The application accompanied by evidence, statements or documents are filed with the Board office.~~
1. Prospective owners for proprietary schools provide a completed submitted form provided by the Board office. The following information must be provided with the application:
    - a. Application fee.
    - b. Floor plan of the proposed school, indicating measurements for each area, and equipment layout.
    - c. The name, address and telephone number of the manager/supervisor, and the name, address, and registration number of the instructor(s) of the proposed school.
    - d. A copy of the contract form to be used between the school and the student.
    - e. A copy of proposed brochures, catalogs and advertisements.
    - f. Two (2) recent passport photographs of the applicant, taken ~~within 90 days~~ prior to application.
    - g. ~~Optional request for a preliminary on-site by two (2) agents of the Board, at least one must be a Board member. A fee of one hundred dollars (\$100) will apply.~~
  2. An incomplete application will not be processed and the applicant will be notified by the Board office with the cause for non-processing.

~~F. Optional Preliminary On-Site Visit~~

~~Upon request of an optional preliminary on-site visit, with receipt of required fee, the following will apply.~~

~~1. The on-site visit will be performed by two (2) agents of the Board, one of which must be a Board member for the purpose of determining:~~

~~a. Suitability:~~

~~(1) Proposed location.~~

~~(2) Proposed floor space.~~

~~(3) Proposed equipment and material.~~

G.F. Initial Inspection and Approval of Proposed School

1. An inspection shall be performed by two (2) agents of the Board, one of which must be a board member, for the purpose of determining:
  - a. Suitability of:
    - (1) Proposed Location.
    - (2) Proposed Rooms, including adequacy of floor space, plumbing, ventilation, lighting, etc., in accordance with the floor plan.
    - (3) Proposed items of equipment and materials.
  - b. Satisfactory evidence of proper provisions for duly licensed instructors and properly qualified manager/supervisor.
2. If the Board determines that the applicant is knowledgeable regarding requirements for licensure and operation of School of Cosmetology, Manicuring or Esthetics, the Board may waive the initial inspection and proceed to the final inspection.
3. The findings of the initial inspection will be submitted to the Board for its approval at its next regular or any special called meeting. The applicant will be notified in writing of the decision of the Board within 30 days.

E.D. Final Inspection and Approval of Proposed Schools

1. If the inspection is found to be in order and the results of the initial inspection approved, a final inspection will be made by two (2) agents of the Board, at least one of which will be a Board Member.
2. The final inspection will be conducted in order to determine that:
  - a. Suitability of:

- (1) Location
  - (2) Rooms, including adequacy of floor space, plumbing, ventilation, lighting, etc., in accordance with the floor plan.
  - (3) Equipment and material set up and operational.
- b. Satisfactory evidence of proper provisions for duly licensed instructors and properly qualified manager/supervisor.
- c. All requirements, as indicated in the application have been strictly adhered to by owner(s) of the proposed school.
- d. School has met building or fire code requirements as evidenced by copy of inspection report(s) by local authorities.
3. No School will be approved until the Board has had ample opportunity to verify sworn statements as to the actual ownership, and all other claims and representations set forth in the “Personal Survey Form”, the “Application for Approval”, the “Initial Inspection Report”, and the Final Inspection Report.
4. If all requirements and qualification are met, the Board will cause written approval to be issued. No school will be considered approved, nor will classes be allowed to begin, until said approval has been executed.
5. The Board reserves the right to deny school approval to any applicant who fails to meet the requirements for operating a school and/or who fails to present satisfactory evidence of his or her business, professional integrity and experience. In the event the Board denies approval, the fees associated with the application will be forfeited.

| **FE.**

#### Miscellaneous

1. *Enrollments.* Students may be registered, but not admitted to class until such time as the school has received its final approval.
2. *Instructor.* Each school must have on its staff at least one full-time instructor who is charged with the responsibility of the teaching program, and who is considered the lead instructor. This person must hold an active Mississippi license or permit at the time of application for school approval.
3. The Board may revoke or suspend the approval of any school for any violation of any of the conditions set forth for licensing, or if further investigation reveals misrepresentation on the part of the applicant.

Source: Miss. Code Ann. §§ 73-7-7; 73-7-16 (Rev. 2013)

#### *Rule 5.4 Required Equipment*

A. All Schools

1. Each school must have an adequate supply of disinfectant and safety equipment to insure that the school complies with Board sanitation rules, including: wet disinfectant containers, dry sanitizers, closed cabinets or containers for clean towels, covered soiled towel receptacles, large covered trash can of solid construction, and first aid kit.
2. Each school must have adequate resource materials to aid in the teaching of both skill and theory subjects, including charts and visual aids, chalk board, bulletin board, reference library, and time clock or time sheets.
3. The minimum equipment requirement must remain in full force and effect so long as the school remains in operation.
4. All equipment must be maintained in a sanitary and safe operating order at all times.

B. Cosmetology Schools

1. The minimum equipment for a school of cosmetology is as follows:

a.	Mannequin (In addition to this number of practice mannequins, the school must furnish, upon enrollment, to every student, a mannequin in good condition for his use throughout the period of training.)	7
b.	Time Clock or Time Sheet (See Rule 5.23 C and D)	
c.	Shampoo Bowls and Chairs (When the average daily attendance exceed 30 students, additional shampoo bowls must be added at the ratio of one for each five students in average daily attendance in excess of 20.)	5
d.	Dryers (When the average daily attendance exceeds 30 students, additional dryers must be added at the ratio of 1 for each 5 students in average daily attendance in excess of 20.)	12
e.	Facial Chairs, complete with footrest, headrest, magnifying lamp, and practitioner stool	1
f.	Manicure Tables (When the average daily attendance exceeds 30 students, additional manicure tables must be added at the ratio of 1 for each 10 students in average daily attendance in excess of 20.)	3
g.	Cold Wave Equipment: Sets of four dozen assorted rods	10
h.	Thinning Shears (pair)	1
i.	Thermal Hair Straighteners	
	Combs	8
	Stove (not required if comb electric)	8

	Curling iron (no larger than size "G")	8
j.	Containers for antiseptic solution, per manicure table	1
k.	Work station with chair and mirror Station chairs must be so constructed that they may be elevated and lowered either mechanically [hydraulic pump] or manually [swivel]. (When the average daily attendance exceed 30 senior students, one additional station per student must be added).	20
l.	Work table(s) for junior students	Adequate
m.	Classroom chairs with desk rest	20
n.	Cabinet for client records	1

2. The minimum equipment requirement for a school of cosmetology desiring to include a department of esthetics and or/manicuring in its training program must contain at least one (1) of each item specified for a school of esthetics and school of manicuring/pedicuring. When the average daily attendance exceeds two (2), the minimum equipment must be increased at the rate of one (1) per every two (2) students.

C. Esthetics Schools

1. The minimum equipment for a school in which a course of training in which esthetics only is taught is as follows:

a.	Facial treatment chair, treatment table, or hydraulic treatment chair (When the average daily attendance exceeds 6 students, additional facial chairs must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3
b.	Esthetician's stool (When the average daily attendance exceeds 6 students, additional esthetician's stools must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3
c.	Facial Vaporizer (When the average daily attendance exceeds 6 students, additional vaporizers must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3
d.	Pulverizer Spray (mister)	3
e.	Galvanic Current Apparatus or Faradic & Sinusoidal Apparatus	1
f.	High Frequency Apparatus (When the average daily attendance exceeds 6 students, additional high frequency apparatus must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3
g.	Heating Mask or hot towels (When the average daily attendance exceeds 6 students, additional heating masks must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3
h.	Heating Mitts or paraffin wax with mitts	3 pairs
i.	Infrared lamp	3

j.	Ultraviolet lamp (When the average daily attendance exceeds 6 students, additional Ultraviolet lamps must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3
k.	Woods lamp	1
l.	Magnifying lamp (Loupe) (When the average daily attendance exceeds 6 students, additional Magnifying lamps must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3
m.	Electric wax heater for removal of hair	1
n.	Utilities Tables (When the average daily attendance exceeds 6 students, additional utility tables must be added at the ratio of one per every 2 students in average daily attendance in excess of 3)	3
o.	Table for Machines	1 per machine
p.	Cabinet for client records	1
q.	<del>Lavatory</del> Sink with hot and cold running water <u>within a reasonable distance of</u> the treatment area	1

D. Schools of Manicuring

1. The minimum equipment for a school in which a course of training in manicuring/pedicuring is taught is as follows:

a.	Manicure table fitted with adjustable lamp, client chair and operators stool or chair. (When the average daily attendance exceeds 10 students, additional manicure tables, lamps and stools must be added at the ratio of one per every 1 student in average daily attendance in excess of 10)	10
b.	Covered containers for waste material (When the average daily attendance exceeds 10 students, additional covered waste containers must be added at the ratio of one per every 1 students in average daily attendance in excess of 10)	10
c.	Cushion (8"x12") covered with a washable slip or sanitized towel on which clients rest arm (When the average daily attendance exceeds 10 students, additional armrests must be added at the ratio of one per every 1 students in average daily attendance in excess of 10)	10
d.	Supply tray for holding implements/products (When the average daily attendance exceeds 10 students, additional cosmetic trays must be added at the ratio of one per every 1 student in average daily attendance in excess of 10)	10
e.	Finger bowl (plastic, china or glass) for holding warm water and cleanser (When the average daily attendance exceeds 10 students, additional finger bowls must be added at the ratio of one per every 1 student in average daily attendance in excess of 10)	10
f.	Cotton containers	10
g.	Electric heaters <u>with disposable cups</u> – for heating oil/lotion <del>when a heat manieure</del>	10



	<del>with disposable cups</del>	
h.	Disinfection containers for immersion of manicuring implements during procedure (When the average daily attendance exceeds 10 students, additional disinfection containers must be added at the ratio of one per every 1 student in average daily attendance in excess of 10)	10
i.	Basins for Pedicure Cleansing(When the average daily attendance exceeds 10 students, additional cleanser basins must be added at the ratio of one per every 2 students in average daily attendance in excess of 10)	5
j.	Basins for pedicure rinse water (When the average daily attendance exceeds 10 students, additional rinse water basins must be added at the ratio of one per every 2 students in average daily attendance in excess of 10)	5
k.	Electric nail files (When average daily attendance exceeds six (6) students, additional nail files must be added at the ratio of one (1) per every two (2) students in average daily attendance in excess of six (6))	2
l.	Hand form with stand; demonstrational purposes (When the average daily attendance exceeds 10 students, additional hand forms must be added at the ratio of one per every 2 students in average daily attendance in excess of 10).	5

2. The clinic floor in a manicure school must be ventilated to the outside air.

Source: Miss. Code Ann. §§ 73-7-7; 73-7-16 (Rev. 2013)

#### *Rule 5.9 Instruction Staff*

- A. There must be on the staff at least one full time instructor at all times, who holds a current, active license as an instructor in this state.
- B. Immediately upon employment, the school must submit on a form approved by the Board, a Certification of Instructor employment which indicates full or part-time employment.
- C. The Board must be notified in writing, within ten (10) days of any changes in instructor staff of a school of cosmetology.
- D. When the enrollment exceeds 20 students there must be added to the staff an additional full-time instructor ~~for every 20 students thereafter~~ as follows:-

<u>Number of Students</u>	<u>Number of Teachers Required</u>
<u>1-20</u>	<u>1</u>
<u>21-40</u>	<u>2</u>
<u>41-60</u>	<u>3</u>
<u>61-80</u>	<u>4</u>
<u>81-100</u>	<u>5</u>

Each student, including student instructor, cosmetologist, manicurist, esthetician, and part time, is counted as full time enrollment.

- E. For each full-time instructor there can be no more than three student instructors.
- F. Absence from the classroom of the instructor must be reported to the Board of Cosmetology, Department of School Coordination. Arrangement must be made for an instructor, who is licensed by the Board, for replacement during vacations, prolonged illness, etc. When the instructor is absent for one day or less, a student instructor or senior student may be left in charge. When an enrolled senior student is left in charge of the clinic floor, no additional chemical services shall be started ~~must be closed~~.
- G. An instructor/student instructor is strictly prohibited from practicing on patrons except in a ~~classroom~~ situation where such practice is for demonstration only.
- H. All practice work by student is to be supervised and checked by an instructor or student instructor licensed by the Board.
- I. All student instructors must, at all times, be under the direct supervision of an instructor who holds a current, active license issued by the Board, except as provided by Rule 5.9(F).
- J. Any instructor teaching or planning to teach the use of a specific device in any practice area of discipline must first present the required certificate of proficiency for the device. All individuals seeking licensure after January 1, 1998, must present this certification prior to seeking licensure.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-16 (Rev. 2013)

*Rule 5.11 Separation of Schools from Other Businesses*

- A. A school cannot be ~~conducted~~ connected with any other business, including a salon. A school and another business must be separated by walls of permanent construction ~~-, and must not have d~~ If doors or openings exist between them ~~m~~ business, they must be closed at all times.
- B. A school may share a foyer and/or break room with a barbering school.
- C. Schools may offer cosmetology products and related articles for retail sale.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-16 (Rev. 2013)

*Rule 5.12 Services for the Public; Restrictions*

- A. Students may render services to the public only under the direct supervision of a licensed instructor or student instructor.
- B. A student ~~/or~~ student instructor in a school cannot receive a salary or commission from the school for any cosmetology, manicuring, pedicuring, or esthetic services while enrolled.

Source: Miss. Code Ann. §§ 73-7-7; 73-7-16 (Rev. 2013)

#### *Rule 5.14 School Inspections*

- A. The Board, or its authorized agents, may inspect schools on a regular basis as it deems necessary. The intent and purpose of the inspection is to ~~be-determin~~ation of compliance with the laws, rules, and regulations of the Board.
- B. In order to insure that operators of a newly licensed school understand and fully comply with the record keeping requirements in the Board Rules, a special on-site audit may be performed.
  - 1. The audit may take place at the conclusion of the first 90 days of a new school's operations.
  - 2. The audit includes, at a minimum:
    - a. A review of the student academic files to insure that enrollment forms are properly prepared and on hand, and that proof of secondary education requirements are on hand.
    - b. A review of all documentation supporting and substantiating student clock hours, including sign in sheets or time cards, and daily reports.
    - c. An audit of student clock hours which shall encompass at least 10% of the school's reported and verified enrollment at that time.
    - d. A review of the school's procedures and records which deal with students who are no longer in attendance at the school.

Source: Miss. Code Ann. §§ 73-7-7, 73-7-16 (Rev. 2013)

#### *Rule 5.17 Student Equipment and Supplies*

- A. The following equipment and supplies must be issued by the school, to each student, upon enrollment, according to their course of training:
  - 1. Cosmetologist:
    - a. Approved textbook

- b. Copy of the Mississippi State Board of Cosmetology Laws, Rules and Regulations
- c. Mannequin
- d. A kit which must be received no later than the completion of the freshman hours that contains the following minimum equipment and supplies:

Rollers, Assorted	4 dozen
Brushes	6
Combs	6
<del>Afro Rake</del> <u>Wide tooth comb or pick</u>	1
Large, heavy comb, for comb out/color	1
Scissors, straight	1 pair
Razor & blades (box)	1
Curling Iron (size no larger than a quarter)	1
Clippies, Box	1
Shampoo cape, all purpose, styling	2
Tweezers	1
Tint brush, applicator bottle and bowl	1
Manicuring Equipment	
Pusher	1
Orangewood stick	1
File or emery board	1
Cuticle nippers	1
Nail brush	1
<u>Nail clippers</u>	<u>1</u>
<del>Esthetics Equipment</del>	<del>1 pkg</del>
<del>—Applicator sponges</del>	<del>1</del>
<del>—Make-up brush</del>	<del>1</del>
<del>—Mask brush</del>	<del>1</del>
<del>—Tweezers</del>	<del>1</del>
<del>—Pencil sharpener</del>	

- 2. Manicuring:
  - a. Approved textbook
  - b. Copy of the Mississippi State Board of Cosmetology Law, Rules and Regulations
  - c. Hand form and holder
  - d. Wet Sanitizer
  - e. A kit which contains the following minimum equipment and supplies:

Finger Bowl	1
Nail Brush	1
Nail tips, various sizes	1 package
Student sculpture kit, with powder, odorless liquid, brush, forms and dauber	1
Emery board, regular	1

Emery board, wide	1
Buffer disks, fine & medium	3 each
Cuticle nipper (or scissors)	1 pair
Metal pusher	1
Orangewood stick	1
Tweezers	1
Nail base coat/top coat	1 each
Ridge filler	1
Cuticle oil	1
Nail glue	1
<a href="#">Nail clippers</a>	<a href="#">1</a>

(Note: nail polish, quick dry and remover [both acetone and non-acetone] should be dispensary items)

3. Esthetics:
  - a. Approved textbook
  - b. Copy of the Mississippi State Board of Cosmetology Laws, Rules and Regulations
  - c. A kit which contains the following minimum equipment and supplies:

Skin Cleanser	8 oz.
Skin Freshener/toner/astringent	8 oz.
Moisturizer/sunscreen	2 oz.
Foundation: light, medium and dark	1 ea.
Concealer: light, medium and dark	1 ea.
Blusher: light, medium and dark	1 ea.
<a href="#">Powder: light, medium, and dark</a>	<a href="#">1 ea.</a>
Eye liner pencil	1 ea.
<del>Liquid or cream</del> -mascara	1 ea.
Wedge sponges	1 pk.
Powder brush	1
Blush brush	1
Applicators (lip, shadow, <del>shade</del> , mascara)	1 pkg. each
Plastic spatulas	1 doz.
Lip color	1
<del>Exfoliating</del> <a href="#">M</a> mask and mask brush	1 ( <del>6</del> <a href="#">2</a> oz.)
Tweezers	1
Pencil sharpeners	1

- B. A student is not required to pay for supplies used in assigned practice work or in clinic floor patron services.

Source: Miss. Code Ann. §§ 73-7-7; 73-7-16 (Rev. 2013)

*Rule 5.18 Curriculum*

- A. Cosmetologist: The curriculum for students enrolled in a course of 1500 hours of training extended over a period of not less than nine months is as follows:
1. Mississippi Board of Cosmetology Laws, Rules and Regulations  
Professional Image, Ethics and Conduct  
General Sciences  
    Infection Control, Prevention and Safety Precautions  
    Anatomy and Physiology  
    Basic Chemistry and Electricity  
Business Skills  
    Personal/Individual  
        Resume  
        Interviewing  
        Sales and Marketing  
        Money Management  
    Salon  
        Planning and Design  
        Management  
        Marketing  
Hair Science  
Hair Treatments/Services  
    Principals of Design  
    Shampooing and Conditioning  
    Haircutting  
    Hairstyling  
    Chemical Texture Services  
    Coloring and Lightening  
    Braiding, Extensions, Additions and Wigs  
Skin Science  
Skin Care/Treatments/Services  
Nail Science  
Nail Care/Treatments/Services  
Any Other Related Theory/Skill Subjects
  2. Theory requirement: 230 clock hours
    - a. Theory class is to be conducted in a separate classroom by a licensed instructor on the basis of 4 hours minimum per week throughout the entire course instruction.
    - b. Students shall not leave a theory class to work on patrons or to practice skill.
  3. Skill/Practical Requirement: 1200 clock hours  
Skill/Practical training and clinic work shall be assigned and supervised by a licensed instructor.

4. Unassigned/Open: 70 clock hours, theory and/or skill/practical, shall be used at instructor's discretion as need of student dictates.

~~(a) Board approved event with instructor/student instructor in attendance.~~

~~(b) Career Days with vendor signature of attendance (4 hours maximum allowed).~~

~~(c) Job Interviews 1 hour granted per interview (maximum allowed 4 hours).~~

~~(d) Field Trips nursing homes, Salons, funeral homes.~~

~~(e) In school competitions and fundraisers.~~

~~(f) Any other activity must be Board pre-approved.~~

- B. Manicurist: The curriculum for students enrolled in a course of 350 hours of instruction and training extended over a period of not less than nine weeks is as follows:

1. Mississippi Board of Cosmetology Laws, Rules and Regulations

Professional Image, Ethics and Conduct

General Sciences

Infection Control, Prevention and Safety Precautions

Anatomy and Physiology

Basic Chemistry and Electricity

Business Skills

Personal/Individual

Resume

Interviewing

Sales and Marketing

Money Management

Salon

Planning and Design

Management

Marketing

Nail Science

Nail Treatments/Services

Manicure

Basic

Specialty

Pedicure

Basic

Specialty

Nail Enhancements

Nail Tips

Nail Wraps

Monomer Liquid

Polymer Powder

UV Gels  
Electric Nail File  
Nail Polish/Art/Airbrushing/Embellishments  
Any Other Related Theory/Skill Subjects

2. Theory requirement: 85 clock hours
  - a. Theory class is to be conducted in a separate classroom by a licensed instructor on the basis of 7 hours minimum per week throughout the entire period of instruction.
  - b. Students shall not leave a theory class to work on patrons or to practice skill.
3. Skill/Practical Requirement: 2650 clock hours  
Skill/Practical training and clinic work shall be assigned and supervised by a licensed instructor.
4. Unassigned/Open: 15 clock hours, theory and/or skill/practical, shall be used at instructor's discretion as need of student dictates.

C. Esthetician: The curriculum for students enrolled in a course of 600 hours of instruction and training extended over a period of not less than fifteen weeks is as follows:

1. Mississippi Board of Cosmetology Laws, Rules and Regulations  
Professional Image, Ethics and Conduct  
General Sciences  
    Infection Control, Prevention and Safety Precautions  
    Anatomy and Physiology  
    Basic Chemistry and Electricity  
Business Skills  
    Personal/Individual  
        Resume  
        Interviewing  
        Sales and Marketing  
        Money Management  
    Salon  
        Planning and Design  
        Management  
        Marketing  
Skin Science  
Skin Treatments/Services  
    Facial Treatments  
    Facial Massage  
    Facial Machines  
    Hair Removal  
    Makeup



Advanced Topics and Treatments  
Any Other Related Theory/Skill Subjects

2. Theory requirement: 100 clock hours
  - a. Theory class is to be conducted in a separate classroom by a licensed instructor on the basis of 5 hours minimum per week throughout the entire period of instruction.
  - b. Students shall not leave a theory class to work on patrons or to practice skill.
3. Skill/Practical Requirement: ~~500~~ 470 clock hours  
Skill/Practical training and clinic work shall be assigned and supervised by a licensed instructor.
4. Unassigned/Open: 30 clock hours, theory and/or skill/practical, shall be used at instructor's discretion as need of student dictates.

D. Student Instructor:

1. The curriculum for a student enrolled in a school for a cosmetology instructor training course consists of:
  - a. 750 hours for those applicants with two or more years active experience.
  - b. 2,000 hours for those applicants with less than two years active experience.
  - c. The subject matter and hours for each are:

750 hours		2,000 hours
12 hours	Theory Observation	32 hours
68 hours	Skill Observation	181 hours
(The observation hours must be acquired prior to practice teaching)		
164 hours	The Professional Teacher including: Teacher Personality Technical Knowledge Teacher Characteristics Teachers as Professionals Preparation for Teaching Planning the Course (Lesson Plans Steps of Teaching)	437 hours
99 hours	Student Motivation and Learning including: Laws Governing Learning Process Student Motivation Student Participation Student Personalities Slow Learner v. Gifted Learner	264 hours

332 hours	Methods, Management & Materials including: Methods, Procedures & Techniques of Teaching Classroom Management Teaching Materials	885 hours
65 hours	Testing and Evaluation	174 hours
10 hours	Cosmetology Law, Rules and Regulations	27 hours

- d. Of the designated hours for each category, an adjustment may be made, up to 10% as student needs may require.

2. The curriculum for a student enrolled in a school for an esthetician instructor training course and a manicurist instructor training course consists of:

- a. 600 hours for those applicants with two or more years active experience.  
b. 1,000 hours for those applicants with less than two years active experience.  
c. The subject matter and hours for each are:

<b>600 hours</b>		<b>1,000 hours</b>
10 hours	Theory Observation	16 hours
54 hours	Skill Observation	90 hours
(The observation hours must be acquired prior to practice teaching)		
131 hours	The Professional Teacher including: Teacher Personality Technical Knowledge Teacher Characteristics Teachers as Professionals Preparation for Teaching: (Planning the Course, Lesson Plans, Steps of Teaching)	223 hours
79 hours	Student Motivation and Learning including: Laws Governing Learning Process Student Motivation Student Participation Student Personalities Slow Learner v. Gifted Learner	132 hours
264 hours	Methods, Management & Materials including: Methods, Procedures & Techniques of Teaching Classroom Management Teaching Materials	436 hours
54 hours	Testing and Evaluation	90 hours
8 hours	Cosmetology Law, Rules and Regulations	13 hours

- d. Of the designated hours for each category, an adjustment may be made, up to 10% as student needs may require.

3. Prior to application for approval for examination, a student instructor is required to have completed twelve (12) semester hours in college courses approved by the Board. It is strongly recommended that the student seek approval of subject matter from the Board prior to actual enrollment in the courses.

- a. All twelve (12) hours of college courses may be acquired in a classroom.~~At least one (1) three-hour course must be acquired within a classroom setting; all others may be acquired through~~ web-based or online courses.

- b. Twelve (12) hours must be acquired in one of the following subjects:

- (1) Communication
- (2) Business Law
- (3) English
- (4) Psychology
- (5) Sociology
- (6) Mathematics
- (7) Computer
- (8) Safety and First Aid
- (9) Any other Methodology course, with Board approval

- c. Proof of the acquisition of the course must be submitted to the Board in the form of an original transcript from the college or university from which the courses are acquired. The transcript must bear the seal of the school and the signature of the Registrar. Copies are not acceptable.

4. Prior to application for examination, a student instructor must attend one Board approved "Methods of Teaching" Seminar earning a minimum of five (5) continuing education hours.

F. Cross Over Barbers: The curriculum for a licensed barber enrolled in a 500 hour course, as provided for in §73-7-13, extended over a period of not less than 12½ weeks is as follows:

1. Theory Requirements: 65 hours

- a. Theory class is to be conducted in a separate classroom by a licensed instructor on the basis of 5 hours minimum per week throughout the entire period of instruction.
- b. Students are not permitted to leave a theory class to work on patrons.

2. Skill Requirements: 435 hours:

Skill training and clinic work is to be assigned and supervised by a licensed instructor.

- G. A student may earn clock~~Clock~~ hours ~~may be granted to a student~~ in any course of training for demonstrations and for product knowledge being taught by suppliers under the following conditions~~; provided~~:

1. A licensed instructor is in attendance at all times.
2. The demonstrator holds a current permit issued by the Board for this purpose.
3. If the demonstration/product knowledge is acquired off-campus, a sign-in sheet must be maintained by the school authority, and a copy sent to the Board with the next regular monthly report.

Source: Miss. Code Ann. §73-7-7 (Rev. 2013)

*Rule 5.23 Records, Forms and Applications*

- A. All records must be made available to the Board or any of its agents at any time during business hours.
- B. Each student must make application for enrollment on forms approved by the Board.
1. The original of the enrollment form must be filed with the Board office no later than 30 days after the date of enrollment. After this time, no hours are granted until the enrollment form has been received in the Board office.
  2. The following must be submitted with the enrollment form:
    - a. Proof of at least a tenth (10<sup>th</sup>) grade education, or its equivalent (See Rule 5.16(A)(1)(a))
    - b. A statement certifying that the student has received the following:
      - (1) Copy of student/school contract
      - (2) Copy of school rules and regulations
      - (3) Copy of the Mississippi Cosmetology Laws, Rules and Regulations.
      - (4) Approved textbook
      - (5) Mannequin or hand form, as the case may be
      - (6) Student kit adherent to the rules and regulations of the Board.
- C. Each student must record on the time clock, or time sheet, as approved by the Board, when starting or completing daily instruction or training, when leaving and returning to school premises, and the commencement and termination of lunch period.
- D. Credit for attendance is granted to a student only on time registered and hours of applied effort. No credit attendance is allowed unless a time card or time sheet verifying attendance is on file.
1. Unless the school utilizes a time clock, the Board approved “Student Daily Sign-in and Out Sheet” must be used.

2. All student clock hours must be derived from either a time card or the approved form; no other is accepted by the Board to substantiate the students' acquired hours.
  3. If a student fails to sign/clock in or out, or if another person signs/clocks in or out for a student, hours are not granted for that time period.
  4. Should an error occur, changes may be made only by the lead instructor and must bear the signature of the instructor and the student at the point of change. Failure to do so results in non-credit of hours for that time period.
- E. A daily report, approved by the Board, must be utilized by each student, which lists all subjects taught in the course of training and provided in the curriculum.
1. The daily report must recapitulate the student's work for the day, and must support the timecard/sign-in sheet for that day.
  2. The daily report must be maintained ~~at the student's work station~~ and must be initialed ~~by both~~ the instructor ~~and the student~~ daily.
- F. On or before the 10<sup>th</sup> of each month following enrollment, a monthly summary report of hours acquired by each student must be submitted to the office of the Board, and one copy must be posted on the bulletin board in the school.
- G. In the event a student withdraws from classes before completing the course, a final transcript of his/her hours and grades, certified by the school, must be filed with the Board within 30 days. A copy of the final transcript must be transmitted to the student by the school at no cost to the student.
- H. Any student who wishes to re-enroll after an absence of 30 days, and is approved by the school for re-enrollment, must complete a re-enrollment form as approved by the Board.
- I. Upon completion of training, a final transcript of student hours and grades, certified by the school, must be filed with the Board within 30 days. A copy of the final transcript must be transmitted to the student by the school at no cost to the student.
- J. All records must be retained by the school for a period of five years and until such time as the student has been licensed.
- K. The Board reserves the right to verify student records of hours acquired, at any time it deems necessary during business hours.

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

### *Rule 6.1 Definitions*

As used in this rule section, unless the context otherwise requires:

- M. “Biennial” means every two years (24 months)
- N. “Category” means any one of seven areas in which continuing education hours may be acquired.
- O. “CEIT” means Continuing Education in Instructor Training.
- P. “MC” means Master Cosmetologist
- Q. “MM” means Master Manicurist.
- R. “ME” means Master Esthetician.
- S. “MCSA” means Mississippi Cosmetology School Association.
- T. “MIBA” means Mississippi Independent Beautician’s Association.
- U. “MSBC” means Mississippi State Board of Cosmetology.
- V. “MCA” means Mississippi Cosmetology Association.
- W. “Provider” means an individual, association or a company which makes a request to present a continuing education event.
- X. “SOTA” means School Owner’s and Teacher’s Association.
- ~~Y. “T & T” means Mississippi State Department of Education, Vocational Technical Bureau, Trade and Technical Division.~~

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

### *Rule 6.2 Continuing Education Requirements*

All licensees must sign in using ~~present~~ Board issued ~~wallet~~ registration number ID from license to receive C.E.U. credit ~~upon sign in of Board monitored educational events.~~

- A. Instructor
  - 1. In order to renew an instructor’s license in an active status, proof of twenty-four (24) CEIT hours must be on record with the Board.
  - 2. The biennial period is twenty-four month intervals from the date of qualification for licensure as an instructor, and each twenty-four month period thereafter.

3. Licensed instructors must attend at least one mandatory Board sanctioned methods of teaching seminar earning a minimum of five (5) continuing education hours per biennial period in order to renew the instructor's license in an active status.
  4. At the time of renewal of an instructor's license, his/her record is reviewed for compliance at the end of the most recent biennial period.
  5. An instructor who fails to acquire [twenty-four \(24\) hours CEIT during their biennial period will be issued an inactive license upon renewal, and must obtain twenty-four \(24\) hours CEIT before the license can be made active, i.e., hours may not be carried forward for the purpose of making an inactive license active. Hours must be obtained within the sixty \(60\) day grace period.](#)
- B. A Master Cosmetologist, Master Manicurist or Master Esthetician license may be issued to any individual who makes application for the same, on a form prescribed by the Board, provided:
1. He/she has been licensed as a cosmetologist, manicurist or esthetician in this state for at least twelve (12) months.
  2. Proof of having acquired eight (8) hours of continuing education approved by the Board prior to the date of application, is on record with the Board.
  3. In order to renew a Master Cosmetologist, Master Manicurist, or Master Esthetician license, proof of acquisition of eight (8) hours biennially of continuing education must be on record with the Board.

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

*Rule 6.3 Credit for CEIT/MC/MM/ME Hours*

*Credit is given for CEIT/MC/MM/ME hours in the following CATEGORIES, providing all requirements set forth by the Board have been met and pre-approved:*

- A. Category One: Organized course work or activities in cosmetology or cosmetology related subject matter. Included are seminars, short courses, workshops, and on-line continuing education, as well as technical sessions of MSBC meetings or conferences.
1. Credit accrues at the rate of one hour for each hour of contact, rounded off to the nearest quarter hours.
    - a. An individual must actually be in attendance for each contact hour claimed. No credit is given for missed sessions, social hours, breaks and related activities, or business meetings.
  2. In order for an activity to be approved for CEIT/MC/MM/ME hours in this category, the following criteria must be met:

- a. The activity must have significant intellectual or practical content and its primary objective must be to increase the participant's professional competency as an instructor, master cosmetologist, master manicurist, or master esthetician.
- b. The activity must be offered by a provider having substantial, recent experience in offering CEIT/MC/MM/ME courses. Demonstrated ability arising partly from the extent to which individuals with training or educational experience are involved in the planning, instruction, and supervision of the activity.
  - ~~(1) — The following providers are recognized by the Board as having met the criteria set forth above:~~
    - ~~(a) — Mississippi State Board of Cosmetology~~
    - ~~(b) — Mississippi Cosmetology School Association~~
    - ~~(c) — School Owners and Teachers Association~~
    - ~~(d) — Mississippi Cosmetology Association~~
    - ~~(e) — Mississippi Independent Beauticians Association~~
    - ~~(f) — Mississippi State Department of Education, T & T Division~~
    - ~~(g) — Out of State Continuing education certified by that state's board, commission, or department of registration & licensure.~~
  - ~~(2) — Other providers may be approved as their identities and programs are confirmed by the Board.~~
  - ~~(3) — The Board may, at any time, re-evaluate a program and revoke approval of the provider.~~
- c. The activity itself must be conducted by an individual or group qualified by practical or academic experience. The program, including the named advertised educators, must be conducted substantially, as planned, subject to emergency withdrawals and alterations.
- d. Thorough, high quality, readable, and carefully prepared written materials must be made available to all participants at or before the time the course is presented, unless the absence of such materials is recognized as reasonable and approved by the Board; mere outline without citations or explanatory notations are not sufficient.
- e. The activity must be conducted in a physical setting conducive to learning.
- f. At a minimum, the activity must consist of not less than four (4) hours of actual instruction.
- g. Activities that cross academic lines, such as a financial aid seminar, may be considered for approval.



- h. The activity must deal primarily with matters related to the enhancement of the participants knowledge (MC/MM/ME) or to the teaching of cosmetology, manicuring, esthetics, professional responsibility or ethical obligations of master cosmetologists, master manicurists, master estheticians or instructors, or any related field of expertise.
- 3. Any provider or licensee desiring approval of a course, program, or other activity, must apply to the Board on a form approved by the Board by submitting all supporting documentation no less than ~~sixty (60)~~ forty-five (45) days prior to the date for which the course or program is scheduled.
  - a. The Board will advise the applicant in writing within thirty (30) days of the receipt of the completed application whether the activity is approved or disapproved. Applicants denied approval of a program or activity may appeal such decision by submitting a letter of appeal to the Board within fifteen (15) days of the receipt of the notice of the approval or disapproval.
  - b. The provider of an approved CEIT/MC/MM/ME activity may advertise in informational brochures and programs provided by the provider, as follows:

This course has been approved by the Mississippi State Board of Cosmetology for credit in continuing education at a maximum of:

\_\_\_\_\_ hours for instructor;

\_\_\_\_\_ hours for master cosmetologist;

\_\_\_\_\_ hours for master manicurist; and

\_\_\_\_\_ hours for master esthetician.
  - c. The Board approves only those activities in which the board or its employees can verify that the subjects being presented conform to the Board's policies. The Board has the right to freely enter and observe all or appropriate portions of such activities.
  - d. The Board may at any time re-evaluate and revoke approval of a particular activity.

~~B. Category Two: Successful completion of organized course work or activities which bestow college credit not specifically cosmetology or cosmetology related, but which are professionally enriching or directly benefitting the individual in his/her present position.~~

~~Credit accrues at the rate of twelve (12) CEIT/MC/MM/ME hours for each three (3) semester hours.~~

C. Category Three: Holding an elected or appointed office or active committee assignment

in the MSBC or allied professional organizations, [such as \(M.C.A., M.C.S.A., M.I.B.A. and S.O.T.A.\)](#).

1. Credit accrues at the rate of  $\frac{1}{2}$ :

- a. ~~Five (5) hours per year for holding office or chairing an assignment.~~
- b. ~~Two (2) hours per year for active committee membership.~~

Source: Miss. Code Ann. § 73-7-7 (Rev. 2013)

*Rule 6.4 Documentation of Continuing Education Hours*

- A. Instructors: On or before the renewal of a license after the close of the most current biennial period, an instructor should submit documentation of any CEIT hours earned in any category other than categories One or Two. The documentation must be applicable proof of participation in activities for any category in which credit is claimed. The documentation, combined with hours earned in Categories One and Two, must verify completion of the required twenty-four (24) hours of continuing education, in order to renew a license in an active status.
- B. Master Cosmetologist/Master Manicurist/Master Esthetician:
  - 1. In order to have the designation of a master cosmetologist/master manicurist/master esthetician printed on the license, an applicant must submit documentation of any continuing education hours earned in any category other than categories One and Two. The documentation must be applicable proof of participation in activities for any category in which credit is claimed. The documentation, combined with hours earned in Categories One and Two, must verify completion of the required eight (8) hours of continuing education.
  - 2. In order to renew a license as a master cosmetologist, master manicurist or master esthetician an applicant must submit documentation of any continuing education hours earned in any category other than categories One or Two. The documentation must be applicable proof of participation in activities for any category in which credit is claimed. The documentation, combined with hours earned in Categories One and Two, must verify completion of the required eight (8) hours of continuing education.
- C. The Board reserves the right to require additional documentation and proof for reported activities. When asked for additional documentation, the burden of furnishing proof of compliance rests with the licensee.

Source: Miss. Code Ann. §73-7-7 (Rev. 2013)