



North Carolina State Board of Cosmetic Art Examiners
1201 Front Street, Suite 110
Raleigh, North Carolina 27609

APPLICATION FOR APPROVAL OF A MANICURIST SCHOOL

Before any student can be accepted for examination by the North Carolina State Board of Cosmetic Art Examiners, the school must be approved by the said Board. The following application must be completed, in full, by the school owner and mailed to the North Carolina State Board of Cosmetic Art Examiners, 1201 Front Street, Suite 110, Raleigh, NC 27609. Final inspection by the members of the Board will be made before the school is approved. (PLEASE PROVIDE A BLUE PRINT OF THE SCHOOL WHEN THE APPLICATION IS SENT TO THE STATE BOARD OFFICE)

NOTICE to the State Board is required 30 days prior to opening. All equipment should be installed and the school should be ready to open at the time of inspection.

NAME OF SCHOOL _____

SCHOOL LOCATION _____
Street City State Zip County

BUSINESS PHONE _____ FAX NUMBER _____ EMAIL _____

SCHOOL MAILING ADDRESS _____
(If different from location) Street City State Zip

Please check one: [] High School [] Private School [] Community/Technical College

Please check one: [] New School/Location [] Change in Ownership

Owner: Name _____ SS# _____

Address

Street City State Zip

Manager: Name _____ SS# _____

Address

Street City State Zip

Leased by: Name _____ SS# _____

Address

Street City State Zip

List of name(s), teacher certificate number, and Social Security number, of each instructor who will teach in the beauty school.

Name _____ SS# _____ Teacher Lic# _____

Name _____ SS# _____ Teacher Lic# _____

Name _____ SS# _____ Teacher Lic# _____

Name _____ SS# _____ Teacher Lic# _____

Name _____ SS# _____ Teacher Lic# _____

Name _____ SS# _____ Teacher Lic# _____

If you have more instructors, please list on a separate sheet of paper and attach it to this application.

1. Total number of square feet in the manicurist school. _____

2. Does the school have a unique raised seal identifying the school and physical location ? _____

3. Is there a locking file cabinet in the school, for student records? _____

4. RECEPTION AREA

A. Sign no smaller than 12" x 18" and must read as follows, and in no other way, "Cosmetic Art School - Work Done Exclusively by Students." _____

B. Bulletin Board _____

5. DRESSING ROOM

Are lockers or suitable space provided in the dressing room for each student's wearing apparel? _____

6. CLASSROOMS

A. Recitation Room

1. Total number of square feet in the recitation room. _____

2. Total number of students the recitation room can accommodate. _____

3. Number of desks or chairs suitable for classroom work. _____

4. Total number of chairs suitable for demonstrating manicuring practices. _____

5. Dry erase board _____

- 6. Charts with illustrations of skin, bones, muscles, and nerves of the feet and hands. _____
- 7. Visual Aids. _____

B. Library

- 1. Standard Dictionary _____
- 2. Medical Dictionary _____
- 3. List other books relative to manicuring.

- 4. List reference books covering major ethnic cultures in N.C. (Caucasian, Black, Asian, Hispanic.)

C. Bulletin Board

- 1. One in each classroom. _____
- 2. Copy of Board sanitary rules posted on each bulletin board. _____

7. EQUIPMENT AND INSTRUMENTS

A. A manicurist school shall be equipped with the following minimum equipment:

- 1. Two handwashing sinks, separate from restrooms, located in or adjacent to the clinic area. _____
- 2. Enough chairs to seat each patron in the clinic area. _____
- 3. Ten work tables with lights in the clinic area for every 20 students. _____
- 4. Pedicure chair and basin. _____
- 5. One wet and one dry sterilizer for each work table. _____
- 6. A covered waste container located in the clinic area. _____
- 7. A covered container for soiled or disposable towels located in the clinic area. _____

B. Each student shall be supplied with:

1. Manicurist bowl. _____
2. Nail brushes _____
3. A tray for manicuring supplies _____
4. One mannequin hand _____
5. A manicuring kit containing proper implements
for manicuring and pedicuring (including polish) _____
6. Implements for artificial nails, nail wraps, and tipping. _____
7. State Board law book "An Act" _____
8. Copy of course curriculum requirements. _____

A \$50.00 SCHOOL CERTIFICATE AND A \$10.00 PROCESSING FEE WILL BE COLLECTED UPON APPROVAL OF THE SCHOOL.

\$60.00 SCHOOL LICENSE AND PROCESSING FEE RECEIVED:

Check
Money Order

SCHOOL BOND REQUIREMENTS MET:

Yes

A true/certified copy of your school bond attached.

Yes No

Board Member

Date Inspected

Signature of Approval

Signature of Disapproval and Date

Reason(s) for Disapproval

Signature (Final Verification by School Administrator)

Board Member Remarks: _____

School Administrator Remarks: _____
