

Checklist for school applicants:

Before starting the application process, it is imperative to have a working knowledge of the laws and rules of the State Board of Cosmetology and Barber examiners, which you can find at: <https://www.tn.gov/commerce/regboards/cosmo/rules-and-laws.html> (you will need to read both "Rules" and "Laws"), and you should keep an up-to-date version (ideally electronic version) readily available for future reference. Legislative updates have a significant impact on our industry, so we highly encourage you to stay abreast of any new additions/changes to the laws and rules. You can sign up for an email notification for all rule and law changes for our board here, https://apps.tn.gov/notify-app/sign_up.html.

1. After reading and gaining an understanding of all the rules and laws for our board, you may go to <https://core.tn.gov/datamart/login.do> to submit your "Initial School Application". Below is a recap of the supporting documentation that you will need to provide with your school application:
 1. A completed online application accompanied by the required fee.
 2. Contingency plan to include teach out possibilities.
 3. Published admission policies and requirements for licensure.
 4. Written policy of the school's decision to accept or not accept transfer of credit hours from other institutions.
 5. Legible floor plan (2200 sq. ft. full-service cosmetology school, 1600 sq. ft. barber school, adequate floor space for specialty school-no minimum).
 6. Full cosmetology, specialty and barber school applicants must submit a blank student enrollment agreement/contract. The agreement must document:
 - a) Age and education level as required under T.C.A. § 62-4-122 and § 62-3-123;
 - b) Clearly define the school's refund and cancellation policy. If refunds are part of the agreement, they must be done within 45 days of the last day of the students attendance;
 - c) Agreement must clearly detail the rights and obligations of both parties;
 - d) Number of clock hours in the course of instruction (s) and an approximate number of weeks or months required for completion;
 - e) Be signed and dated by student and school representative;
 - f) Identify all costs and charges which the student must bear;
 - g) Indicate grounds for termination of a student by the school;
 - h) List any special requirements for graduation;
 - i) Include page numbers and space for student to initial on each page;
 - j) Include schools' policy on how they will maintain sanitary code and the student's role in those requirements;

- k) Contain an initialed acknowledgment by the student that the student has received a complete copy of the student enrollment agreement for their records; and
 - l) Schools' discrimination and anti-harassment policy
7. Proposed days and hours of operation.
 8. Course curriculum. If you are planning to open a specialty school or offer apprentice programs, this will need to be stated as part of the curriculum section.
 9. Sample catalog and/or brochure.
 10. Method and backup method for logging hours earned by students.
 11. Tracking of part-time and full-time students separate.
 12. Copy of your business license issued by local county clerk's office.
 13. Each owner(s) must complete an eligibility verification for Entitlements Act Attestation: <https://www.tn.gov/content/dam/tn/commerce/documents/regboards/cosmo/forms/EligibilityVerificationForEntitlementsAct.pdf>
2. All of this information will need to be submitted to us, as all schools must have approval by the board (and be inspected) in order to open. If you wish to go before a specific board meeting, please make sure to submit all the appropriate paperwork at least a month before that specific board meeting. You may go here, <https://www.tn.gov/commerce/regboards/cosmo/public-meeting-information.html>, to see the date and time of the next scheduled board meeting.
 3. Student Kits: Each student, with the school's assistance shall be required to have a kit pursuant to 0400-01-.07 and 0200-01-.15 after 200 hours of enrollment in a cosmetology program; after 100 hours in a barber and manicure program; after 150 hours in and aesthetics program; after 50 hours for barber technicians and natural hair stylist. Refer to the Rules for the list of items.

Needed Equipment:

1. A **full cosmetology school** shall be equipped with at least:
 - (a) One (1) work station with adjustable chair per student working on the clinic floor with a minimum of fifteen (15) stations;
 - (b) Five (5) shampoo basins, with hot and cold running water, adequately spaced;
 - (c) Five (5) manicure stations;
 - (d) A minimum of five (5) working hooded dryers;
 - (f) One (1) straight chair in the theory classroom for each student attending the class;
 - (g) One (1) wet disinfectant at each student work station;
 - (h) One (1) enclosed and labeled storage area for clean towels;
 - (i) One (1) covered and labeled container for soiled towels;
 - (j) One (1) covered trash container maintained in a sanitary condition;
 - (k) One (1) enclosed dry sanitary compartment at each student work station;
 - (l) One (1) ultraviolet sanitizer;
 - (m) Time sheet/time clock;
 - (n) A minimum of one (1) working restroom; and

- (o) One (1) first aid kit.
2. A school of **cosmetology offering an aesthetics** curriculum shall be equipped with all workable equipment consisting of at least:
- (a) Sufficient facial steamers;
 - (b) One (1) suction machine or a Level I or II Microdermabrasion machine;
 - (c) One (1) light based device with the manufacturer's intended commercial use statement for hair removal and skin enhancement of face and body;
 - (d) Sufficient protective eyewear (glasses) recommended by the manufacturer of laser/light devices for each student and instructor;
 - (e) One (1) LED light with the manufacturers intended use statement for skin improvement;
 - (f) One (1) wax depilatory heater pot with the manufacturer's intended commercial use statement;
 - (g) One (1) hands free magnifying lamp;
 - (h) One (1) hot towel cabinet;
 - (i) One (1) reclining facial chair/table;
 - (j) One (1) electric brushing machine or sonic brushing device;
 - (k) One (1) sink which provides hot and cold running water other than the bathroom;
 - (l) One (1) ultraviolet sanitizer;
 - (m) One (1) covered trash container maintained in a sanitary condition at each teaching station;
 - (n) Sufficient work area for each student;
 - (o) One (1) covered and labeled container for soiled towels;
 - (p) One (1) wet disinfectant;
 - (q) One (1) professional makeup station representing a color matrix palette of makeup products;
 - (r) Sufficient disposable applicators for product application;
 - (s) One (1) skin care product kit containing two (2) products from each category: cleansers, astringent and toners, moisturizer, problem prep, and protective products;
 - (t) One (1) Autoclave instrument sanitizer; and
 - (v) One (1) first aid kit
3. A **specialty aesthetics school** shall be equipped with all workable equipment consisting of at least:
- (a) One (1) work station per student working on the clinic floor;
 - (b) One (1) straight chair in the theory classroom for each student attending class;
 - (c) One (1) wet disinfectant at each student work station;
 - (d) One (1) enclosed and labeled storage area for clean towels;
 - (e) One (1) covered and labeled container for soiled towels;
 - (f) One (1) covered trash container maintained in a sanitary condition at each student work station;
 - (g) One (1) enclosed dry sanitary compartment at each student work station;
 - (h) Time sheet/time clock;
 - (i) A minimum of one (1) working restroom;
 - (j) One (1) first aid kit;
 - (l) Sufficient facial steamers;
 - (m) One (1) suction machine or a Level I or II Microdermabrasion machine;
 - (n) One (1) light based device with the manufacturer's intended commercial use statement for hair removal and skin enhancement of face and body;
 - (o) Sufficient protective eyewear (glasses) recommended by the manufacturer of laser/light devices for each student and instructor;
 - (p) One (1) LED light with the manufacturers' intended use statement for skin improvement;
 - (q) One (1) wax depilatory heater pot with the manufacturer's intended commercial use statement;
 - (r) One (1) hands free magnifying lamp;
 - (s) One (1) hot towel cabinet;

- (t) One (1) reclining facial chair/table;
 - (u) One (1) electric brushing machine or sonic brushing device;
 - (v) One (1) sink which provides hot and cold running water other than the bathroom;
 - (w) One (1) ultraviolet sanitizer;
 - (x) One (1) professional makeup station representing a color matrix palette of makeup products;
 - (y) One (1) Autoclave instrument sanitizer;
 - (z) One (1) skin care product kit containing two (2) products from each category: cleansers, astringent and toners, moisturizer, problem prep, and protective products; and
 - (aa) Sufficient disposable applicators for product application.
4. A **specialty natural hair styling school** shall be equipped with all workable equipment consisting of at least:
- (a) One (1) work station with adjustable chair per student working on the clinic floor;
 - (b) One (1) straight chair in the theory classroom for each student attending class;
 - (c) Two (2) shampoo bowls with hot and cold running water and chairs in work area;
 - (d) Two (2) working hooded dryers;
 - (e) One (1) enclosed and labeled 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) dry sanitary compartment at each student work station;
 - (i) One (1) wet disinfectant;
 - (j) One (1) ultraviolet sanitizer;
 - (k) One (1) first aid kit;
 - (m) A minimum of one (1) working restroom; and
 - (n) A time sheet/time clock.
5. A **specialty manicure school** shall be equipped with all workable equipment consisting of at least:
- (a) One (1) manicure table with stool or chair per student working on the clinic floor;
 - (b) One (1) straight chair in the theory classroom for each student attending the class;
 - (c) One (1) dry sanitary compartment at each student work station;
 - (d) One (1) wet disinfectant;
 - (e) One (1) ultraviolet sanitizer;
 - (f) One (1) enclosed and labeled storage area for clean towels;
 - (g) One (1) covered and labeled container for soiled towels;
 - (h) One (1) covered and labeled trash container maintained in a sanitary condition;
 - (i) One (1) sink which provides hot and cold running water in the clinic floor area, excluding the bathroom;
 - (j) One (1) finger bowl per table;
 - (k) One (1) covered container per table for cotton balls and swabs;
 - (l) One (1) foot bath per student working on the clinic floor;
 - (m) One (1) first aid kit;
 - (o) A minimum of one (1) working restroom;
 - (p) A sign prominently posted stating that the customer has the right not to have drills used on his or her nails; and
 - (q) A time sheet/time clock.
6. A **barber school** shall be equipped with at least the following:
- (a) A minimum of one (1) working restroom;
 - (b) One (1) workstation with adjustable chair per student working on the clinic floor, with a minimum of fifteen (15) stations;
 - (c) Five (5) shampoo basins adequately spaced with hot and cold running water;

- (d) Two (2) manicure stations;
- (e) Two (2) hooded dryers;
- (f) One (1) straight chair in the theory classroom for each student attending class;
- (g) One (1) wet disinfectant at each student workstation;
- (h) One (1) enclosed and labeled storage area for clean towels;
- (i) One (1) covered and labeled container for soiled towels;
- (j) One (1) covered trash container maintained in a sanitary condition;
- (k) One (1) ultraviolet sanitizer;
- (l) Posted sign stating that all barber services are performed by students;
- (m) One (1) dry sanitary compartment at each student workstation;
- (n) A time sheet/time clock; and
- (o) One (1) first aid kit

Transcripts and Transfer/Withdrawal Form

Every school or college shall, upon completion or discontinuance of the course of instruction by a student, furnish him or her a transcript showing accumulated hours of instruction.

The school or college shall simultaneously furnish a Transfer/Withdrawal form to the Board office for the student file to be created when a student transfers or withdraws from school. All students who complete hours, and meet their contact obligations with the school, should be uploaded to the testing vendor. Nothing extra is required by the board for students who are released to test.