

*Cosmetology Association*  
OF NEW BRUNSWICK



*Association de cosmétologie*  
DU NOUVEAU-BRUNSWICK

*A member driven leader in the beauty industry  
in protecting the public and promoting the  
industry.*

# **POLICIES**

**October 7<sup>th</sup>, 2019**

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## **1. COSMETOLOGY ESTABLISHMENTS**

- a) Before issuance of a salon permit for the operation of a cosmetology establishment at any location, including relocation and a reopening of a salon, the Examining & Licensing Committee must receive a salon permit application and a satisfactory report from an inspector.
- b) Before opening a cosmetology establishment, applicants must obtain Provincial, Urban and/or City Zoning approval, when applicable.
- c) Cosmetology establishments must display a sign during the hours of operation, subject to municipal regulations and by-laws.
- d) Every license and permit holder must display a valid license and permit in a place clearly visible to the public at the location where cosmetology is practiced.
- e) Walls, floors, ceilings, stations, chairs and equipment must be in good repair and in a clean condition at all times and must be of such material as to be readily cleaned. All furnishing shall be of professional quality and manufactured expressly for the industry.
- f) Every cosmetology establishment must be located in a room adequately lighted, ventilated and separate from any room used for living or for the preparation or storage of food, restaurants or other business handling food that is unwrapped.

## **2. INFECTION CONTROL/ PREVENTION**

- a) Implements and equipment which are or may be used on more than one customer and which come in direct contact with the customer must be thoroughly cleaned after each use and be maintained in a clean condition at all times.
- b) Implements used for cosmetology services, after final use on a client and before being used on another client must be rinsed and washed immediately after and subjected to an appropriate disinfectant in accordance with the manufacturer's instructions, then stored in a clean covered space.
- c) Wax pots must be covered, and only single use disposable applicators are permitted for all waxing services; no double dipping.
- d) Gloves should be available for employees to use when needed.
- e) Porous items must be discarded after each use.
- f) A separate clean towel/linen must be used for each customer. After use, towels/linens are to be placed in a suitable container entirely separate from clean towels/linens and are to be kept in a place and manner, which will protect them from dust and other contamination.
- g) Electrical equipment must be in good working condition and safe.
- h) Plumbing fixtures or apparatus must be adequately designed for the purpose intended and must be installed in accordance with the New Brunswick plumbing regulations.
- i) Cosmetologists must wash their hands thoroughly before performing a service.
- j) Washrooms must have single use towels or paper towels for each customer and/or an air hand dryer.
- k) Cosmetologists must have a covered container for disinfection purposes.

## **3. MOBILE**

- a) Cosmetologists wishing to offer services outside of the cosmetology salon must obtain a mobile license by submitting an application, paying the required fees and adhering to the infection control/prevention policies.
- b) A valid mobile license must be included with your carrying case and must be renewed annually.
- c) Mobile equipment is used to provide mobile cosmetology services and is not permanently fixed in a cosmetology establishment.

- d) Anyone performing mobile services for more than 10 hours per week will be required to possess a mobile license which will be renewed separately from other licenses and permits.

#### **4. DISCIPLINARY**

- a) The Disciplinary Committee may, conduct a review by (a) holding a hearing; or (b) considering written submissions only. Where a hearing is held, both parties may be represented by legal counsel.
- b) The Disciplinary Committee may, by order, take any action that is not inconsistent with the Act, the by-laws or policies including one or more of the following:
- ❖ a reprimand;
  - ❖ \$200.00 penalty fee;
  - ❖ pay all or part of the disciplinary procedure costs;
  - ❖ give public notice;
  - ❖ make recommendation to the Examining and Licensing Committee to:
    - suspend a licence or permit;
    - impose terms, conditions and limitations for a specific period of time.
- c) Members charged with disciplinary action may appeal to the Board of Directors.

#### **5. LICENSING AND MEMBERSHIP**

- a) Licensing applicants must furnish evidence of age and education to the Examining & Licensing Committee together with any fees required for registration, licensing or examination, as the case may be.
- b) Examining & Licensing Committee or its Chairperson may authorize a temporary permission to be issued for a period not exceeding three (3) months.

#### **STUDENTS**

- c) A student shall complete their cosmetology training within a two (2) year period, from the date of commencement, or as determined by the Examining and Licensing Committee.
- d) A student may, upon completion of their training, request a temporary permission, to be issued for a period of three (3) months, enabling the student to work in a registered salon, until the scheduled, supervised by a person who is licensed in the same scope of occupation at all times.
- e) To qualify for a temporary permission, the student must submit to the Executive director, evidence of hours completed in accordance with prescribed course of study, a copy of the diploma from the registered school, confirmation of client completions and any other documents requested by the Examining and Licensing Committee.

#### **INSTRUCTORS**

- f) Cosmetologists who wish to obtain an instructor license must meet the following qualifications:
- Successful completion of grade 12 or equivalent G.E.D.
  - Four years of working experience as a licensed cosmetologist in a registered cosmetology salon.
  - Adequate knowledge of current skills through having attended upgrading courses, recent work or other means.
  - Submission of a training course curriculum outline indicating method of instruction, hours of theory and practical training.
  - 30 days of apprenticeship training under a certified Instructor, in a registered school (200 hours), or a 3-credit University course in Adult Education, or combination of both.
  - Pay the prescribed fees and successfully passing the provincial exam, determined by the Examining and Licensing Committee.
- g) Certified Instructors will be classified as certified Instructor Level I or certified Instructor Level II.
- 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.
  - 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.

- h) 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 permission”.

## EXAMINATIONS

- i) All examinations shall be conducted at the office of the association unless otherwise directed by the Examining & Licensing Committee.

## FEES

- j) 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)	\$60.00
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

- k) \$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.
- l) 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.
- m) Duplicate certificate may be issued upon proof of loss of original and payment of \$15.00.
- n) 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.
- o) 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.

## 6. COSMETOLOGY SCHOOL

### SCHOOL REQUIREMENTS

- a) Hairstyling and Technical Cutting schools must 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. Aesthetic and nail technician schools must provide no less than 55 square feet of practical instruction area per student and must have a separate classroom having 12 square feet per person for theoretical instruction. Makeup, lash and brow and depilatory schools must provide no less than 720 square feet of practical instruction area and have a separate classroom having 216 square feet for theoretical instruction.
- b) Instructional areas must have:
  - 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;
  - learning materials for each student covering all curriculum subjects as specified;
- c) 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.
- d) The classroom for theoretical instruction must be equipped with seating capacity for all students attending the classroom with equipment including a blackboard, white board or smart board (minimum 3' X 5').

## SCHOOL EQUIPMENT AND SUPPLIES

The practical instruction areas must have the following available:

### f) **Aesthetic**

Equipment	Supplies/tools
<ul style="list-style-type: none"> <li>• nine (9) aesthetic chair/beds;</li> <li>• five (5) vapo treatment machines;</li> <li>• five (5) hi frequency machines;</li> <li>• five (5) wax pots;</li> <li>• five (5) trollies;</li> <li>• nine (9) magnifying loops;</li> <li>• nine (9) stools;</li> <li>• nine (9) manicure tables;</li> <li>• nine (9) foot basins;</li> <li>• one (1) washer and dryer unit</li> <li>• nine(9) sinks with hot &amp; cold running water during practical procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate disinfectant solution;</li> <li>• Each student is provided with a working kit.</li> </ul>

### k) **Depilatory**

Equipment	Supplies/tools
<ul style="list-style-type: none"> <li>• nine (9) aesthetic chairs/beds;</li> <li>• nine (9) stations;</li> <li>• five (5) trollies;</li> <li>• five (5) wax pots;</li> <li>• nine (9) magnifying lamps;</li> <li>• nine (9) stools;</li> <li>• one (1) washer and dryer unit;</li> <li>• three (3) or more sinks with hot and cold running water.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate disinfectant solution;</li> <li>• Each student is provided with a working kit.</li> </ul>

### e) **Hairstyling**

Equipment	Supplies/tools
<ul style="list-style-type: none"> <li>• a closed container for clean towels;</li> <li>• a covered container for soiled towels;</li> <li>• nine (9) industry acceptable chairs;</li> <li>• nine (9) disinfectant containers;</li> <li>• nine (9) covered storage units for disinfected implements per student;</li> <li>• five (5) shampoo bowls;</li> </ul>	<ul style="list-style-type: none"> <li>• appropriate disinfectant solution;</li> <li>• towels;</li> <li>• shampoos, tonics, creams, conditioners, setting lotion;</li> <li>• magnetic rollers;</li> <li>• clips, bobby and hair pins;</li> <li>• combs and brushes;</li> </ul>

- three (3) standard hair dryer unit with hood.
- permanent waving solutions, rods and applicators;
- bleaches, tints and rinses;
- disposable rubber gloves;
- capes;
- timers;
- streaking caps/foils;
- hand held blow dryer, curling iron and styling iron;
- thinning shears, scissors, razor, clippers and edgers (outliners);
- two (2) mannequin heads and one (1) stand per student;

i) **Lash and Brow**

Equipment	Supplies/tools
<ul style="list-style-type: none"> <li>• nine (9) aesthetic chairs/beds;</li> <li>• nine (9) stations;</li> <li>• five (5) trolleys;</li> <li>• nine (9) stools;</li> <li>• nine (9) magnifying lamps;</li> <li>• one (1) washer and dryer unit;</li> <li>• three (3) sinks or more with hot and cold running water.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate disinfectant solution;</li> <li>• Each student is provided with a working kit.</li> </ul>

h) **Makeup**

Equipment	Supplies/tools
<ul style="list-style-type: none"> <li>• nine (9) makeup chairs;</li> <li>• nine (9) stations;</li> <li>• five (5) trolleys;</li> <li>• nine (9) magnifying lamps;</li> <li>• one (1) washer and dryer unit</li> <li>• three (3) sinks or more with hot and cold running water.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate disinfectant solution;</li> <li>• Each student is provided with a working kit.</li> </ul>

g) **Nail technology**

Equipment	Supplies/tools
<ul style="list-style-type: none"> <li>• nine (9) aesthetic chair/beds;</li> <li>• five (5) trollys;</li> <li>• nine (9) magnifying loops;</li> <li>• nine (9) stools;</li> <li>• nine (9) manicure tables;</li> <li>• nine (9) foot basins;</li> <li>• one (1) washer and dryer unit</li> <li>• nine (9) sinks with hot &amp; cold running water during practical procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate disinfectant solution;</li> <li>• Each student is provided with a working kit.</li> </ul>

**SCHOOL RECORDS**

- l) 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.
- m) 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.
- n) 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.
- o) 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

- p) 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.
- q) 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

- r) 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

## 7. CURRICULUMS

### CORE SUBJECTS

- a) The prescribed course of studies for cosmetologists must consist of not less than 75 hours of core subjects, within their cosmetology training:

SUBJECT	INSTRUCTION TO BE GIVEN	MINIMUM
C-1 Professional, personal ethics & image.	Shop deportment; public hygiene; body posture; personal developments; self-grooming; communication skills; human relations.	20 hrs
C-2 Basic sterilization & sanitation.	(Generic) including types, structural classification, movement, growth & reproduction of bacteria; preparation & use of antiseptics and disinfectants; methods of sterilization; sanitary and safety precaution.	25 hrs
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 hrs
C-4 Association by-laws, Act and policies.	General knowledge of the Association's Act; thorough knowledge of by-laws; importance of the Association to our industry; review of relevant policies; importance of membership knowledge of the objectives of the Association.	10 hrs

### LAB HOURS

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

### AESTHETICS

- c) The prescribed course of studies and practical training for an aesthetician shall consist of not less than 1300 hours of theory and practical instruction, including the core subjects, given during a period of not less than 35 weeks by a certified Aesthetic Instructor.



<b>Program 1145</b>	<b>Core 75</b>	<b>Work Experience 35-80</b>	
<b>SUBJECT</b>	<b>INSTRUCTION TO BE GIVEN</b>	<b>MINIMUM</b>	
A-1 Facial	Theory of massage and the appropriate skin types, preparation of equipment and handling of materials.	<u>Theory</u> 75	<u>Clinical</u> 165
		<u>Clients</u> 25	
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>Clinical</u> 130
		<u>Clients</u> 40	
A-3 Pedicuring	Use of equipment, implements and materials, correct procedure for foot massage, sanitation of implements; nail diseases and disorders.	<u>Theory</u> 35	<u>Clinical</u> 130
		<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>Clinical</u> 130
		<u>Clients</u> 75	
A-5 Make-up	Basic make-up uses & application, basic knowledge of color & application procedures, sanitation, protection & techniques.	<u>Theory</u> 35	<u>Clinical</u> 75
		<u>Clients</u> 15	
A-5.1 Lash & Brow enhancements (optional)	Lash enhancements, lash tinting, perming, lifting; brow enhancements and brow tinting.	<u>Theory</u> 30	<u>Clinical</u> 60
		<u>Clients</u> 15	
A-6 Massage techniques	Proper techniques & Procedures; proper use of products for relaxation purposes.	<u>Theory</u> 35	<u>Clinical</u> 35
		<u>Clients</u> 10	
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 Sanitation & sterilization	Specific to course;	15	
A-10 History	Basic knowledge of history and how it helped distinguish the industry.	5	
A-11 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; 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	

#### ASSISTANT

- d) The prescribed course of studies and practical training for Assistant shall consist of not less than 300 hours of theory and practical instruction, including core subjects, by a licensed Hairstyling Instructor in a registered hairstyling school, in the following subjects:

SUBJECT	INSTRUCTIONS TO BE GIVEN
A-1 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.
A-2 Scalp Treatments	Application of corrective hair treatments, preparations, manipulations and rinsing
A-3 Permanent Waving	The technique of applying waving solution to perm rods, rinsing of perming solution, applying neutralizer and the removal of perm rods.
A-4 Hair Colouring	Application of pre-mixed colour (tint), semi-permanent colour and temporary rinses. Rinsing and removal of colour from the hair and skin.

### DEPILATORY TECHNICIAN

- e) 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, including the core subjects, given during a period of not less than six (6) weeks by a certified aesthetic instructor or depilatory technician instructor in a registered school.

Program 190	Core 75	Work Experience OPTIONAL 35	
SUBJECT	INSTRUCTION TO BE GIVEN	MINIMUM	
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 Depilatories	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 Sterilization & sanitation;	Specific to course;	<u>THEORY</u> 15	
DT-5 History	Basic knowledge of history and how it helped distinguish the industry.	<u>THEORY</u> 5	
DT-6 Antomy & 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. Principals for basic biology to include growth, structure & reproduction of living organism.	<u>THEORY</u> 45	

### HAIRSTYLING

- f) The prescribed course of studies and practical training for a hairstylist consists of not less than 1350 hours of theory and practical instruction, including core subjects, in a registered school by a licensed hairstyling Instructor. Students must complete 1600 hours of training prior to licensing. Training must be completed in no less than 43 weeks.

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

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	Use of scissors, razors, 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; Moustaches and beards; Tapered cuts, clipper over comb, edging, flat top (box cut) scissors over comb, neck and ears. Option: straight razor uses.	<u>THEORY</u> 50	<u>CLINICAL</u> 300
H-5 Hair color	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.	<u>THEORY</u> 25	<u>CLINICAL</u> 300
H-6 Permanent waving	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. Chemical straightening; applied methods of application; general knowledge; knowledge of ethnic hair.	<u>THEORY</u> 25	<u>CLINICAL</u> 175
H-7 Artificial hair pieces	Cleaning and servicing, colouring and blending of hair pieces with customer's hair; styling; safety measures.	<u>THEORY</u> 10	<u>CLINICAL</u> 25
H-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. Work experience shall consist of not less than 120 hours and no more than 250 hours.	120-250	
H-9 Sterilization & sanitation	Specific to course;	15	
H-10 History	Basic knowledge of history and how it helped distinguish the industry	5	
H-11 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; 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	

#### LASH & BROW TECHNICIAN

- g) 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, including core subjects, given during

a period of not less than six (6) weeks by a certified aesthetic instructor or lash & brow technician instructor in a registered school.

Program 190	Core 75	Work Experience OPTIONAL 35	
SUBJECT	INSTRUCTION TO BE GIVEN	MINIMUM	
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>CLINICAL</u> 60
		<u>CLIENTS</u> 15	
LT-4 Brow enhancement	Various types of brow enhancements, tweezing eyebrows (only) and brow tinting.	<u>THEORY</u> 20	<u>CLINICAL</u> 40
		<u>CLIENTS</u> 15	
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 Sanitation & sterilization;	Specific to course;	<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	

## MAKEUP

- h) The prescribed course of studies and practical training for a Makeup license shall consist of not less than 350 hours of theory and practical instruction, including core subjects, given during a period of not less than 8 weeks by a certified aesthetic or a certified makeup artist instructor, in a registered school.

Program 190	Core 75	Work Experience 35 (optional)	
SUBJECT	INSTRUCTION TO BE GIVEN	MINIMUM	
M-1 Tools of the trade		<u>Theory</u> 5	
M-2 Color theory		<u>Theory</u> 10	<u>Clinical</u> 10
M-3 Cosmetic product knowledge		<u>Theory</u> 15	
M-4 Daytime makeup		<u>Theory</u> 5	<u>Clinical</u> 15
M-5 Evening makeup		<u>Theory</u> 5	<u>Clinical</u> 15

M-6 Corrective makeup		<u>Theory</u> 5	<u>Clinical</u> 15
M-7 Lash application	False lashes and lash extension application and removal. Maintenance, adhesives, tools, product knowledge, diseases and disorders specific to lash application.	<u>Theory</u> 10	<u>Clinical</u> 40
		<u>False lash clients</u> 10	
		<u>Lash extension clients</u> 15	
M-8 Bridal makeup & 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	

## NAIL TECHNICIAN

- i) The prescribed course of studies and practical training for a Nail Technician shall consist of not less than 350 hours of theory and practical instruction, including core subjects, given during a period of not less than 8 weeks by a certified aesthetic or a certified makeup artist instructor, in a registered school.

Program 275	Core 75	Work experience 35 (optional)	
SUBJECT	INSTRUCTION TO BE GIVEN	MINIMUM	
N-1 Manicuring; Artificial nails	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
		<u>Manicure clients</u> 25	<u>Artificial nails</u> 20
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
		<u>Clients</u> 25	
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 Sterilization & Sanitation	Specific to course;	10	

N-5 History	Basic knowledge of history and how it helped distinguish the industry.	5
N-6 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; common hair, skin & nail disorders and related treatment;	15
N-7 Chemistry & Biology	Specific to course; principals of elementary chemistry; Principals for elementary biology to include growth, structure & reproduction of living organism.	10

#### TECHNICAL CUTTING STYLIST

- j) The prescribed course of studies and practical training for a Technical cutting stylist shall consist of not less than 840 hours of theory and practical instruction, including core subjects in a registered school by 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.

<b>Program 765</b>	<b>Core 75</b>	<b>Work Experience 80-160</b>	
<b>SUBJECT</b>	<b>INSTRUCTION TO BE GIVEN</b>	<b>MINIMUM</b>	
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> 20
C-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>CLINICAL</u> 300
TC-4 Artificial hair pieces	Cleaning and servicing hair pieces styling; safety measures.	<u>CLIENTS</u> No less than 250	
		<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 Sterilization & Sanitation	Specific to course;	15	
TC-7 History	Basic knowledge of history and how it helped distinguish the industry.	5	
TC-8 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; 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
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## GOVERNANCE

### 8. BOARDS/ COMMITTEES

- a) The EXAMINING & LICENSING COMMITTEE's mandate is to fulfill its duties in accordance with the Cosmetology Act.
- b) The Executive Committee's mandate is to: oversee and ensure that the Board of Directors establishes and maintains good governance practices.
- c) The Human Resources and Governance Committee will:
  - ❖ develop, implement, and monitor governance principles, policies, and procedures.
  - ❖ ensure and promote good governance of the Association and its Board.
  - ❖ be comprised of no less than three (3) and no more than five (5) Board members.
  - ❖ elect a member from amongst themselves to serve as Committee Chair.
    - The Committee Chair may not also be the President of the Association.
    - There must be a majority of Committee members in attendance to constitute quorum.
    - A majority vote of members present is required for the Committee to pass a resolution. The Committee Chair will only vote when breaking a tie of votes.
- d) The Finance and Audit Committee will:
  - ❖ develop, implement, and monitor finance principles, policies, and procedures.
  - ❖ ensure and promote sound financial stewardship of the Association and its Board.
  - ❖ be comprised of no less than three (3) and no more than five (5) Board members and will include the Treasurer of the Association.
    - The Treasurer of the Association will be the Committee Chair.
    - There must be a majority of Committee members in attendance to constitute quorum.
    - A majority vote of members present is required for the Committee to pass a resolution. The Committee Chair will only vote when breaking a tie of votes.
- e) 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.
- f) Payment for good, services, or facilities will be distributed to Board members providing the following terms have been met:
  - in the best interest of the CANB;
  - reasonable amount remunerated for goods, service and facilities;
  - does not exceed the maximum amount approved by all of the board.

### MEETINGS

- g) All meetings shall be conducted according to the most recent Robert's Rules of Order.
- h) The Board of Directors may call a special meeting and recommend the removal from office of any Executive Director, 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.

### 9. ASSOCIATION

#### BANKING

- a) All payments received shall be deposited in the chartered bank selected by the Board of Directors and all expenditures shall be by cheque or electronically on such bank.

## THE SEAL OF THE ASSOCIATION

- b) The Seal of the Association consists 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.
- c) The Seal is affixed by the Secretary upon the order of the Board of Directors, except licenses and permits issued by the Examining & Licensing Committee.
- d) The Seal of the Association is affixed to every certificate authorized by the Examining & Licensing Committee and may be affixed thereto by the Executive Director.
- e) 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.

## 10. CHAPTERS OF THE ASSOCIATION

- a) Membership of Chapters:
  - (i) All valid members of the Association who live or work within the boundaries of a Chapter shall be eligible for membership in said Chapter.
  - (ii) All members of a Chapter are entitled to attend and vote at Chapter meetings.
  - (iii) All members of a Chapter who are members in good standing of the Association are eligible to hold positions on the Executive, except students and out-of-province members.
  - (iv) All members of a Chapter are eligible to participate in Chapter committees.
  - (v) Members of the Executive are eligible to serve on the Board of Directors for the CANB.
  - (vi) Members of the Chapter are not eligible to serve of the Executive Committee of the Association.
- b) Meetings of Chapters:
  - (i) Chapters shall hold an annual meeting in the month before the Association's annual meeting.
  - (ii) Written notice of the annual Chapter meeting shall be given to the Chapter's membership no less than 15 days prior and may be given by personal delivery, registered mail, courier, facsimile, electronic mail or other similar electronic means. All motions affecting the by-laws shall be filed with the President at least 40 days prior to the annual meeting.
  - (iii) The majority of Chapter members eligible to vote shall constitute a quorum at all Chapter meetings.
  - (iv) Unless the by-laws of a Chapter provide otherwise, and subject to section 6(c), decisions at Chapter meetings shall be made by majority vote, and in the event of a tie the chairperson shall have a second or casting vote.
- c) Purpose of the annual Chapter meeting shall be:
  - (i) to elect Chapter directors and Executive;
  - (ii) to adopt and amend Chapter by-laws;
  - (iii) to review committee and Executive reports; and
  - (iv) to conduct any other business as determined by the Executive.
  - (v) Special meetings may be called by the Executive. Allowance must be made for sufficient notification of the membership in the case of special meetings.
  - (vi) A copy of the minutes of each meeting of the Chapter shall be forwarded by the secretary of the Chapter to the Association immediately following such meeting.
  - (vii) All motions affecting the by-laws of the Chapter shall be filed with the President at least 20 days prior to the annual meeting
- d) Chapter By-Laws
  - (i) Subject to section 8.5 of the Association by-laws, a Chapter may, from time to time, make, alter, amend, and repeal any such by-law as may be deemed necessary for the carrying out of its aims and objects and, without limiting the generality of the foregoing, may by by-law:
    - i. define the duties of officers of the Chapter and chairpersons of committees,
    - ii. define the structure of the Executive
    - iii. provide for meetings including an annual meeting
    - iv. determine the quorum at all meetings



- v. impose annual and other fees upon its members for local purposes, and
  - vi. define the tenure of office of officers and chairperson of committees
- e) No adoption, amendment or repeal of a by-law of the Chapter shall be effective until passed by resolution of the Chapter's members and submitted to and approved by the Board.