



Substitute Teacher Notification Form - Please email to skuzdrall@nccosmeticarts.com

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|----------------|------|
| School Code | Date |
| Name of School | |

| | Teacher | Substitute | Date of Sub | Time of Sub | Time Total |
|-------|---------|------------|-------------|-------------|------------|
| Name | | | | | |
| Lic # | | | | | |
| Name | | | | | |
| Lic # | | | | | |
| Name | | | | | |
| Lic # | | | | | |

Before submitting a substitute notification please refer to the Board's rules on substitute teachers and contact the office with any questions.

21 NCAC 14T .0701 School Operations/Licensure Maintenance

(o) In cases of change in teaching staff, the school shall notify the Board of the change in writing prior to beginning instruction. A change in teaching staff includes any substitution for the regularly scheduled teacher and any change, scheduled or otherwise, in the list of teachers last given to the Board.

(1) All courses in a cosmetic art school must be taught by a licensed cosmetology teacher, except that manicuring courses may be taught by either a licensed cosmetology teacher or a licensed manicurist teacher, natural hair care courses may be taught by either a licensed cosmetology teacher or a licensed natural hair care teacher, and esthetics courses may be taught by either a licensed cosmetology teacher or a licensed esthetician teacher.

(2) A licensed cosmetologist not licensed as a cosmetology teacher may substitute for a cosmetology, esthetician, natural hair care or manicurist teacher; a licensed manicurist not licensed as a manicurist teacher may substitute for a manicurist teacher; a licensed natural hair care specialist not licensed as a natural hair care teacher may substitute for a natural hair care teacher; and a licensed esthetician not licensed as an esthetician teacher may substitute for an esthetician teacher.

(p) In no event may any cosmetic art licensee substitution last for more than 15 consecutive working days per year per teacher. If any teacher substitution is 16 consecutive days or longer, the school must provide a new cosmetic art teacher.