

Cosmetology Association
OF NEW BRUNSWICK



Association de cosmétologie
DU NOUVEAU-BRUNSWICK

BY-LAWS

2016

Incorporated
1998

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SALON SANITATION/PREMISES

- 5 Every person who owns or operates a cosmetology establishment shall be the holder of a Salon Proprietor permit. NOTE: Only one salon permit will be issued and the proprietor shall be responsible for all workers.
- 5.1 Every cosmetology establishment shall be located in a room adequately lighted, ventilated and separate from any room used for living, dining or sleeping purposes or for the preparation or storage of food.
- 5.2 Every cosmetology establishment shall be entirely separate from any restaurant or other business handling of food that is unwrapped.
- 5.3 The floors, walls and ceiling of all rooms used for cosmetology shall be of such material as to be readily cleaned and shall be kept in clean condition. Hair shall not be permitted to accumulate on the floor and shall be deposited in a suitable covered container.
- 5.4 All utensils, equipment and supplies which are or may be used on more than one customer and which come in direct contact with the customer shall be thoroughly cleaned after each use and shall be maintained in a sanitary condition at all times. Electric callus shavers are prohibited.
- 5.4.1 All disposable items must be discarded after use and placed in a suitable covered garbage container.
- 5.5 All implements used for cosmetology services, after final use on a client and before being used on another client shall be rinsed and washed immediately after and subjected to a bactericidal treatment according to manufacturer's instructions.
- 5.5.1 Each member offering cosmetology services must have a separate covered container for sanitation purposes.
- 5.5.2 Each member permitted to offer waxing services must always have the wax pot covered; only wooden disposable applicators are permitted for all waxing services and should be inserted only once in the wax pot (no double dipping).
- 5.5.3 Each member permitted to offer waxing services must always wear disposable gloves. (while working)
- 5.6 All utensils, implements and equipment shall be of a design, which permits cleaning and sanitation. Sponges and any other porous items must be discarded after each use.
- 5.7 A separate clean towel/linen shall be used for each customer. After use, towels/linens shall be placed in a suitable container entirely separate from clean towels/linens. Clean towels and linens shall be kept in a place and manner, which will protect them from dust and other contamination.
- 5.8 All electrical equipment and machines shall be so designed as to protect the operator and client from electrical shock. Grounding wires shall be attached where required.
- 5.9 Every plumbing fixture or apparatus used in a cosmetology establishment shall be adequately designed for the purpose intended. It shall be served with hot and cold water and installed in accordance with the New Brunswick plumbing regulations.
- 5.10 Salon proprietors must seek Provincial, Urban and/or City Zoning approval prior to opening their business.
- 5.11 Every cosmetologist shall wash her/his hands thoroughly before serving a patron. She/he shall wear a clean garment of washable material.
- 5.12 Any person establishing a salon for the purpose of cosmetology in his or her place of residence shall obtain a permit as a salon proprietor. This establishment shall be separate from all living quarters. There shall be:

- a) A separate entrance to the salon which does not require entry or visibility into the living quarters
- b) A washroom and toilet maintained for the exclusive use of salon clientele only as opposed to members of the household, which does not require entry or visibility into the living quarters. Salons located in a mall complex must have access to washroom facilities within the complex that contain two or more toilets.
- 5.13 Every location at which cosmetology is practiced shall display on the outside of the premises, subject to municipal regulations and by-laws in full view of the street or public walkways, a sign containing the name and nature of the establishment in at least three (3) inch bold display type lettering.
- 5.14 Every member shall display a current and valid license or permit in full view of the public.
- 5.15 Every shop must display a price list in a conspicuous place, printed in readable form the price of each normal service offered and clearly visible.
- 5.16 Each salon shall have a dust free container in which all freshly laundered towels and linens are stored and a separate covered bin or hamper shall be used for soiled towels and linens.
- 5.16.1 All washrooms must have disposable paper towels for each customer and/or an air hand dryer; use of towels is prohibited in the washroom.
- 5.17 Each cosmetologist shall have one sanitizer for instruments.
- 5.18 Before issuance of a salon permit for the operation of an establishment of cosmetology at any location, including relocation, the Examining & Licensing Committee must receive a satisfactory report from an inspector. To receive such permit, the person must have:
- * Disinfecting and sanitation products approved by the Disciplinary Committee
 - * Sanitation standards set forth in these By-laws;
 - * Employ or be a licensed Cosmetologist ;
 - * Zoning approval from a local government to operate the salon at that location;
 - * The approvals of a licensed electrician and licensed plumber for any initial application, relocation or renovations as needed.
 - * A sink(s) with hot and cold running water in the room or adjacent to the room where services are being offered with the exclusion of a washroom sink. Approval will be at the discretion of the Examining & Licensing Committee.
- 5.19 The initial application for a salon permit or relocation application shall be made to the Examining & Licensing Committee.
- 5.20 Annual renewal of the salon permit shall be made by the Executive Director of the annual renewal fee, unless notice of default has been given and the default not remedied.
- 5.21 No licensed cosmetologist shall be employed or work in a cosmetology establishment of which the person who owns or operates the same does not hold a salon permit.
- 5.22 No Salon Proprietor shall employ a person to perform cosmetology who is not a licensed cosmetologist. Salon proprietor must ensure that all cosmetologists working in the salon are in possession of a current valid licence.
- 5.23 No person holding a license or a permit, issued under the authority of the Cosmetology Act, shall make any false or misleading statement in the advertisement in any newspaper, magazine, radio, television or by any other form of public information media, designed or intended to induce the public to patronize or attend a place where a cosmetology business or school is being conducted.
- 5.24 Any Salon Proprietor who employs a licensed cosmetologist who is not in good standing shall be subject to disciplinary by-laws.

- 5.25 No person other than a licenced member may advertise or hold themselves out to be an aesthetician, hairstylist, hairdresser, make-up artist, nail technician, technical cutting stylist, or that they have a specific license, mobile and/or salon proprietor permit.
- 5.30 Cosmetologists wishing to offer services outside of the cosmetology salon must abide by the following regulations:
- Services must be performed by a licenced cosmetologist
 - The fee for mobile licensing be \$60.00. Licensed members must pay their annual licensing fee as well as the mobile licensing fee to be mobile. Salon owners who wish to offer mobile services must pay the mobile fee in addition to their salon and licensing fee, for a total of \$175.00 per year.
 - Mobile licence means; equipment that is used for providing mobile cosmetology services and is not permanently fixed in a cosmetology establishment.
 - Every person who applies for a mobile license shall complete and submit an application form, which includes sanitation requirements and the required fees, as prescribed by the by-laws
 - Must satisfy any additional requirement set out in the by-laws
 - No person shall practice cosmetology in a private residence, office area or hotel/motel unless that person is authorized pursuant to a mobile licence.
 - Excluding hospitals and nursing homes for which services may be offered to patients only.

DISCIPLINARY

- 6.1 Any person possessing a license issued pursuant to the Cosmetology Act is subject to disciplinary action for any violation of the by-laws of the Association.
- 6.1 (a) Any person who practices cosmetology without a licence and any cosmetology establishment or school where cosmetology is practiced without a permit may be subject to discipline in accordance with the Act. The association may seek an injunction and/or other court order under the Act to prohibit the practice of cosmetology without a licence or permit as required by the Act.
- 6.2 A complaint of a violation may be made by any voting member, member of the public or by the Executive Director upon the request of any other person.
- 6.3 Such complaints shall be in writing and signed by the complainant and shall be submitted to the Disciplinary Committee, and shall be confidential and not disclosed other than in accordance with the Act and by-laws.
- 6.4 Upon a complaint being made, the Executive Director shall notify the person charged with the violation and the person making the complaint of the date, time and place of the hearing of the complaint.
- 6.5 The person making the complaint, and the person charged, may be represented by Counsel.
- 6.6 The person charged may admit the complaint in which case the Disciplinary Committee may impose such disciplinary actions as it deems proper, as set forth in by-law 6.8 hereafter.
- 6.7 When the person charged does not admit the complaint, the Disciplinary Committee shall proceed with a hearing of the complaint and shall receive evidence and hear witnesses. The hearing of the complaint may be adjourned from day to another day until it is completed.
- 6.8 When the Disciplinary Committee finds that person charged is guilty of the complaint, it may impose such of the following disciplinary actions, as it deems proper:
- a reprimand,
 - a suspension of a licence or permit for any period not exceeding six (6) months

- a suspension of a licence or permit, impose terms, conditions and limitations for a specific period of time including the requirement to successfully complete courses of study.
 - cancellation of a licence or a \$200.00 disciplinary penalty fee and disciplinary costs.
 - Give public notice
 - Members charged with disciplinary action may appeal to the President and the Board of Directors who after reviewing the charge may amend or rescind the disciplinary action.
- 6.9 When the Disciplinary Committee has suspended or cancelled a license, the person charged may appeal to a Judge of the Court of Queen’s Bench of New Brunswick, Provincial Offenses Procedure Act, to have the finding set aside or the disciplinary action modified.
- 6.10 All disciplinary proceedings shall be reported to the Board of Directors by the Executive Director. The Board of Directors shall report all disciplinary proceedings to the annual meeting; name of person charged being omitted, unless in the opinion of the Board, the disclosure of names is deemed necessary.
- 6.11 If an inspector, finds a deficiency or violation on any premises, it shall be called to the attention of the owner or manager by leaving on the premises a notice of violation identifying the deficiency or violation found.
- 6.12 If, in the judgment of the inspector, the deficiency or violation is minor in nature, the notice shall state that it shall be corrected within a period of time designated by the inspector, not to exceed one week. If further inspection reveals the minor deficiency or violation has not been corrected within the time allowed, to the satisfaction of the inspector, the inspector shall notify the Disciplinary Committee of the facts in order that appropriate action be taken by the Disciplinary Committee.
- 6.13 No salon or school shall operate a cosmetology business until it is inspected and approved.
- 6.14 Any salon, school or mobile cosmetologist that operated without the required inspection and/or approval shall receive a disciplinary penalty fee of \$200.00 per day for every day in violation. Public notice may be given within forty-five (45) days of noncompliance.

BOARDS/ COMMITTEES

- 7 Only members who have served on the Board of Directors for a two-year term of office are eligible to be elected to the office of President, Vice-President, Secretary or Treasurer.
- 7.1(a) The Board of Directors shall meet quarterly at a time, date and place to be fixed by the President. One-week notice shall be given to Board members by the Secretary. A Director may be a member of the Examining & Licensing Committee.
- 7.1(b) There shall be an Executive Committee, which shall include the President, Immediate Past-President, Vice-President, Secretary, Executive Director and the Treasurer who shall meet quarterly prior to scheduled Board of Directors’ Meetings.
- 7.2 It is accepted company law that the Vice President acts when the President is not present. The Board of Directors may appoint a member to the Board when a Director is unable or unwilling to Act.
- 7.3 The Secretary shall keep minutes of all meetings of the Board and of the Association and shall submit such minutes for approval at the subsequent meeting of each body.
- 7.4 The Treasurer shall be Chairperson of the Finance Committee
- 7.5 The Treasurer shall be bonded with a fidelity bond issued by any authorized insurance company in the amount of Five Thousand Dollars, the premium for which shall be paid by the Association.

- 7.6 The Board of Directors shall report its actions during the preceding year to the Annual Meeting.
- 7.7 The Board of Directors shall annually appoint a chartered accountant to be Auditor of the Association and the Treasurer's report and present an audit report to the Annual Meeting
- 7.8 All cheques or monies received by any officer of the Association or by the Executive Director shall be deposited in the chartered bank selected by the Board of Directors and all expenditures shall be by cheque on such bank.
- 7.9 The regular banking by-law of a body corporate as required by the Canadian Imperial Bank of Commerce is accepted and adopted as the Banking by-law of the Association and is hereby incorporated by reference as if fully set out at length herein.
- ⇒ The regular banking by-law of a bank in the form provided by the Toronto Dominion Bank is adopted as the banking by-law of the Association and is incorporated by reference as if fully set out.
 - ⇒ The regular banking by-law of a bank in the form provided by the Bank of Nova Scotia is adopted as the banking by-law of the Association and is incorporated by reference as if fully set out.
 - ⇒ The regular banking by-law of a bank in the form provided by the Bank of Montreal is adopted as the banking by-law of the Association and is incorporated by reference as if fully set out.
 - ⇒ The regular banking by-law of a bank in the form provided by the National Bank of Canada is adopted as the banking by-law of the Association and is incorporated by reference as if fully set out.
- 7.10 All motions affecting the by-laws of the Association shall be filed with the Executive Director at least sixty (60) days prior to the annual meeting of the Association. At least twenty (20) day prior to said annual meeting, the Executive Director shall notify in writing all voting members of the Association of such motions.
- 7.11 All meetings shall be conducted according the Robert's Rules of Order.
- 7.12 Traveling expense of all persons necessarily attending meetings of the Board of Directors, Examining & Licensing Committee, and standing Committees shall be paid by the Treasurer upon the production of vouchers establishing such expenses.
- 7.13 The Board of Directors shall provide for payment of any necessary salaries.
- 7.14 The Board of Directors may call a special meeting and recommend the removal from office of any Executive Director or President upon a non-confidence vote of 80% of all the Executive Officers and Directors. The final decision for a dismissal being a majority vote of the members of the special meeting.
- 7.15 Any Executive, Board of Director or Committee member, who has been removed from office for any reason of misconduct or violation of the Confidentiality declaration, shall not be eligible for election to serve on any Board or Committee.

FEES

- 7.17 License and examination fees shall be as follows:
- ⇒ Enrollment as a Student \$ 45.00
 - ⇒ Examination fee \$ 100.00
 - ⇒ Examination fee – Assistant \$ 30.00
 - ⇒ Application Assistant \$ 30.00
 - ⇒ Application Cosmetologist \$ 55.00
 - ⇒ Application Instructor \$ 60.00
 - ⇒ Application Proprietor \$250.00
 - ⇒ Application Mobile \$224.00
 - ⇒ Application Salon Relocation \$144.00
 - ⇒ Application School \$800.00

⇒ Application School Relocation	\$250.00
⇒ Renewal as Cosmetologist (annual)	\$ 55.00
⇒ Renewal as Assistant (annual)	\$ 30.00
⇒ Renewal as Salon Proprietor (annual)	\$ 60.00
⇒ Renewal as Instructor (annual)	\$ 90.00
⇒ Renewal as School (annual)	\$250.00
⇒ Renewal as a Mobile Cosmetologist(annual)	\$224.00
⇒ Temporary Exploration Permit	\$ 11.00
⇒ Work Permit fee	\$ 30.00
⇒ Substitute Instructor (Must have valid License)	\$ 90.00
⇒ Registration	\$ 30.00
⇒ Copy of Certificate	\$ 15.00
⇒ Application/Reinstatement fee	\$100.00
⇒ Disciplinary Penalty fee	\$200.00

7.18 \$75.00 fee + \$30.00 registration fee for reopening of a cosmetology salon under the same owner that was previously granted a salon permit and providing that no structural changes have occurred.

7.19 The renewal fee for any license or permit which has not been renewed within 90 days of its date of expiration shall be \$110.00, with the exception of school permits and mobile license renewals to be \$285.00.

7.20 Duplicate certificate may be issued upon proof of loss of original and payment of \$15.00.

7.21 A member in good standing is a member who has all fees and penalties paid, has no disciplinary action or proceedings pending, whose license(s) has never been suspended or revoked; has never been documented that one has presented themselves in a detrimental manner towards the association, Board, Committee members or staff of association; such members have full voting privileges for annual or special meetings.

COMMITTEES

There shall be the following standing committees:

8.1 **BY-LAWS COMMITTEE** whose duties shall be: to review the laws and by-laws relating to the Association and to make recommendations respecting changes thereto.

8.2 **EDUCATION AND TRAINING COMMITTEE** whose duties shall be: to review and make recommendations respecting courses of study and training for students. To promote advanced and specialized training in the field of cosmetology for members of the association.

8.3 **STANDARDS COMMITTEE** whose duties shall be: to make recommendations respecting the standards for premises, accommodation, facilities and equipment for establishments and for schools.

8.4 **DISCIPLINARY COMMITTEE** whose duties shall be: to arrange for inspection of establishments, to hear complaints made against cosmetologist who may be in violation of the By-laws. To impose disciplinary action in accordance with the by-laws.

8.5 The Vice-President shall be the chairperson of the Disciplinary Committee.

8.6 **PUBLIC RELATIONS COMMITTEE** whose duties shall be: to promote the public perception of the Association, to be in charge of the publication of annual and periodical reports and newsletter.

8.7 **ARBITRATION COMMITTEE** whose duties shall be: to act as a liaison between unsatisfied customers, salons and cosmetologist to assist in an agreeable resolution of a complaint.

- 8.8 FINANCE COMMITTEE whose duties shall be: to oversee the financial records of the Association and advise the Board as to investments & budgets.
- 8.9 The EXAMINING & LICENSING COMMITTEE shall be the Examining Committee for any applicant desiring licensing. It shall be composed of five licensed cosmetologists elected by the membership and four members appointed by the Board of Directors.
- a) Three (3) members shall constitute a quorum
 - b) The Executive Director shall be the secretary to the Examining & Licensing Committee
- 8.10 The Standing Committees shall be appointed by the Board of Directors immediately following the Annual Meeting and shall be composed of not less than three (3) members and not more than five (5), one of whom shall be a Director.

**ALL COSMETOLOGY ASSOCIATION OF NEW BRUNSWICK BUSINESS FUNCTIONS
BE DEEMED SMOKE AND ALCOHOL FREE.**

BY-LAWS FOR HAIRSTYLISTS AND TECHNICAL CUTTING STYLISTS

MEMBERSHIP

- 1.2 A person who is seeking to become a licensed Hairstylist who is qualified as a hairstylist in a jurisdiction other than the Province of New Brunswick shall apply for a temporary license. The Examining & Licensing Committee or its Chairperson may authorize a temporary license to be issued for a period not exceeding three (3) months. Red Seal candidates may be required to complete an examination. Other applicants will provide proof of employment and licensing prior to being granted reciprocity.
- 1.3 Any person requiring a Red Seal must apply through the Department of Post-Secondary Education, Training and Labour.
- 1.4 Hairstylists wishing to offer services outside the hairstyling salon must abide by the mobile license regulations.

LICENSING

- 2 Any person desiring to enroll as a student must, prior to commencement date, make application through the Executive Director of the association and furnish evidence of age and educational standards.
- 2.1(a) A student shall have completed (minimum) grade 12 education or proof of equivalent education or have mature student status. Applicant must be eighteen years of age before completion of the school term.
- 2.1(b) Mature student status must be 21 years of age with proof of life skills to the satisfaction of the Examining & Licensing Committee.
- 2.2 Any applicant desiring licensing shall be seventeen (17) years of age, having completed minimum grade 12, with diploma, GED equivalent or mature student; and having taken

the required course of studies and practical training with diploma from a registered school to the satisfaction of the Examining and Licensing Committee.

- 2.3 *Removed June 7/09 by the Examining & Licensing Committee association Act 31(a) & (d).*
- 2.4 Any person failing examinations hereunder shall be permitted further examination only once at a cost of \$20.00 (per element) for each segment failed, after 30 days. Thereafter further training must be taken before permission is granted for any other examination. Proof of training must be provided.
- 2.5 Qualifications for a certified Hairstyling Instructor shall be:
- Successful completion of grade 12 or G.E.D.
 - Four years of working experience as a Licensed Hairstylist in a hairstyling establishment employing more than one hairstylist.
 - Adequate knowledge of current hairstyling skills through having attended an upgrading course, recent work or other means, to the satisfaction of the Examining & Licensing Committee.
 - Submission of a training course curriculum outline indicating method of instruction, hours of theory and practical training, satisfactory to the Examining & Licensing Committee.
 - Completion of 2 video tapes (subject to approval by the Examining & Licensing Committee).
 - 30 days of apprenticeship training under a certified Instructor, in a registered school (240 hours), or a 3-credit University course in Adult Education, or combination of both.
- 2.5 a) Qualifications for Substitute Instructor shall be:
- Successful completion of grade 12 or G.E.D.
 - Four years of working experience as a licensed Hairstylist in a hairstyling establishment employing more than one hairstylist.
 - Adequate knowledge of current hairstyling skills through having attended an upgrading course, recent work or other means, to the satisfaction of the Examining & Licensing Committee.
 - ⇒ Substitute Instructor is for emergency situations for a maximum of 21 hours only.
 - ⇒ Be pre-approved by the Examining & Licensing Committee.
 - ⇒ Pay the required fees.
 - ⇒ Lab day hours to be used only (21 hours).
- 2.6 Certified Instructors will be classified as certified Instructor Level I or certified Instructor Level II.
- a) Certified Instructor Level I is an Instructor who has not received any further education pertaining to the occupation of hairstylist or has not provided proof of said upgrading to the association for the period of their annual renewal year.
 - b) Certified Instructor Level II is an Instructor who has received a minimum of 20 hours of education pertaining to the occupation of hairstylist and has submitted proof of said upgrading to the association and to the satisfaction of the Examining & Licensing Committee. 20 hours must be submitted annually or will be reinstated as a certified Instructor Level I.
- 2.7 No licensed Hairstylist shall be named as Instructor for a student, unless he/she holds a certified Instructor's license.
- 2.8 No person with a certified Instructor's license shall be named instructor for more than 18 students maximum at one time.

- 2.9 Any certified Instructor giving instruction to any student shall devote full time to instruction and shall not otherwise work as a licensed Hairstylist.
- 2.9 (a) Certified Instructors holding a Level II, not employed by a registered training facility, may offer to registered students who have failed their certified exam twice additional training: Students must possess a “temporary license”: means must have completed 1600 hours of training.
- 2.10 The Seal of the Association shall consist of the words “Cosmetology Association of New Brunswick / Association de cosmétologie du Nouveau-Brunswick” arranged in a circle and “Incorporated 1998” placed in the center thereof.
- 2.11 The Seal shall be affixed by the Secretary upon the order of the Board of Directors, except licenses and permits issued by the Examining & Licensing Committee.
- 2.12 The Seal of the Association shall be affixed to every certificate authorized by the Examining & Licensing Committee and may be affixed thereto by the Executive Director.
- 2.13 When the Examining & Licensing Committee has authorized a certificate to be issued; it shall be signed by the President or Vice-President and the Executive Director.
- 2.14 Any person desiring licensing shall make application to the Examining & Licensing Committee through the Executive Director.
- 2.15 The applicant shall at the time of application furnish evidence of age and education to the satisfaction of the Examining & Licensing Committee, together with any fees required for registration, licensing or examination, as the case may be.
- 2.16 An exploratory permission, to be issued by Executive Director upon application of persons 16 years or older and the payment of a prescribed fee. This is a one-time permission and is valid for 40 working days in a period of 12 months from issuance.
- the holder of the exploratory permission shall, under the supervision of a licensed Hairstylist, perform general shop maintenance duties.
 - the holder must keep the Executive Director informed of his/her location and working hours. The Executive Director has the right to revoke said permit at any time.
- 2.17 *Removed on November 2nd, 2014.*
- 2.18 The prescribed course of studies and practical training for Assistant shall consist of not less than 300 hours of theory and practical instruction as a student assistant by a certified Instructor, in a registered hairstyling school, in the following subjects:

SUBJECT: Professional Ethics, Hygiene, and Personality
Shop department, public hygiene, personal hygiene, body posture, and personal development.

SUBJECT: Sterilization and Sanitation
Preparations and uses of antiseptics and disinfectants, methods of sanitation, sterilization, sanitary and safety precautions.

SUBJECT: Shampoos and Rinses
Types of shampoo, uses of shampoos on types and condition of hair, type uses and application of rinses, the pH of shampoos and rinses and hair.

SUBJECT: Scalp Treatments
Application of corrective hair treatments, preparations, manipulations and rinsing

SUBJECT: Permanent Waving

The technique of applying waving solution to perm rods, rinsing of perming solution, applying neutralizer and the removal of perm rods.

SUBJECT: Hair Colouring

Application of pre-mixed colour (tint), semi-permanent colour and temporary rinses. Rinsing and removal of colour from the hair and skin.

SUBJECT: Association Act and By-laws

Knowledge of the statutes and by-laws pertaining to Assistants and standards for salons and sanitation.

SCHOOLS

SCHOOL PERMIT

- 4.1 Any person, association, firm or corporation proposing to open a school of hairstyling, shall make application to the Examining & Licensing Committee for a school permit.
- 4.2 Names of all parties having proprietary interest in the school shall be registered with the Cosmetology Association of New Brunswick
- 4.3 A school permit shall be in force for one year from the date of issue unless terminated sooner.
- 4.4 Where an applicant has met the requirements for a school permit and the Examining & Licensing Committee so recommends, the Examining & Licensing Committee may direct a permit be issued upon payment of \$800.00.
- 4.5 Where a school has a permit, it may renew such permit before expiration annually upon payment of a renewal fee if, before the expiration of its permit, it has provided the Association with the curriculum, brochures, kit list, contracts and any other pertinent information.

REQUIREMENTS FOR SCHOOL PERMIT

- 4.6 A floor plan setting out an approved fire escape plan, the location of the fire extinguishers and the complete civic address of the school.
- 4.7 Plumbing, electrical and building specifications shall comply with local and provincial ordinances and be presented to the Examining & Licensing Committee.
- 4.8 In order to obtain a permit, issued by the Examining & Licensing Committee, a school shall provide no less than 40 square feet of practical instruction area per student together with a separate classroom having a minimum area of 12 square feet per student for theoretical instruction. Minimum required instructional areas are:
 - one separate practical instructional area with student stations and reception area arranged to facilitate work to be performed, and;
 - one dispensary with at least one sink with hot and cold water.
 - For the purpose of determining minimum instructional areas, non-instructional areas of school are washrooms, closets, hallways, offices, stock room and other similar rooms or structures.
- 4.9 The Examining & Licensing Committee may make recommendations for a school permit upon being satisfied that the proposed school has adequate facilities and instructors, is providing the necessary practical and theoretical instruction and has adequate space for 18 students.
- 4.10 Such permits shall be liable to be canceled upon failure of the school, after three months' notice of failure to provide satisfactory facilities, instructors or instruction, to rectify such failure to the satisfaction of the Examining & Licensing Committee.

- 4.11 Annual approval of all Training Schools shall be granted upon payment of the annual fee unless notice of failure has been given under By-law 4.10 and the failure has not been rectified.
- 4.12 The Examining & Licensing Committee may recognize the certificate of completion of a hairstyling course in any established school of hairstyling as in compliance with the provisions of the by-laws.
- 4.13 All examinations for hairstyling shall be conducted at the office of the association unless otherwise directed by the Examining & Licensing Committee.

SCHOOL RECORDS

- 4.14 A school owner must register each student with the Association and include the student's name, address and date of commencement of instruction prior to the date of the student's enrollment in the school; prescribed fees must follow by 30 days after the enrollment.
- 4.15 A school owner must notify the Examining & Licensing Committee in writing of the date of a student's termination of instruction within 30 days after the date of termination.
- 4.16 A school owner must provide and maintain daily records of student attendance, number of hours of instruction, course work, and practical operations of each student enrolled in the school.
- 4.17 All records required to be maintained by a school under this section must be maintained in an orderly, alphabetical or numerical filing system, and must be made available for inspection by any member of the Examining & Licensing Committee during hours the school is open for instruction.

TRANSFER OF HOURS AND RE-ENROLLMENT

- 4.18 A school shall furnish a report of credited hours, marks, modules and completed number of clients which have been received in accordance with school rules to a student when terminating his/her instruction before term is completed.
- 4.19 A school shall accept credit hours of instruction and training of a student transferring from another registered school, provided the student has not interrupted his/her schooling for a continuous period of two years or more before the request for transfer of credit hours.

INSTRUCTOR - STUDENT RATIO

- 4.20 A school of cosmetology must employ certified instructors and maintain at least the ratio of:
- * one full-time certified instructor for 18 or fewer students if classroom size permits and;
 - * after enrollment of the first 18 students, one additional full-time instructor for each additional 18 or fewer students.
 - * a certified instructor must be on the school premises during all hours the school is open for instruction

SCHOOL STANDARDS

EQUIPMENT OF HAIRSTYLING SCHOOLS

- 4.21 In addition to the following requirements, the classroom for theoretical instruction of the practice of hairstyling must be equipped with seating capacity for all students attending the classroom with equipment including:
- ⇒ One blackboard - minimum 3' X 5'

- ⇒ The school shall provide each student with textbooks covering all curriculum subject as specified
- ⇒ The practical instruction areas shall have available the following equipment:
 - sanitizers
 - a closed container for clean towels at the shampoo basin
 - a covered container for soiled towels
 - towels
 - shampoos, tonics, creams, conditioners, setting lotion
 - magnetic rollers
 - clips, bobby and hair pins
 - combs
 - brushes
 - industry acceptable chair
 - hand held blow dryer
 - a curling iron
 - scissors
 - permanent waving solutions, rods and applicators
 - bleaches, tints and rinses
 - disposable rubber gloves
 - thinning shears
 - razor
 - clippers and edgers (outliners)
 - two (2) mannequin heads and one (1) stand per student
 - capes
 - timers
 - streaking caps/foils
 - styling iron
 - 1 wet sanitizer per 2 students
 - 1 covered sanitized storage unit for sanitized implements per student

- 4.22 For every 18 or fewer students working at one time, the practical Instructional area shall have available:
- one (1) shampoo bowl for every four students
 - one (1) standard hair dryer unit with hood for every 6 students

- 4.23 Every wall, floor and ceiling of the school, and all tables, chairs and equipment, shall be in good repair and in clean, dust-free condition at all times. All furnishing shall be of professional quality and manufactured expressly for the industry. Each station, chair and washbowl shall be clean and free of residue and in good repair. Each establishment shall be well lighted, properly heated and well ventilated.

CURRICULUM FOR HAIRSTYLING

H1-H12

- 4.24 The prescribed course of studies and practical training for a hairstylist shall consist of not less than 1275 hours of theory and practical instruction, in a registered school under the direct supervision of a certified hairstyling Instructor. Students must complete 1600 hours of training prior to licensing. Training must be completed in no less than 43 weeks. Students must have completed 300 hours of training prior to commencement of work experience. Up to 50 hours of lab time may be credited towards prescribed training. (4.25)

Program 1275	Core 75	Work Experience 120-250
SUBJECT	INSTRUCTION TO BE GIVEN	MINIMUM

CORE THEORY C-1 Professional, personal ethics & image	Shop department; public hygiene; body posture; personal developments; self-grooming; communication skills; human relations.	20	
C-2 Sterilization & sanitation basic	(Generic) including types, structural classification, movement, growth & reproduction of bacteria; preparation & use of antiseptics and disinfectants; methods of sterilization; sanitary and safety precaution	25	
C-3 Salon management	Operator's working schedule; rendering of satisfactory service; enforcement of hygiene and sanitary rules, buying equipment and merchandise economically; Keeping financial and service records; banking, advertising, insurance; method of work performance, client consultation, applied knowledge of products for retail & salon use.	20	
C-4 Association by-laws & Act	General knowledge of the Association's Act; thorough knowledge of by-laws; importance of the Association to our industry; importance of membership knowledge of the objectives of the Association.	10	
H-1 Shampoos & rinses	Correct draping procedures; pH scale; product knowledge; massage techniques for scalp & shoulders; ingredients of products; method of retailing.	<u>THEORY</u> 10	<u>CLINICAL</u> 20
H-2 Scalp treatments	Brushing techniques; scalp manipulations; appropriate reconditioners & reconstructions for abnormal conditions of the hair and scalp; application of product.	<u>THEORY</u> 10	<u>CLINICAL</u> 20
H-3 Hairstyling	<u>Short Hair</u> pincurls (using various bases); fingerwaves; roller placement; thermal styling; purposes of blow dryer; methods of blow drying of various effects; curling iron uses; mouldings. <u>Long Hair</u> Thermal styling; purposes of blow dryer; methods of blow drying for various effects; braids; up-do's; fantasy; maintenance of artificial hair pieces; various hot roller apparatus. <u>Comb-out</u> Methods of back brushing; & back combing; facial shapes.	<u>THEORY</u> 30	<u>CLINICAL</u> 200

H-4 Haircutting	<p>Use of scissors, razors, thinning shears, clippers, trimmers or other appliances; their use on different textures of hair.</p> <p>Dry and wet cutting</p> <p>Sectioning for cutting</p> <p>Basic techniques as applied to current hair styles (short & long); different angles & degrees 0 -180</p> <p>Basic clipper & outlining techniques</p> <p>Use of all tools</p> <p>Moustaches and beards</p> <p>Tapered cuts, clipper over comb, edging, flat top (box cut) scissors over comb</p> <p>neck and ears</p> <p>Option: straight razor uses</p>	<u>THEORY</u> 50	<u>CLINICAL</u> 300
		<u>CLIENTS</u> 85	
H-5 Hair color	<p>Complete theory and study of bleaching and coloring; virgin heads and retouching; skin tests; special problems; temporary and permanent hair coloring; proper methods of application for various products; judging individual needs. Laws of color; sectioning; product knowledge; international color system.</p>	<u>THEORY</u> 25	<u>CLINICAL</u> 300
H-6 Permanent waving	<p>Inspection of scalp; selection of rods; hair analysis; choice and application of lotions; safety measures; ingredients in lotions; alkaline waves; acid waves; basic perm wrap; directional wraps; current perm techniques such as spiral; piggyback, no gravitational, etc.(textured services) specialty rods & tools; applied chemistry and safety measures.</p> <p>Chemical straightening; applied methods of application; general knowledge; knowledge of ethnic hair.</p>	<u>THEORY</u> 25	<u>CLINICAL</u> 175
H-7 Artificial hair pieces	<p>Cleaning and servicing, colouring and blending of hair pieces with customer's hair; styling; safety measures.</p>	<u>THEORY</u> 10	<u>CLINICAL</u> 25
H-8 Work experience	<p>Work experience is to be conducted in a place other than the student's school or training facility in a registered salon under the direct supervision of a licensed cosmetologist (in accordance with applied course of training). Schools are required to maintain records of student hours and progress of work experience. Hours of work experience shall be consistent with designated training program. Work experience shall consist of not less than 120 hours and no more than</p>	<u>120-250</u>	

	250 hours.	
H-9 Specific to course; Sterilization & Sanitation		15
H-10 History	Basic knowledge of history and how it helped distinguish the industry	5
H-11 Anatomy and Physiology Specific to course	General Knowledge of the structure and function of the human body as related to the services offered by a cosmetologist; common hair & skin disorders and related treatment; thorough knowledge of structure, growth and distribution life and hair replacement	35
H-12 Chemistry & Biology Specific to course	Principals of elementary chemistry; composition and structure of the hair. Principals for basic biology to include growth, structure & reproduction of living organism	20

- 4.25 Up to 50 hours of lab time may be credited as hours towards prescribed training. Lab hours may include:
- ⇒ substitute instructor
 - ⇒ guest technicians
 - ⇒ hair show days
 - ⇒ seminars
 - ⇒ library/research
 - ⇒ manufacturers pertaining to the prescribed course of studies

A student may apply for an Assistant license after 300 hours of training to work as an Assistant in a registered salon.

- 4.26 Any student must complete a total of 160 hours of training prior to performing any type of service on the public.

CURRICULUM FOR TECHNICAL CUTTING STYLIST

TC 1 –TC 10

- 4.27 The prescribed course of studies and practical training for a Technical cutting stylist shall consist of not less than 765 hours of theory and practical instruction in a registered school under the direct supervision of a certified hairstyling Instructor. Students must complete no less than 1000 hours of training prior to licensing. Training must be completed in no less than 25 weeks. Students must have completed 160 hours of training prior to commencement of work experience. Students must complete a total of 160 hours of training prior to performing any type of service on the public. Up to 50 hours of lab time may be credited towards prescribed training (4.25)

Program 765	Core 75	Work Experience 80-160
SUBJECT	INSTRUCTION TO BE GIVEN	MINIMUM

CORE THEORY C-1 Professional, personal ethics & image	Shop department; public hygiene; body posture; personal developments; self-grooming; communication skills; human relations.	20	
C-2 Sterilization & sanitation basics	(Generic) including types, structural classification, movement, growth & reproduction of bacteria; preparation & use of antiseptics and disinfectants; methods of sterilization; sanitary and safety precaution	25	
C-3 Salon Management	Operator's working schedule; rendering of satisfactory service; enforcement of hygiene and sanitary rules, buying equipment and merchandise economically; Keeping financial and service records; banking, advertising, insurance; method of work performance, client consultation, applied knowledge of products for retail & salon use.	20	
C-4 Association By-laws & Act	General knowledge of the Association's Act; thorough knowledge of by-laws; importance of the Association to our industry; importance of membership knowledge of the objectives of the Association.	10	
TC-1 Shampoos & Rinses	Correct draping procedures; pH scale; product knowledge; massage techniques for scalp & shoulders; ingredients of products; method of retailing.	<u>THEORY</u> 10	<u>CLINICAL</u> 20
TC-2 Scalp treatments	Brushing techniques; scalp manipulations; appropriate conditioners & reconstructions for abnormal conditions of the hair and scalp; application of product.	<u>THEORY</u> 10	<u>CLINICAL</u> <u>20</u>
TC-3 Haircutting	Use of scissors, razor; thinning shears, clippers, trimmers or other appliances; their use on different textures of hair; Dry and wet cutting; Sectioning for cutting; Basic techniques as applied to current hair styles (short & long); different angles & degrees 0 - 180; Basic clipper & outlining techniques; Use of all tools; Cutting of Moustaches and beards; Tapered cuts, clipper over comb, edging, flat top (box cut) scissors over comb; Neck and ears: Knowledge of facial hair texture, techniques design in beard and mustache trimming and shaping; Cutting of Moustaches and beards Option: straight razor uses	<u>THEORY</u> 25 <u>CLIENTS</u> No less than 250	<u>CLINICAL</u> <u>300</u>

TC-4 Artificial hair pieces	Cleaning and servicing hair pieces styling; safety measures.	<u>THEORY</u> 10	<u>CLINICAL</u> 25
TC-5 Work experience	Work experience is to be conducted in a place other than the student's school in a registered salon under the direct supervision of a licensed cosmetologist (in accordance with applied course of training). Schools are required to maintain records of student hours and progress of work experience. Hour of work experience shall be consistent with designated training program. Work experience shall consist of not less than 80 hours and no more than 160 hours.	80-160	
TC-6 Specific to course; Sterilization & Sanitation		15	
TC-7 History	Basic knowledge of history and how it helped distinguish the industry	5	
TC-8 Anatomy and Physiology; Specific to course	General Knowledge of the structure and function of the human body as related to the services offered by a cosmetologist; common hair & skin disorders related treatment; thorough knowledge of structure, growth distribution life and hair replacement	35	
TC-9 Chemistry & Biology; Specific to course	Principals of elementary chemistry; composition and structure of the hair. Principals for basic biology to include growth, structure & reproduction of living organism	20	
TC-10 Styling techniques	Blow drying techniques, thermal and all styling implements; proper product usage	<u>THEORY</u> 25	<u>CLINICAL</u> 100

BY-LAWS FOR AESTHETICIANS, NAIL TECHNICIANS AND MAKEUP ARTISTS

MEMBERSHIP

- A 1.2 Any person who is seeking to become an Aesthetician or who qualified as an Aesthetician in a jurisdiction other than the province of New Brunswick may apply for a temporary license. The Examining and Licensing Committee or its Chairperson may authorize a work permit to be issued for a period not exceeding three (3) months.

LICENSING

- A 2.1 Any person desiring to enroll as a student shall, prior to commencement date, make application through the Executive Director and furnish evidence of age and educational standards.
- A 2.2 A Student shall have completed (minimum) grade 12 educations with diploma or S.A.U. Applicant must be eighteen years of age before completion of the school term or be 21 years of age with grade 10 education with grade 10 English or French.
- A 2.3 Any applicant desiring licensing, shall be eighteen (18) years of age, having completed minimum grade 12 and having taken the required course of studies and practical training with diploma from a registered school, to the satisfaction of the Examining and Licensing Committee.
- A 2.4 Any person failing examinations shall be permitted further examination only once at a cost of \$20.00 (per element) for each segment failed, after 30 days. Thereafter further training must be taken before permission is granted for any other examination. Further training due to failure of exams, may be achieved with a licensed Aesthetician.
- A 2.5 Licensed Aestheticians applying for a certified Instructor's license, are required to complete 30 days of apprenticeship training, no less than 160 hours, or at the discretion of the Examining & Licensing Committee, under a certified Instructor-Level II in a registered school before receiving their license; and/or 3 credit University course in Adult Education, at the discretion of the Examining & Licensing Committee.
- A 2.6 Certified Instructor Level I is an Instructor who has not received any further education pertaining to the occupation of aesthetics or has not provided proof of said upgrading to the association for the period of their annual renewal year.
- A 2.7 Certified Instructor Level II is an Instructor who has received a minimum of 20 hours of education pertaining to the occupation of aesthetics and has submitted proof of said upgrading to the association and to the satisfaction of the Examining and Licensing committee. Must be renewed annually or will be reinstated as a certified Instructor Level I.
- A 2.9 No licensed Aesthetician shall be named as Instructor for a student, unless he/she holds an Instructor's license.
- A 2.10 No person with an Instructor's license shall be named instructor for more than 18 students at one time.
- A 2.11 Qualifications for certified aesthetic Instructor shall be:
- Five years of continuous employment as a licensed Aesthetician in a registered Cosmetology salon or demonstrate experience as a licensed Aesthetician for 2 consecutive years and have completed 2 years post-secondary education related to instructional education.
 - The following topics are satisfactory credits of post-secondary education:
 - *History and philosophy of education
 - *Methods and materials in teaching
 - *Curriculum development
 - *Measurement and evaluation in teaching
 - *Business organization and management
 - Adequate knowledge of current aesthetic skills through having attended an upgrading course, recent work or other means, to the satisfaction of the Examining and Licensing Committee.
 - Submission of a training course outline indicating method of instruction, hours of theory and practical training, satisfactory to the Examining and Licensing Committee.
- A 2.11 (a) CERTIFIED NAIL TECHNICIAN INSTRUCTOR

Qualifications for a certified nail technician Instructor:

- ◆ 3 Years employed as a licensed nail technician
- ◆ Adequate knowledge of current nail skills through having attended upgrading courses, recent works or other means, to the satisfaction of a the Examining & Licensing Committee
- ◆ Submission of a training course outline indicating method of instruction, hours of theory and practical training, satisfactory to the Examining & Licensing Committee
- ◆ Successfully completed grade 12 or GED
- ◆ Pay the prescribe fees.
- ◆ Complete 30 days of training in a school and not less than 160 hours at the discretion of the Examining & Licensing Committee

- A 2.12 The seal shall be affixed by the Secretary upon the order of the Board of Directors, except licenses and permits issued by the Examining and Licensing Committee. The Seal of the Association shall be affixed to every license and permit authorized by the Examining and Licensing Committee and may be affixed thereto by the Executive Director.
- A 2.13 An exploratory permission, to be issued by Executive Director upon application of persons 16 years or older and the payment of a prescribed fee. This is a one-time permission and is valid for 6 months from issuance.
- * The holder of the exploratory permission shall, under the supervision of a licensed Aesthetician, perform general shop maintenance duties.
 - * The holder must keep the Executive Director informed of his/her location and working hours. The Executive Director has the right to revoke said permit at any time.
- A 3.4 Any license or permit issued by the Examining and Licensing Committee shall remain in force for a period of one year from the date issued, but may be renewed from year to year upon payment of the renewal fee.
- A 3.5 Where an applicant has met the requirements for a school permit and the Examining and Licensing Committee so recommends, the Committee may direct a permit be issued upon payment of \$800.00.
- A 3.6 renumbered to 7.20 November 3/13
- A 3.7 A person applying for a temporary license shall pay an application fee of \$100.00 + \$30.00 registration fee.
- A 3.8 The Examining and Licensing Committee shall be the Examining Committee for any applicant desiring licensing.
- A 3.9 Three (3) members shall constitute a quorum.
- A 3.10 The Executive Director shall be the Secretary to the Committee.
- A 3.11 When the Examining and Licensing Committee has authorized a certificate to be issued, it shall be signed by the President and the Executive Director.
- A 3.12 Any person desiring a license or a permit shall make application to the Examining and Licensing Committee through the Executive Director.
- A 3.13 The applicant shall at the time of application furnish evidence of age and education to the satisfaction of the Committee, together with any fees required for registration, certification or examination, as the case may be.

- A 3.14 Such applicant shall pass such examinations as required by the Committee, based upon the prescribed course of studies and practical instruction or shall furnish evidence to the satisfaction of the Committee, that the course of studies and practical instruction given by a registered training school of aesthetics has been successfully completed.

SCHOOLS

SCHOOL PERMIT

- A 5.1 Any person, association, firm or corporation proposing to open a school of cosmetology, shall make application to the Committee for a school permit.
- A 5.2 Names of all parties having proprietary interest in the school shall be registered with the association.
- A 5.3 A school permit shall be in force for one year from the date of issue unless terminated sooner.
- A 5.4 Where a school has a permit, it may renew such permit before expiration annually, upon payment of a renewal fee, if before the expiration of its permit, it has provided the Association with the curriculum, brochures, kit list, contracts and any other pertinent information.

REQUIREMENTS FOR SCHOOL PERMIT

- A 5.5 A floor plan setting out an approved fire escape plan, the location of fire extinguishers and the complete civic address of the school.
- A 5.6 Plumbing, electrical and building specifications shall comply with local and provincial ordinances and be presented to the Committee.
- A 5.7 Minimum required instructional areas are:
- * One separate classroom of theoretical instruction
 - * One separate practical-operation instructional area
 - * One dispensary with at least one sink

CURRICULUM FOR NAIL TECHNICIAN

N1-N7

- A 5.8 The prescribed course of studies and practical training for a Nail Technician shall consist of not less than 350 hours of instruction to be given in an eight (8) week course, under a certified nail technician instructor or certified aesthetics instructor to the satisfaction of the Examining and Licensing Committee. Provision for Aestheticians to become Nail Technicians under a prescribed course given by approved training seminars.

Program 240	Core 75	Work Experience 35 (optional)
SUBJECT	INSTRUCTION TO BE GIVEN	MINIMUM

CORE THEORY			
C-1 Professional & Personal Ethics & Image	Shop department; public hygiene; body posture; personal developments; self-grooming; communication skills; human relations.	20	
C-2 Sterilization, sanitation & bacteriology basic	(Generic) including types, structural classification, movement, growth & reproduction of bacteria; preparation & use of antiseptics and disinfectants; methods of sterilization; sanitary and safety precautions	25	
C-3 Salon management	Operator's working schedule; rendering of satisfactory service; enforcement of hygiene and sanitary rules, buying equipment and merchandise economically; Keeping financial and service records; banking, advertising, insurance; method of work performance, client consultation, Applied knowledge of products for retail & salon use.	20	
C-4 Association By-laws & Act	General knowledge of the Association's Act, thorough knowledge of By laws; importance of the Association to our industry; importance of membership knowledge of objectives of Association.	10	
N-1 MANICURING	Use of equipment, implements & materials, correct procedure for oil or plain manicure, hand massage, nail diseases and disorders; artificial nails and care, wraps; proper use of product for manicuring, hand and arm anatomy.	<u>THEORY</u> 35	<u>CLINICAL</u> 90
N-2 PEDICURING	Use of equipment, implements and materials, correct procedure for foot massage, sanitation of implements; nail diseases and disorders for pedicuring, foot and leg anatomy.	<u>THEORY</u> 35	<u>CLINICAL</u> 90
N-3 WORK EXPERIENCE (optional)	Work experience is to be conducted in a place other than the student's school or training facility in a registered salon under the direct supervision of a licensed cosmetologist (in accordance with applied course of training). Schools are required to maintain records of student hours and progress of work experience. Hours of work experience shall be consistent with designated training program.	35	
N-4 Specific to course; Sterilization & Sanitation		15	
N-5 History	Basic knowledge of history and how it helped distinguish the industry	5	

N-6 Anatomy and Physiology Specific to course	General Knowledge of the structure and function of the human body as related to the services offered by a cosmetologist; common hair ,skin & nail disorders and related treatment;	35
N-7 Chemistry & Biology Specific to course	Principals of elementary chemistry; Principals for elementary biology to include growth, structure & reproduction of living organism	20

NOTE: Licensed Nail Technicians may apply for a license upon completing **100 hours** of training in pedicuring under the direct supervision of a certified aesthetic instructor or a certified nail technician instructor to the satisfaction of the Examining & Licensing Committee.

FEES:

⇒ Student Nail Technician enrollment	\$ 45.00
⇒ Licensed Nail Technician (renewable annually)	\$ 55.00
⇒ Nail Technician examination fee	\$100.00
⇒ All rewrite examination fee (per segment)	\$ 20.00

A 5.8 a) Any person establishing a new salon for the purpose of manicuring and/or artificial nails shall hold a valid salon permit and shall follow all sanitation and standard by-laws set forth by the Cosmetology Association of New Brunswick.

A 5.8 (b) removed November 3/13

A 5.9 A school owner must register each student with the Cosmetology Association and include the student’s name, address and date of commencement of instruction prior to the date of the student’s enrollment in the school, prescribed fees must follow by 30 days after the enrollment.

A 5.10 A school owner must notify the Committee in writing of the date of a student’s termination of instruction within 30 days after the date of termination.

SCHOOL RECORDS

A 5.11 A school owner must provide and maintain daily records of student attendance, number of hours of instruction course work, and practical operation of each student enrolled in the school.

A 5.12 A school owner shall provide a certificate, diploma or other evidence of completion of a course to each student successfully completing a course of instruction.

A 5.13 All records required to be maintained by a school under this section must be made available for inspection by any member of the Examining and Licensing Committee during hours the school is open for instruction.

A 5.14 The Examining and Licensing Committee may make recommendation upon being satisfied that the proposed school has adequate facilities and instructors, and is providing the necessary practical and theoretical instruction.

A 5.15 School permits shall be liable to be canceled upon failure of the school, after three months’ notice of failure to provide satisfactory facilities, instructors or instruction, to rectify such failure to the satisfaction of the Examining and Licensing Committee.

A 5.16 Annual acceptance of all Training Schools shall be granted upon payment of the annual fee unless notice of failure has been given under section A5.15 and the failure has not been rectified.

A 5.17 The Examining and Licensing Committee may recognize the certificate of completion of an aesthetic course in any established school of aesthetics as a compliance with the provisions of by-laws.

⇒ **TRANSFER OF HOURS AND RE-ENROLLMENT**

- A 5.18 A school shall furnish a report of credit hours marks, modules and completed number of clients which have been received in accordance with school rules to student when terminating his/her instruction before their term is completed.
- A 5.19 A school shall accept credit hours of instruction and training of a student transferring from another registered school provided the student has not interrupted his/her schooling for a continuous period of two years or more before the request for transfer of credit hours.

⇒ **INSTRUCTOR - STUDENT RATIO**

- A 5.20 A school of cosmetology must employ certified instructors and maintain at least the ratio of:
- * one full-time certified instructor for 18 or fewer students;
 - * after enrollment of the first 18 students, one additional full-time instructor for each additional 18 or fewer students, and;
 - * a certified instructor must be on the school premises during all hours the school is open for instruction

EQUIPMENT FOR AESTHETIC SCHOOLS

- A 5.21 In order to obtain a permit, issued by the Examining and Licensing Committee, a school shall provide no less than 55 square feet of practical instruction area per student. Theory room must have 12 square feet per person. In addition to the requirements, the classroom for theoretical instruction of the practice of cosmetology must be equipped with seating capacity for all students attending the classroom with equipment including:
- ⇒ One theory classroom, plus one practical working area
 - ⇒ One blackboard - minimum 3' X 5'
 - ⇒ The school shall provide each student with learning materials covering all curriculum subjects as specified.
 - ⇒ The practical instruction areas shall have available the following equipment:
 - * 1 aesthetic chair/bed per 2 students
 - * 1 vapo treatment per 4 students
 - * 1 lucas per 4 students
 - * 1 Hi frequency machine per 4 student
 - * Wet & dry sanitizer that kills all contagious or infectious bacteria
 - * 1 wax pot for every 4 students
 - * 1 trolley for every 4 students
 - * 1 magnifying loop per 2 students
 - * 1 stool per 2 students
 - * 1 manicure table per 2 students
 - * 1 foot basin per 2 students
 - * Washer and dryer
 - * Sink with hot & cold running water per 2 students during practical procedures
 - * Each student is provided with a working kit per course

MAINTENANCE OF SCHOOLS

- A 5.22 Every wall, floor and ceiling of the school, and all tables, chairs, and equipment, shall be in good repair and in clean, dust-free condition at all times. All furnishing shall be of professional quality as manufactured expressly for the industry. Each station, chair and washbowl shall be clean and free of residue, and in good repair. Each establishment shall be well lighted and well ventilated.

CURRICULUM FOR AESTHETICS

A1- A12

- A 6. The prescribed course of studies and practical training for an aesthetician shall consist of not less than **1300 hours** of theory and practical instruction, GIVEN DURING A PERIOD OF NOT LESS THAN **35 WEEKS** by a **CERTIFIED AESTHETIC INSTRUCTOR**. Up to 50 hours of lab time may be credited towards prescribed training (4.25). Any Students must complete a total of 80 hours of training prior to performing any types of service on the public.

Program 1145	Core 75	Work Experience 35-80	
SUBJECT	INSTRUCTION TO BE GIVEN	MINIMUM	
CORE THEORY C-1 Professional & Personal Ethics & Image	Shop department; public hygiene; body posture; personal development; self-grooming; communication skills; human relations.	20	
C-2 Sterilization & Sanitation Basic	(Generic) including types, structural classification, movement, growth & reproduction of bacteria; preparation & use of antiseptics and disinfectants; methods of sterilization; sanitary and safety precautions	25	
C-3 Salon Management	Operator's working schedule; rendering of satisfactory service; enforcement of hygiene and sanitary rules, buying equipment and merchandise economically; Keeping financial and service records; banking, advertising, insurance; method of work performance, client consultation, applied knowledge of product for retail & salon use.	20	
C-4 Association By-laws & Act	General knowledge of the Association Act, thorough knowledge of by laws; importance of the Association to our industry; importance of membership knowledge of the objectives of Association.	10	
A-1 FACIAL	Theory of massage and the appropriate skin types, preparation of equipment and handling of materials	<u>THEORY</u> 75 <u>CLIENTS</u> 25	<u>CLINICAL</u> 165
A-2 MANICURING	Use of equipment, implements and materials, correct procedure for hand massage, sanitation of implements; nail diseases and disorders.	<u>THEORY</u> 35 <u>CLIENTS</u> 40	<u>CLINICAL</u> 130
A-3 PEDICURING	Use of equipment, implements and materials, correct procedure for foot massage, sanitation of	<u>THEORY</u>	<u>CLINICAL</u> 130

	implements; nail diseases and disorders.	35 <u>CLIENTS</u> 40	
A-4 DEPILATORIES	Method of application of product, proper use of equipment, implements & materials, sanitation of implements.	<u>THEORY</u> 40 <u>CLIENTS</u> 75	<u>CLINICAL</u> 125
A-5 MAKE-UP	Basic make-up uses & application, basic knowledge of color & application procedures, sanitation, protection & techniques. OPTION: Lash enhancements, lash tinting, perming, lifting; brow enhancements and brow tinting. Clients: 15	<u>THEORY</u> 30 <u>CLIENTS</u> 15	<u>CLINICAL</u> 50
A-6 MESSAGE TECHNIQUES	Proper techniques & Procedures; proper use of products for relaxation purposes	<u>THEORY</u> 30 <u>CLIENTS</u> 10	<u>CLINICAL</u> 30
A-7 NUTRITION (OPTIONAL)	Introduction to the science of nutrition, dietary analysis and benefits to health		10
A-8 WORK EXPERIENCE	Work Experience is to be conducted in a place other than the student's school or training facility; in a registered salon under the direct supervision of a licensed cosmetologist (in accordance with applied course of training) Schools are required to maintain records of student hours and progress of work experience. Hours of Work experience shall be consistent with designated training program.		35-80
A-9 SPECIFIC TO COURSE; SANITATION & STERILIZATION			15
A-10 HISTORY	Basic knowledge of history and how it helped distinguish the industry		5

A-11 SPECIFIC TO COURSE; ANATOMY & PHYSIOLOGY	General Knowledge of the structure and function of the human body as related to the services offered by a cosmetologist; common hair & skin disorders related treatment; thorough knowledge of structure, growth distribution life and hair replacement	85
A-12 CHEMISTRY & BIOLOGY	Principals of elementary chemistry; composition and structure of the hair. Principals for basic biology to include growth, structure & reproduction of living organism; product ingredients; PH scale & chemical uses	20

CURRICULUM FOR MAKEUP
MI-MI3

A 7. The prescribed course of studies and practical training for a Make-Up license shall consist of not less than 300 hours of instruction to be completed in not less than 6 weeks, under the direct supervision of a certified aesthetic or a certified make-up artist instructor to the satisfaction of the Examining & Licensing Committee. Work experience will not be less than 35 hours.

Program 190	Core 75	Work Experience 35 (optional)
SUBJECT	INSTRUCTION TO BE GIVEN	MINIMUM
CORE THEORY C-1 Professional, personal ethics & image	Shop department; public hygiene; body posture; personal development; self-grooming; communication skills; human relations.	20
C-2 Sterilization & sanitation basic	(Generic) including types, structural classification, movement, growth & reproduction of bacteria; preparation & use of antiseptics and disinfectants; methods of sterilization; sanitary and safety precautions	25
C-3 Salon management	Operator's working schedule; rendering of satisfactory service; enforcement of hygiene and sanitary rules, buying equipment and merchandise economically; Keeping financial and service records; banking, advertising, insurance; method of work performance, client consultation, applied knowledge of product for retail & salon use.	20
C-4 Association by-laws & Act	General knowledge of the Association Act, thorough knowledge of By Laws; importance of the Association to our industry; importance of membership knowledge of the objectives of Association.	10
M-1 TOOLS OF THE		<u>THEORY</u> 5

TRADE			
M-2 COLOR THEORY		<u>THEORY</u> 10	<u>CLINICAL</u> 10
M-3 COSMETIC PRODUCT KNOWLEDGE		<u>THEORY</u> 15	
M-4 DAYTIME MAKE-UP		<u>THEORY</u> 5	<u>CLINICAL</u> 15
M-5 EVENING MAKE-UP		<u>THEORY</u> 5	<u>CLINICAL</u> 15
M-6 CORRECTIVE MAKE-UP		<u>THEORY</u> 5	<u>CLINICAL</u> 5
M-7 FALSE LASH APPLICATION		<u>THEORY</u> 5	<u>CLINICAL</u> 10
M-8 BRIDAL MAKE-UP & CAMERA READY BRIDES		<u>THEORY</u> 5	<u>CLINICAL</u> 10
M-9 WORK EXPERIENCE (optional)	Work experience is to be conducted in a place other than the student's school or training facility' in a registered salon under the direct supervision of a licensed aesthetician or make-up artist. Schools are required to maintain records of student hours and progress of work experience. Hours of work experience shall be consistent with designated training program.	35	
M-10 STERILIZATION & SANITATION; Specific to course		15	
M-11 HISTORY	Basic knowledge of history and how it helped distinguish the industry	5	
M-12 ANATOMY & PHYSIOLOGY; Specific to course	General Knowledge of the structure and function of the human body as related to the services offered by a cosmetologist; related disorders and related treatment	35	
M-13 CHEMISTRY & BIOLOGY; Specific to course	Principals of elementary chemistry; Principals for basic biology to include growth, structure & reproduction of living organism; product ingredients; PH scale & chemical uses	20	

MAKEUP INSTRUCTOR

- A 8 Qualification for a certified Make-Up Artist Instructor:
- ◆ 3 Years employed as a licensed Make-Up Artist
 - ◆ Adequate knowledge of current make-up skills through having attended upgrading courses, recent works or other means, to the satisfaction of a the Examining & Licensing Committee
 - ◆ Submission of a training course outline indicating method of instruction, satisfactory to the Examining & Licensing Committee
 - ◆ Successfully completed grade 12 or GED
 - ◆ Pay the prescribed fees.
 - ◆ Complete 30 days of training in a school and not less than 160 hours at the discretion of the Examining & Licensing Committee

MAKE-UP SCHOOL

- A 9 A school owner must register each student with the Cosmetology Association and include the student's name, address and date of commencement of instruction prior to the date of the student's enrollment in the school, prescribed fees must follow by 30 days after the enrollment.
- A 10 A school owner must notify the Committee in writing of the date of a student's termination of instruction within 30 days after the date of termination.

SCHOOL RECORDS

- A 11 A school owner must provide and maintain daily records of student attendance, number of hours of instruction course work, and practical operation of each student enrolled in the school.
- A 12 A school owner shall provide a certificate, diploma or other evidence of completion of a course to each student successfully completing a course of instruction.
- A 13 All records required to be maintained by a school under this section must be made available for inspection by any member of the Examining and Licensing Committee during hours the school is open for instruction.
- A 14 The Examining and Licensing Committee may make recommendations for a school permit, upon being satisfied that the proposed school has adequate facilities and instructors, and is providing the necessary practical and theoretical instruction.
- A 15 Permits shall be liable to be canceled upon failure of the school, after three months' notice of failure to provide satisfactory facilities, instructors or instruction, to rectify such failure to the satisfaction of the Examining and Licensing Committee.
- A 16 Annual acceptance of all Training Schools shall be granted upon payment of the annual fee unless notice of failure has been given under section A15 and the failure has not been rectified.
- A 17 The Examining and Licensing Committee may recognize the certificate of completion of an aesthetic course in any established school of aesthetics as a compliance with the provisions of by-laws.

⇒ TRANSFER OF HOURS AND RE-ENROLLMENT

- A 18 A school shall furnish a report of credit hours, marks, modules and completed number of clients which have been received in accordance with school rules to student when terminating his/her instruction before their term is completed.

A 19 A school shall accept credit hours of instruction and training of a student transferring from another registered school provided the student has not interrupted his/her schooling for a continuous period of two years or more before the request for transfer of credit hours.

⇒ **INSTRUCTOR - STUDENT RATIO**

A 20 A school of cosmetology must employ certified instructors and maintain at least the ratio of:

- * one full-time certified instructor for 18 or fewer students;
- * after enrollment of the first 18 students, one additional full-time certified instructor for each additional 18 or fewer students, and;
- * a certified instructor must be on the school premises during all hours the school is open for instruction.

EQUIPMENT FOR MAKE-UP SCHOOLS

A 21 In order to obtain a permit, issued by the Examining and Licensing Committee, a school shall provide no less than 720 square feet of practical instruction area. Theory room must have 216 square feet. In addition to the requirements, the classroom for theoretical instruction must be equipped with seating capacity for all students attending the classroom with equipment including:

- ⇒ One theory classroom, plus one practical working area
- ⇒ Either a blackboard, white board or smart board - minimum 3' X 5'
- ⇒ The school shall provide each student with learning materials covering all curriculum subjects as specified.
- ⇒ The practical instruction areas shall have available the following equipment:
 - * 1 make-up chair per 2 students
 - * 1 station per 2 students
 - * Wet & dry sanitizer that kills all contagious or infectious bacteria
 - * 1 trolley for every 4 students
 - * 1 magnifying loop per 2 students
 - * Washer and dryer
 - * Sink with hot & cold running water per 6 students during practical procedures
 - * Each student is provided with a working kit per course

MAINTENANCE OF SCHOOLS

A 23 Every wall, floor and ceiling of the school, and all tables, chairs, and equipment, shall be in good repair and in clean, dust-free condition at all times. All furnishings shall be of professional quality as manufactured expressly for the industry. Each station, chair and washbowl shall be clean and free of residue, and in good repair. Each establishment shall be well lighted and well ventilated.

CURRICULUM FOR LASH & BROW TECHNICIAN

A 24 The prescribed course of studies and practical training for a Lash & Brow Technician shall consist of not less than **300 hours** of theory and practical instruction, given during a period of not less than six (6) **weeks** by a **certified aesthetic instructor, make-up instructor or lash & brow extension technician instructor to the satisfaction of the Examining & Licensing Committee**. Work experience will not be less than 35 hours.

Program 190	Core 75	Work Experience OPTIONAL 35	
SUBJECT	INSTRUCTION TO BE GIVEN	MINIMUM	
CORE THEORY C-1 Professional & Personal Ethics & Image	Shop department; public hygiene; body posture; personal development; self-grooming; communication skills; human relations.	20	
C-2 Sterilization & Sanitation Basic	(Generic) including types, structural classification, movement, growth & reproduction of bacteria; preparation & use of antiseptics and disinfectants; methods of sterilization; sanitary and safety precautions	25	
C-3 Salon Management	Operator's working schedule; rendering of satisfactory service; enforcement of hygiene and sanitary rules, buying equipment and merchandise economically; Keeping financial and service records; banking, advertising, insurance; method of work performance, client consultation, applied knowledge of product for retail & salon use.	20	
C-4 Association By-laws & Act	General knowledge of the Association Act, thorough knowledge of by laws; importance of the Association to our industry; importance of membership knowledge of the objectives of Association.	10	
LT-1 TOOLS OF THE TRADE	preparation of products and tools, equipment and handling of materials	<u>THEORY</u> 5	
LT-2 PRODUCT KNOWLEDGE	Various types of eye lash & brow enhancements such as curls, diameters, lengths, textures, flares, strips, size, ingredients,	<u>THEORY</u> 15	
LT-3 LASH ENHANCEMENT	Client consultation; knowledge of natural eyelashes, application and removal of upper and lower lash extensions; safety and sanitation practices; artistry, maintenance, adhesives and tinting, eyelash perm/lift and any other eyelash enhancements.	<u>THEORY</u> 20 <u>CLIENTS</u> 15	<u>CLINICAL</u> 60
LT-4 BROW ENHANCEMENT	Various types of brow enhancements, tweezing eyebrows (only) and brow tinting.	<u>THEORY</u> 20 <u>CLIENTS</u> 15	<u>CLINICAL</u> 40

LT-5 WORK EXPERIENCE	Work Experience is to be conducted in a place other than the student's school or training facility; in a registered salon under the direct supervision of a licensed cosmetologist (in accordance with applied course of training) Schools are required to maintain records of student hours and progress of work experience. Hours of Work experience shall be consistent with designated training program.	35
LT-6 SPECIFIC TO COURSE; SANITATION & STERILIZATION		<u>THEORY</u> 15
LT-7 HISTORY	Basic knowledge of history and how it helped distinguish the industry	<u>THEORY</u> 5
LT-8 EYE, EYELASH & BROW HEALTH/ DISORDERS	Related infectious diseases and disorders and related treatments; principals for basic biology to include diseases and disorders of the eyes. General Knowledge of the structure and function of the human body as related to the services offered by a cosmetologist; common hair & skin disorders related treatment; thorough knowledge of structure, life and hair replacement. Principals for basic biology to include growth, structure & reproduction of living organism.	<u>THEORY</u> 45

LASH & BROW TECHNICIAN INSTRUCTOR

A 25 Qualification for Lash Technician Instructor:

- ◆ 3 Years employed as a Licensed Lash & Brow Technician
- ◆ Adequate knowledge of current Lash & Brow technician skills through having attended upgrading courses, recent works or other means, to the satisfaction of a the Examining & Licensing Committee
- ◆ Submission of a training course outline indicating method of instruction, satisfactory to the Examining & Licensing Committee
- ◆ Successfully completed grade 12 or GED
- ◆ Pay the prescribed fees.
- ◆ Complete 30 days of training in a school and not less than 160 hours at the discretion of the Examining & Licensing Committee, passed the provincial exam.

CURRICULUM FOR DEPILATORY TECHNICIAN

A.26 The prescribed course of studies and practical training for a Depilatory Technician shall consist of not less than **300 hours** of theory and practical instruction, given during a period of not less than six (6) **weeks** by a **certified aesthetic instructor or depilatory technician instructor to the satisfaction of the Examining & Licensing Committee**. Work experience will not be less than 35 hours (OPTIONAL).

Program 190	Core 75	Work Experience OPTIONAL 35	
SUBJECT	INSTRUCTION TO BE GIVEN	MINIMUM	
CORE THEORY C-1 Professional & Personal Ethics & Image	Shop department; public hygiene; body posture; personal development; self-grooming; communication skills; human relations.	20	
C-2 Sterilization & Sanitation Basic	(Generic) including types, structural classification, movement, growth & reproduction of bacteria; preparation & use of antiseptics and disinfectants; methods of sterilization; sanitary and safety precautions	25	
C-3 Salon Management	Operator's working schedule; rendering of satisfactory service; enforcement of hygiene and sanitary rules, buying equipment and merchandise economically; Keeping financial and service records; banking, advertising, insurance; method of work performance, client consultation, applied knowledge of product for retail & salon use.	20	
C-4 Association By- laws & Act	General knowledge of the Association Act, thorough knowledge of by laws; importance of the Association to our industry; importance of membership knowledge of the objectives of Association.	10	
DT-1 PRODUCT KNOWLEDGE	Knowledge on hard wax, soft wax, sugaring, any other type of depilatory product or technique, ingredients	<u>THEORY</u> 15	
DT-2 DEPIATORIES	Skin care & treatment. Client consultation; knowledge of effective and safe hair removal with various types of wax, sugar, and tweezing and comparison of various methods of hair removal on all areas of the body. Method of applications of product, comparison of various methods of hair removal, proper use of equipment, material, supplies and implements. Practical application of disposing of implements, material and supplies. Maintenance.	<u>THEORY</u> 20	<u>CLINICAL</u> 125
DT -Clients	bikini area and underarms 15, brows 25, face area, chin, cheek, lip 10; arms and legs 15 sets, and other areas 10	<u>Clients</u> 75	
DT-3 WORK EXPERIENCE	Work Experience is to be conducted in a place other than the student's school or training facility; in a registered salon under the direct supervision of a licensed cosmetologist (in accordance with applied course of training) Schools are required to maintain records of student hours and progress of work experience. Hours of Work experience shall be consistent with designated training program.	35	
DT-4 SPECIFIC TO COURSE; SANITATION & STERILIZATION		<u>THEORY</u> 15	

DT-5 HISTORY	Basic knowledge of history and how it helped distinguish the industry	<u>THEORY</u> 5
DT-6 SPECIFIC TO COURSE; ANATOMY & PHYSIOLOGY & BIOLOGY	General Knowledge of the structure and function of the human body as related to the services offered by a cosmetologist; common hair & skin disorders related treatment; thorough knowledge of structure, growth distribution life and hair replacement. Principals for basic biology to include growth, structure & reproduction of living organism.	<u>THEORY</u> 45

DEPILATORY TECHNICIAN INSTRUCTOR

A 28 Qualification for Depilatory Technician Instructor:

- ◆ 3 Years employed as a Licensed Depilatory Technician or Licensed Aesthetician
- ◆ Adequate knowledge of current depilatory skills through having attended upgrading courses, recent works or other means, to the satisfaction of a the Examining & Licensing Committee
- ◆ Submission of a training course outline indicating method of instruction, satisfactory to the Examining & Licensing Committee
- ◆ Successfully completed grade 12 or GED
- ◆ Pay the prescribed fees.
- ◆ Complete 30 days of training in a school and not less than 160 hours at the discretion of the Examining & Licensing Committee, pass the provincial exam