

Natural Hair Care New School Approval Checklist Total Sq Ft \_\_\_\_\_

Practice/Theory Department

- \_\_\_\_\_ Number of square feet (Described as: ☐ adjacent room, ☐ part of same room)
- ☐ a room or area with equipment for theory training appropriate to both practical and theory learning including desks and chairs.
- ☐ Practice station space with a minimum of 24 inches deep by 36 inches wide of workspace surface in an area with hot and cold running water to accommodate each student enrolled in the practice/theory department Styling
- ☐ equipment for the purpose of natural hair care
- ☐ Visual aids
- \_\_\_\_\_ Number of stations
- ☐ If the practice department is separate from the clinic, in another room with a door, the practice department must also have one hand washing sink with hot and cold running water, separate from restrooms.
- \_\_\_\_\_ Is the theory classroom in another location within 500 ft? If Yes number of students \_\_\_\_\_

Clinic Department

- \_\_\_\_\_ Number of square feet
- ☐ 48 inches of space from the center to the center of each styling chair, esthetics table or manicuring table;
- ☐ 24 inches from the center of the chair forward;
- ☐ 48 inches from the backrest behind the chair to any other styling chair, esthetics table or manicuring table; and
- ☐ At least 30 inches of space from the back of each styling chair to the wall of the school.
- \_\_\_\_\_ Number of shampoo bowls and chairs. (At least 1 is required) Each side approach shampoo bowl must be 40 inches apart center of bowl to center of bowl; free standing shampoo bowls must be 31 inches apart center of bowl to center of bowl; (2 are required if they will have 16 students)
- ☐ One hooded floor type dryers; and
- ☐ Styling equipment for the purpose of natural hair care.
- \_\_\_\_\_ Number of stations. A station shall include hydraulic styling chair(a minimum of one station with electrical outlet), mirror, and workspace for supplies; (8 are required if they will have 16 students)
- ☐ All stations must be numbered numerically.
- ☐ The clinic department in a natural hair care styling school shall be equipped with an additional station for every two students if there are more than 16 enrolled students.
- ☐ \*All natural hair care schools must provide an additional 7.5 square feet on the clinic floor for each enrolled clinic student over 16.

Dispensary

- ☐ A room or area to organize and maintain supplies, equipment for disinfection of all implements and a plumb sink with hot and cold running water.
- ☐ All cosmetic art schools must have the required equipment and supplies to carry out disinfection procedures per 21 NCAC 14H .0403 and 21 NCAC 14H .0404.
- ☐ Supplies to carry out all offered cosmetic art services
- ☐ Material Safety Data Sheets (Safety Data Sheets) for all products in the school

Administrative/Office

- ☐ Office that can lock
- ☐ Office that has a locking file cabinet
- ☐ Electronic office equipment suitable for scanning, printing and secure document storage
- ☐ Course curriculum for each cosmetic art discipline
- ☐ Performance evaluation plan
- ☐ Outfitted with a minimum of one desk and one chair

Recordkeeping within the administrative office

- ☐ Cosmetic art schools must maintain a secure/locked permanent file
- ☐ Plan for complete record for each student
- ☐ Plan for actual number of hours of attendance for each student
- ☐ Access to student records must be limited to agents of the Board, teachers and administrators of the school.

Reception area

- ☐ For clients to wait prior to receiving services;

For Student/school customer Use

- ☐ Break room
- ☐ Restrooms for student, school personnel, and school customer use;
- ☐ Locker or room for students to secure and lock personal belongings throughout the day

Signs/Notifications

- ☐ Each cosmetic art school must display a sign in a conspicuous place in the reception area.
- ☐ The sign cannot be smaller than 12 inches by 18 inches, with lettering at least one and one half inches in size and must read as follows: "Cosmetic Art School Work Done Exclusively by Students."
- ☐ All Cosmetic Art schools must post hours of operation per cosmetic art discipline
- ☐ All cosmetic art schools must maintain a bulletin board in plain sight of the clinic floor.
- ☐ Each room in a cosmetic art school must be labeled according to its assigned purpose.

Maintenance

- ☐ All cosmetic art schools must maintain a ventilation system in good working order with temperature control.
- ☐ All cosmetic art school buildings shall be maintained. Maintenance includes the safe and working condition of the physical building, furniture, equipment and supplies.

Student Kit

- ☐ Six combs;
- ☐ Six brushes;
- ☐ Ten clips;
- ☐ Mannequin with hair;
- ☐ One electric flat iron;
- ☐ One blow dryer; and
- ☐ Two capes.
- ☐ One hard rubber or nonflammable comb for heat protection used in thermal styling.

Textbooks used for instruction shall not exceed 5 years after original publication date

Schools must provide text books and supplementary educational materials and equipment to students.

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Date Inspected

\_\_\_\_\_  
Signature of Approval

\_\_\_\_\_  
Signature of Approval

\_\_\_\_\_  
Signature of Disapproval

\_\_\_\_\_  
Signature of Disapproval

Reason(s) for Disapproval \_\_\_\_\_