STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE BOARD OF COSMETOLOGY AND BARBER EXAMINERS
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243
(615) 741-2515

Information Applying to All Shops

- All shop owners and managers are expected to know and adhere to the Rules and Laws and have them available to everyone working in the shop.
- Current inspection sheet must be visibly posted for the public to see.
- Current shop license must be visibly posted for the public to see.
- Shop and individual licenses must be current in order to provide service to the public.
- All licenses must be posted by each workstation.
- The Board has authorization to write violations to the shop, owner, manager on duty, and individual licensees, if applicable.
- Violations will result in civil penalties and possibly revocations of the license.

Policy on New Construction and Alterations

THE FOLLOWING INFORMATION IS PROVIDED ON BEHALF OF THE U.S. DEPARTMENT OF JUSTICE, CIVIL RIGHTS DIVISION, OFFICE ON THE AMERICANS WITH DISABILITIES ACT (Title II, U.S. Code)

- Public Entities must ensure that newly constructed buildings and facilities are free of architectural and communication barriers that restrict access or use by individuals with disabilities.
- When a public entity undertakes alterations to an existing building, it must also ensure that the altered portions are accessible.
- The ADA does not require retrofitting of existing buildings to eliminate barriers, but does establish a high standard of accessibility for new buildings.

Public entities may choose between **two (2)** technical standards for accessible design***: The Uniform Federal Accessibility Standard (UFAS)***, established under the Architectural Barriers Act, or the ***Americans with Disabilities Act Accessibility Guidelines***, adopted by the Department of Justice for places of public accommodation and commercial facilities covered by Title III of the ADA.

The elevator exemption for small buildings under ADA Accessibility Guidelines would not apply to public entities covered by Title II.

For information concerning the requirements of The Americans With Disabilities Act, contact your local building codes office.

Change in Ownership of Shop:

Effective immediately, you must provide **proof of change** of the business license of the shop. A business license is obtained through your local county or city tax agent (i.e. County Clerk's Office) and varies by area. Please contact them directly. The board office must be assured that the change of business ownership process was completed before any new shop license is issued under the new owner(s)'s name(s).

Without this document, your application and inspection will be **delayed indefinitely** and could result in you losing your application fee.

For Supplementary Information regarding anything in the Cosmetology or Barber fields, please visit:
https://apps.tn.gov/licenses/

To All Manicure Shop Applicants

The attached application **MUST** be completed in its entirety and returned with a fee of one hundred dollars ($100.00). For all initial shop applications, please submit all forms and corresponding fees at least three (3) weeks before you wish to open your shop for business.

Inspection: The initial inspection will be made ten (10) days of the receipt of the application by the board office. The Inspector will call you to schedule an inspection. Please provide a valid telephone number with which we can contact you. IMPORTANT NOTE: ALL NEW SHOPS OR CHANGE OF LOCATION MUST BE INSPECTED AND APPROVED BY AN INSPECTOR OF THE BOARD BEFORE OPENING FOR BUSINESS.

A **Manicure** shop must meet the following requirements before it can be inspected:

a) One (1) manicure table with stool or chair, per manicurist;
b) One (1) patron chair;
c) One (1) wet sterilizer (for example: Barbicide or other liquid sterilizers) for equipment used;
d) One (1) ultra violet sanitizer for equipment used;
e) One (1) enclosed storage area for clean towels;
f) One (1) covered and labeled container for soiled towels;
g) One (1) covered and labeled trash container maintained in a sanitary condition;
h) One (1) sink which provides hot and cold running water in the work are, excluding the bathroom;
i) One (1) fingerbowl per table;
j) One (1) covered container per table for cotton balls and swabs;
k) One (1) foot bath if pedicures are offered;
l) One (1) blood spill kit;
m) Adequate restroom facilities;
n) Laundry facilities may not be visible to the public;
o) All containers for cosmetic products must be properly labeled; and
p) Sign prominently posted stating that the customer has the right not to have drills used on his or her nails.
q) All shops must have a licensed manicurist or cosmetologist over the age of eighteen (18) acting in the role of manager (the owner may occupy this role if properly licensed) at all times the shop is open.

Residential shops must maintain a separate entrance without requiring passage through any portion of a private residence. Separate restroom facilities must be provided apart from the living quarters. All shops, including ones located in a private residence, shall display a sign of sufficient size as to be clearly visible from the street, indicating that it is a shop.

- No Methel Methacrylate (MMA) is to be used in a shop.

FOR ALL SHOPS OFFERING MANICURING SERVICES

Only drills marked by the manufacturer for human nails may be used in your shop.

Contact your local county court clerk office concerning the required business license.

Tennessee neither requires nor prohibits the use of formalin as a disinfectant.

- **All tools and Implements must be cleaned with soap and water and disinfected by complete immersion in an EPA (Formulated for Hospitals) disinfectant. This is to be mixed and used according to the manufacturer's directions, then rinsed, dried, and stored in clean closed containers or UV sanitizers.**