



Field Trip Notification Form - Please upload this completed document through the secure school portal

School Code	Date
Name of School	

	Teacher Attending Field Trip	Date	Time (Beginning and End Times)	Time Total
Name				

	Location of the Field Trip	Address (Including street and City)
Name		

Before submitting a field trip notification please refer to the Board’s rules on authorized field trip activities and contact the office with any questions.

(a) Cosmetic art schools shall notify the Board prior to any field trip and record the field trip hours of each student. Cosmetic art educational field trips include the following locations or activities:

- (1) cosmetic art shops;
- (2) cosmetic art conventions;
- (3) competition training;
- (4) other schools;
- (5) state Board Office;
- (6) supply houses;
- (7) college or Career Day at school;
- (8) fashion Shows;
- (9) rest homes or nursing homes;
- (10) hospitals; and
- (11) funeral homes.

(b) An instructor shall be present during the educational field trips listed in Paragraph (a) of this Rule for credit to be given to students, with a ratio of one instructor per 25 students present.

(c) The maximum number of hours a student may earn for field trips is 40 hours for cosmetology students, 20 hours for esthetician students, and 10 hours for manicurist or natural hair care students.