

SALON PROPRIETOR APPLICATION

Applicant's name: _____ Date issued: _____

Enclosed you will find the necessary forms relating to your Salon Proprietor's certificate.

Please indicate the type of salon:

Hairstyling Aesthetic Nail Technology Make-up Spa

Please include the following information with the application:

- Floor plan of the premises with accurate dimensions, work area, washroom facilities, electrical outlets, ventilator, windows, entrance and the premises of location(ex: mall, house, complex or separate building).
- Signature of approval from a licensed Electrician
- Signature of approval from a licensed Plumber
- Confirmation of municipality's approval (zoning permit, if applicable)
- Complete list of employees and valid license numbers

Standard fee according to the Cosmetology Association of New Brunswick By-laws.

Initial application:	\$250.00	<input type="checkbox"/>
Relocation:	\$144.00	<input type="checkbox"/>
Re-opening:	\$105.00	<input type="checkbox"/>

Please be advised that this application does not register your business name with the Government of New Brunswick. The business owner may contact Service New Brunswick, to register the business name.

You may also obtain information to start and grow your business at: www.canadabusiness.gc.ca

Furthermore, in accordance with section 6.14 of the Cosmetology Association of New Brunswick by-laws, **any salon or school that operated without the required inspection and approval shall receive a disciplinary penalty fee of \$200 per day for every day in violation. Public notice may be given within forty-five (45) days of noncompliance.**

Please submit your application with all required information as soon as possible. Depending on individual cases, your Salon Proprietor application may take up to 30 days to process the information. Failure to submit all necessary documentation will delay the process of your Salon Proprietor certificate. Upon submitting the prerequisite material, the inspector will receive notification to proceed with an inspection of your salon. You will be notified of a date and time of the inspection.

Please submit information to:
220 Whiting Road, Fredericton, NB
E3B 5V5



CERTIFICATE INFORMATION

PLEASE PRINT

Name of salon: _____

Salon address: _____

City: _____ Postal Code: _____ E-mail: _____

Mailing address (if different from salon address): _____

City: _____ Postal Code: _____ County: _____

Salon owner: _____ Certified License N°: _____

Salon Telephone N°: _____ Home Telephone N°: _____

Date of salon opening: _____

Please indicate which of the following pertain to your salon:

New Salon Opening Purchase of Existing Salon

Salon Re-opening Relocation of Salon: _____

(Previous Certificate #)

NOTE: If purchasing an existing salon, previous salon owner MUST complete the following:

Proprietor's Name: _____ License #: _____

Name of Salon: _____ Signature: _____

I hereby apply for a salon proprietor license with the Cosmetology Association of New Brunswick. **This salon meets the sanitation standards as set forth in the By-laws and I understand that if my salon is found in violation of any of the by-laws, during my inspection, I could be faced with a disciplinary penalty fee of \$200 for every day in violation. Public notice may be given within forty-five (45) days of noncompliance.** I understand my license may be canceled upon failure to maintain such standards. All requirements for a salon proprietor license are enclosed herewith and I understand that failure to submit the prerequisites listed on this application can result in the detainment of my salon license.

Applicant's signature _____ Date _____



FLOOR PLAN

Please include the following: accurate dimensions, work area, washroom facilities, electrical outlets, ventilator, windows, sinks, entrance and the premises of location (ex: mall, house, complex or separate building).



Please include the following list of all employees including: Full name, license number, address and phone number. Ensure that each employee has a valid license with the Cosmetology Association of New Brunswick. Failure to do so may result in a delay of receiving salon proprietor license.

LIST OF EMPLOYEES

Name: _____
Address: _____
City: _____
Postal Code: _____
License #: _____
Telephone #: _____

Name: _____
Address: _____
City: _____
Postal Code: _____
License #: _____
Telephone #: _____

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Name: _____
Address: _____
City: _____
Postal Code: _____
License #: _____
Telephone #: _____

By-Law 5.22 No Salon Proprietor shall employ a person to perform cosmetology who is not a licenced cosmetologist. Salon proprietor must ensure that all cosmetologists working in the salon are in possession of a current valid licence.



PLUMBING AND ELECTRICAL INFORMATION

Applicant's Name: _____

Name of Salon: _____

Salon address: _____

This information **MUST** be completed by a **LICENSED PLUMBER** and a **LICENSED ELECTRICIAN**. Each must hold a valid license with the **Department of Public Safety** (Safety Code Branch). All information is to be filled in.

ELECTRICIAN

I _____, of _____

(Licensed electrician – **PRINT**)

(Company / Contractor)

hereby state that all electrical fixtures or outlets in this cosmetology establishment are adequately designed and have been installed in accordance with the New Brunswick Electrical regulations.

Signature _____

Inspection Date: _____

License N° _____

Expiry date _____

Contractor license N° _____

Expiry date _____

PLUMBER

I _____, of _____

(Licensed plumber – **PRINT**)

(Company / Contractor)

hereby state that all plumbing fixtures or appurtenances in this cosmetology establishment are adequately designed and have been installed in accordance with the New Brunswick Plumbing regulations.

Signature _____

Inspection date: _____

License N° _____

Expiry date _____

Contractor license N° _____

Expiry date _____

PLUMBING PERMIT #: _____

(Issued by the Department of Public Safety/ Technical Service Branch)



CHECK LIST

The following checklist is to prepare you for the inspection. It is your responsibility, as a Salon proprietor to read the CANB by-laws to ensure that your salon meets all the rules and regulations at all times.

- Adequate lighting and ventilation
- Separate from restaurant or other business handling food that is unwrapped
- Floors, walls and ceilings must be in clean condition at all times
- Covers on all garbage's
- Covered sanitizer for each cosmetologist
- Each cosmetologist must have separate covered container for sanitized implements
- A sign displayed on the outside of the premises with at least 3 inch bold lettering
- Display current and valid licenses in view of the public
- Display a price list of the services being offered
- Dust free container for clean towels and linens and separate covered bin or hamper for soiled towels and linens
- Employ or be a certified cosmetologist
- A Sink in the room or adjacent to the room where services are being offered
- Salon is separate from any living quarters
- A separate entrance to the salon, which does not require entry or visibility into living quarters
- A washroom for the exclusive use of clients, which does not require entry or visibility into the living quarters.
- Disposable paper towel or air hand dryer for clients in the washrooms



SALON SANITATION/PREMISE

- 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. Sponges used for cleansing skin and 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.
- 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 licenced 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.*

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.*
- 6.14 *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.*



Proper disinfection in cosmetology establishments

1. Items **must** be cleaned with soap and a brush under running water prior to disinfection. Placing a soiled item in a disinfectant solution contaminates the entire solution and therefore contaminates all items placed in it.
2. It is recommended that the disinfectant solution be placed next to a sink, as opposed to a workstation, to encourage proper use
3. A disinfectant will become contaminated if left uncovered and loses strength the more it is used, and the longer it is kept; therefore the disinfectant solution must be made fresh daily (or as required by the manufacturer) and kept covered.
4. After the item has been cleaned, it must be **fully** immersed in the disinfectant solution.
5. The contact time during disinfection is extremely important. Follow manufacturer's instructions for appropriate contact times. If contact time is too short, disinfection will not be achieved. If an item is left in the disinfectant too long, it weakens the disinfectant solution, and may damage the item being disinfected.
6. Rinse the item with running water, or let the item air dry, depending on the disinfectant and the manufacturer's instructions.
7. Place the clean, disinfected, dry item in a clean, covered container or Ultra Violet treatment to protect it from contamination. So you never get confused and pick up a dirty implement, label "disinfected" on your clean covered container.

Which items are disposable and which are reusable?		
DEFINITION	ITEMS	REQUIREMENT
Porous items (Are made of cloth, wood, or other absorbent materials.)	Most nail files, orangewood sticks, wooden foot files, toe separators, buffer blocks, etc.	Single-use items (disposable) and must be thrown away after one use. **If item comes into contact with blood, it must be disposed of immediately
Non-porous items (Are made of hard materials like metal, plastic, or glass)	Nail nippers, scissors, combs, metal or fiberglass-backed files, etc.	All non-porous tools can be (and must be) disinfected after each client. **If item comes in contact with blood, infection etc., it must be <u>immediately</u> cleaned and sterilized (rather than continuing to use it on the same client)

Did you know?

- Low-level disinfectants, such as "Barbicide" are to be used on items that are not expected to penetrate or cut intact skin, such as surfaces, combs, brushes, chairs, scissors, clippers, that have **not** broken the flesh.
- Intermediate to high level disinfectant, such as "Accel", "BioMERS" etc. are to be used on items that have the potential to come in contact with blood or body fluids, such as cuticle scissors, nail clippers, tweezers etc.
- Ultraviolet (UV) lamps, glass bead sterilizers, pressure cookers, microwaves, and boiling water do not sterilize tools and should not be used as a substitute to chemical disinfection.
- UV radiation should only be used as a secondary form of treatment, following the above disinfection steps.
- Footbaths, including the screens, should be cleaned and disinfected after each use and again at the end of each day with a high level disinfectant to prevent the spread of bacteria and fungus.