

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.
  - A table or tables and or stands 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 students
- 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 advanced 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.
- Documentation of local municipality ordinance, fire safety code, electrical and plumbing approvals

Student Kit

- Six combs;
- Six brushes;
- Ten clips;
- Mannequin with hair;
- One blowdryer; and
- Two capes.
- 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 \_\_\_\_\_

\_\_\_\_\_