COSMETOLOGY ASSOCIATION OF NEW BRUNSWICK

ASSOCIATION DE COSMÉTOLOGIE DU NOUVEAU-BRUNSWICK

COSMETOLOGY SCHOOL REQUIREMENTS AND CURRICULUM POLICY

October 28, 2025

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INTERPRETATION AND DEFINITIONS

POLICY NO. 1 - INTERPRETATION

Definitions

1.01 In these policies made by the Board, unless the context otherwise requires:

"Act" means Cosmetology Act.

"Association" means the Cosmetology Association of New Brunswick.

"Certified instructor" means a certified cosmetologist instructor as defined under the Act.

"School premise" means the area designated for cosmetology instruction.

"Substitute instructor" means a person who holds a valid instructor license issued by the Association and provides temporarily instruction to cosmetology students.

Words Importing

1.02 In these policies, any words importing the singular number shall include the plural and vice versa and words importing the masculine gender shall include the feminine and neuter genders and vice versa wherever the context so requires.

Meaning

1.03 Any words used in these policies which are defined in the Act or by-laws shall have the meaning set out in the Act or by-laws.

POLICY NO. 2 - COSMETOLOGY SCHOOL REQUIREMENTS

Instructional Areas

2.01 Hairstyling and Technical Cutting Stylist 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.

2.02 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.

2.03 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.

2.04 Instructional areas must have:

(a) one separate practical instructional area with student stations and reception area arranged to facilitate work to be performed;

(b) one dispensary with at least one sink with hot and cold water; and

(c) learning materials for each student covering all curriculum subjects as specified.

2.05 For the purpose of determining minimum instructional areas, non-instructional areas of school are washrooms, closets, hallways, offices, stockroom and other similar rooms or structures.

2.06 The classroom for theoretical instruction must be equipped with seating capacity for all students attending the classroom with equipment including a blackboard, whiteboard or smart board (minimum 3' X 5').

2.07 Licensed schools may offer virtual theory training upon approval from the Examining and Licensing committee.

School Equipment and Supplies

2.08 The practical instruction area must have the following available:

EQUIPMENT	**SUPPLIES/TOOLS**
a) AESTHETICS	
❖ a covered container for soiled towels; ❖ nine (9) aesthetic chair/beds; ❖ five (5) vapo treatment machines; ❖ five (5) hi-frequency machines; ❖ five (5) wax pots; ❖ five (5) trollies; ❖ nine (9) magnifying loops; ❖ nine (9) stools; ❖ nine (9) manicure tables; ❖ nine (9) foot basins; ❖ one (1) washer and dryer unit ❖ nine(9) sinks with hot & cold running water during practical procedures ❖ nine (9) covered storage units for disinfecting implements	❖ Appropriate disinfectant solution; ❖ Each student is provided with a working kit
a) DEPILATORY	
❖ a covered container for soiled towels; ❖ nine (9) aesthetic chair/beds; ❖ nine (9) stations ❖ five (5) wax pots; ❖ five (5) trollies; ❖ nine (9) magnifying loops; ❖ nine (9) stools; ❖ one (1) washer and dryer unit ❖ nine (9) or more sinks with hot & cold running water during practical procedures nine	❖ Appropriate disinfectant solution; ❖ Each student is provided with a working kit

EQUIPMENT	SUPPLIES/TOOLS
❖ nine(9) covered storage units for disinfecting implements	
c) HAIRSTYLING	
❖ closed container for clean towels; ❖ a covered container for soiled towels; ❖ nine (9) industry acceptable chairs; ❖ nine (9) disinfectant containers; ❖ nine (9) covered storage units for disinfected implements ❖ five (5) shampoo bowls; ❖ three (3) standard hair dryer unit with hood	❖ appropriate disinfectant solution; ❖ towels; ❖ shampoos, tonics, creams, conditioners, setting lotion; ❖ magnetic rollers; ❖ clips, bobby and hair pins; ❖ combs and brushes; ❖ permanent waving solutions, rods and applicators, straightening products for textured hair; ❖ 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; ❖ each student is provided with working kit
d) LASH & BROW	
❖ closed container for clean towels; ❖ a covered container for soiled towels; ❖ nine (9) aesthetic chairs/beds; ❖ nine (9) stations; ❖ five (5) trollies; ❖ nine (9) stools; ❖ nine (9) magnifying lamps; ❖ one (1) washer and dryer unit; ❖ three (3) sinks or more with hot and cold running water. ❖ nine (9) covered storage units for disinfecting implements ❖ five (5) wax pots	❖ Appropriate disinfectant solution; ❖ Each student is provided with a working kit
e) MAKEUP	
❖ closed container for clean towels;	❖ Appropriate disinfectant solution;

EQUIPMENT	SUPPLIES/TOOLS
❖ a covered container for soiled towels; ❖ nine (9) makeup chairs; ❖ nine (9) stations; ❖ one (1) bed for lash; ❖ nine (9) stools; ❖ five (5) trolleys; ❖ nine (9) magnifying lamps; ❖ one (1) washer and dryer unit ❖ three (3) sinks or more with hot and cold running water. ❖ nine (9) covered storage units for disinfecting implements	❖ Each student is provided with a working kit
f) NAIL TECHNOLOGY	
❖ closed container for clean towels; ❖ a covered container for soiled towels; ❖ nine (9) aesthetic chair/beds; ❖ five (5) trollys; ❖ nine (9) magnifying loops; ❖ nine (9) stools; ❖ nine (9) manicure tables; ❖ nine (9) nail dust collectors: ❖ nine (9) foot basins; ❖ one (1) washer and dryer unit ❖ nine (9) sinks with hot & cold running water during practical procedures • ❖ nine (9) covered storage units for disinfecting implements	❖ Appropriate disinfectant solution; ❖ Each student is provided with a working kit shall include gloves, UV lamps, e-files and masks
g) CREATIVE SPECIFIC HAIRSTYLING	
❖ closed container for clean towels; ❖ a covered container for soiled towels; ❖ nine (9) industry acceptable chairs; ❖ nine (9) disinfectant containers; ❖ nine (9) covered storage units for disinfected implements ❖ five (5) shampoo bowls;	❖ appropriate disinfectant solution; ❖ towels; ❖ shampoos, tonics, creams, conditioners, setting lotion; ❖ clips, bobby and hair pins; ❖ combs and brushes specific to the textured hair service; ❖ disposable rubber gloves; ❖ capes; ❖ hand held blow dryer, curling iron and styling iron; ❖ two (2) mannequin heads and one (1) stand per student;

EQUIPMENT	SUPPLIES/TOOLS
	❖ each student is provided with working kit

School Records

2.09 Licensed schools may offer virtual theory training upon approval from the Examining and Licensing Committee.

2.10 A school owner must notify the Examining and Licensing Committee in writing of the date of a student's termination of instruction within 30 days after the date of termination.

2.11 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.

2.12 All records required to be maintained by a school under this section must be kept for at least seven (7) years and maintained in an orderly digital filing system that the Association may request access at any time.

Transfer Of Hours and Re-Enrollment

2.13 A school shall furnish a report of credited hours, marks, modules and the completed number of clients which have been received in accordance with school rules for a student when terminating his/her instruction before term is completed.

2.14 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

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

(a) one full-time certified instructor for 18 or fewer students if classroom size permits; and

(b) after enrollment of the first 18 students, one additional full-time instructor for each additional 18 or fewer students.

2.16 A certified instructor must be on the school premises during all hours the school is open for instruction.

2.17 A cosmetology school must not employ unlicensed or uncertified instructors to instruct students, unless said instructor is in training to become a certified instructor and is under the direct supervision of a certified instructor.

POLICY NO. 3 - CURRICULUMS

Core Subject

3.01 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 and policies; 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 for Core Subject

3.02 Up to 50 hours of lab time may be credited as hours towards any prescribed training. Lab hours may include:

(a) substitute instructor

(b) guest technicians

(c) show days

(d) seminars

(e) library/research

(f) manufacturers pertaining to the prescribed course of studies

Aesthetics

3.03 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:

Program 1145	Core 75	Work Experience 35-80	
SUBJECT	INSTRUCTION TO BE GIVEN	MINIMUM	
		Theory 75	Practical 165

A-1 Facial	Theory of massage and the appropriate skin types, preparation of equipment and handling of materials.	Clients 25	
A-2 Manicuring	Use of equipment, implements and materials, correct procedure for hand massage, sanitation of implements; nail diseases and disorders.	Theory 35	Practical 130
		Clients 40	
A-3 Pedicuring	Use of equipment, implements and materials, correct procedure for foot massage, sanitation of implements; nail diseases and disorders.	Theory 35	Practical 130
		Clients 40	
A-4 Depilatories	Method of application of product, proper use of equipment, implements & materials, sanitation of implements. Waxing, tweezing, sugaring, excluding laser and needles.	Theory 40	Practical 130
		Clients 75	
A-5 Make-up	Basic make-up uses & application, basic knowledge of color & application procedures, false lashes, eyelash and brow tinting, sanitation, protection & techniques.	Theory 35	Practical 75
		Clients 15	
A-6 Massage techniques	Proper techniques & Procedures; proper use of products for relaxation purposes.	Theory 35	Practical 25
		Clients 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

3.04 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	**INSTRUCTION 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.

Creative Specific Hairstylist

3.05 The prescribed course of studies and practical training for a Creative Hairstylist shall consist of not less than 350 hours of theory and practical instruction, including core subjects in a registered school by a certified hairstylist or creative hairstylist Instructor. Students must complete no less than 350 hours of training prior to licensing. Training must be completed in no less than 8 weeks.

Program 240	**Core 75**	**Work Experience OPTIONAL 35**	
SUBJECT	**INSTRUCTION TO BE GIVEN**	**MINIMUM**	
CH-1 Tools of the trade	Preparation of products and tools, equipment, and handling of materials. Use of thermal tools.	THEORY 10	CLINICAL 10
CH-2 Shampoos& Rinses	Correct draping procedures; ph scale; product knowledge; massage techniques for scalp; ingredients of products; method of retailing.	THEORY 10	CLINICAL 10
CH-3 Artificial hair pieces	Weaves, extensions, wefts, wigs; cleaning and servicing hair pieces; safety measures	THEORY 10	CLINICAL 25

CH-4 Hairstyling	Artificial or natural hair pieces, extensions; various types of braiding and weaving; Hair textures. Updo styles to incorporate artificial or natural hair pieces, braiding or weaving combinations. Back combing or brushing.	THEORY 15	CLINICAL 75
		CLIENTS ENHANCEMENTS: 50 UPDOS: 20	
CH-5 Work experience OPTIONAL	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.	35 HOURS	
CH-6 Sanitation & sterilization;	Specific to course;	THEORY 15	
CH-7 History	Basic knowledge of history and how it helped distinguish the industry	THEORY 5	
CH-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.	THEORY 35	
CH-9 Chemistry & Biology;	Specific to course; composition and structure of the hair. Principals for basic biology to include growth, structure & reproduction of living organism.	THEORY 20	

Depilatory Technician

3.06 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.	THEORY 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.	THEORY 20	CLINICAL 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.	Clients 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;	THEORY 15	
DT-5 History	Basic knowledge of history and how it helped distinguish the industry.	THEORY 5	
DT-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 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.	THEORY 45	

Eyelash Technician

3.07 This Eyelash Technician Curriculum is an extension module to the Aesthetic Curriculum.

3.08 The prescribed course of studies and practical training for an Eyelash Technician shall consist of not less than 150 hours of theory, client quotas and practical instruction, given within the aesthetic curriculum as an extension, by a certified eyelash instructor or lash & brow technician instructor in a registered school.

Program 150		Hours	
SUBJECT	**INSTRUCTION TO BE GIVEN**	**MINIMUM**	
ET-1 Tools of the trade	Preparation of products and tools, equipment and handling of materials	THEORY 5	
ET-2 Product knowledge	Any type of eye lash enhancements such as curls, diameters, lengths, textures, flares, strips, size, ingredients, and taping	THEORY 15	
ET-3 Eyelash enhancements	Client consultation; knowledge of natural eyelashes, application, and removal of upper and lower lash extensions; cleansing, safety, and sanitation practices; artistry, accessories, maintenance, adhesives and tinting, eyelash perm/lift, brow lift(lamination) and any other eyelash enhancements.	THEORY 20	CLINICAL 90
		CLIENTS 15 various full sets 15 fills	
ET-4 Sanitation & sterilization;	Specific to course;	THEORY 10	
ET-5 Eye, eyelash 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.	THEORY 10	

3.09 Licensed aestheticians may register as a student and complete 150 hours of training, pass the provincial examination and receive an eyelash technician license. (Separate from aesthetic license); core subjects must be completed.

Hairstyling

3.10 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.

3.11 Students must complete 1600 hours of training prior to licensing.

3.12 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.	THEORY 10	CLINICAL 20
		CLIENTS 30	
H-2 Scalp treatments	Brushing techniques; scalp manipulations; appropriate reconditioners & reconstructions for abnormal conditions of the hair and scalp; application of product	THEORY 10	CLINICAL 20
		CLIENTS 10	
H-3 Hairstyling	Short Hair pincurls (using various bases); fingerwaves; roller placement; thermal styling; purposes of blow dryer; methods of blow drying of various effects; curling iron uses; mouldings. Long Hair 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. Comb-out Methods of back brushing; & back combing; facial shapes.	THEORY 30	CLINICAL 200
		CLIENTS 45	
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 and straight razor uses.	THEORY 50	CLINICAL 300
		CLIENTS 85	
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.	THEORY 25	CLINICAL 300
		CLIENTS 30	
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	THEORY 25	CLINICAL 175
		CLIENTS 10	

	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		
H-7 Artificial hair pieces	Cleaning and servicing, colouring and blending of hair pieces with customer's hair; styling; safety measures.	THEORY 10	CLINICAL 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, provided that if fewer than 250 hours are obtained, the remaining hours must be completed within a registered school.	
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 and Brow Technician

3.13 The prescribed course of studies and practical training for a Lash & Brow Technician shall consist of not less than 375 hours of theory and practical instruction, including core subjects, given during a period of not less than eight (8) weeks by a certified eyelash & brow technician instructor in a registered school.

Program 265	Core 75	Work Experience OPTIONAL 35	
SUBJECT	**INSTRUCTION TO BE GIVEN**	**MINIMUM**	
LB-1 Tools of the trade	Preparation of products and tools, equipment and handling of materials	THEORY 5	
LB-2 Product knowledge	Various types of eye lash & brow enhancements such as curls, diameters, lengths, textures, flares, strips, size, ingredients,	THEORY 15	
LB-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.	THEORY 20	CLINICAL 85
		CLIENTS 15 various full sets 15 fills	
LB-4 Brow enhancement	Various types of brow enhancements, tweezing eyebrows and brow tinting. brow lamination (perming); Method of application of wax products, proper use of equipment, implements & materials, sanitation of implements, tweezing, sugaring, excluding laser and needles.	THEORY 20	CLINICAL 70
		CLIENTS 15	
LB-5 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	
LB-6 Sanitation & sterilization;	Specific to course;	THEORY 15	
LB-7 History	Basic knowledge of history and how it helped distinguish the industry	THEORY 5	
LB-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	THEORY 30	

	include growth, structure & reproduction of living organism.	

3.14 Licensed Lash and Brow technicians may apply for an inclusion of waxing or sugaring of eyebrows to the license upon completion of 15 hours of theory and clinical training and 5 client quotas in a school under the direct supervision of a licensed aesthetic instructor. Five (5) additional clients can be completed in a registered salon under the direct supervision a of a licensed aesthetician.

Makeup

3.15 The prescribed course of studies and practical training for a Makeup license shall consist of not less than 300 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		Theory 5	
M-2 Color theory		Theory 10	Clinical 10
M-3 Cosmetic product knowledge		Theory 15	
M-4 Daytime makeup		Theory 5	Clinical 15
M-5 Evening makeup		Theory 5	Clinical 15
		Makeup clients 25	
M-6 Corrective makeup		Theory 5	Clinical 15
M-7 Lash application	False lashes application and removal. Maintenance, adhesives, tools and equipment, product knowledge.	Theory 10	Clinical 40
		False lash clients 10	
M-8 Bridal makeup & camera ready brides		Theory 5	Clinical 10
M-9 Work	Work experience is to be conducted in a place other than the student's school or training	35	

experience (optional)	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.	
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

3.16 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 nail technician instructor, in a registered school.

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<tr><td rowspan="2">N-1 Manicuring; Artificial nails</td><td rowspan="2">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.</td><td>Theory 35</td><td>Clinical 90</td></tr>
<tr><td>Manicure clients 25</td><td>Artificial nails 20</td></tr>
<tr><td rowspan="2">N-2 Pedicuring</td><td rowspan="2">Use of equipment, implements and materials, correct procedure for foot massage, sanitation of implements; nail diseases and disorders for pedicuring, foot and leg anatomy.</td><td>Theory 35</td><td>Clinical 90</td></tr>
<tr><td colspan="2">Clients 25</td></tr>
<tr><td>N-3 Work experience (optional)</td><td>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</td><td colspan="2">35</td></tr>
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	student hours and progress of work experience. Hours of work experience shall be consistent with designated training program.	
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

3.17 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.

Program 765	**Core 75**	**Work experience 80-160**	
SUBJECT	**INSTRUCTION TO BE GIVEN**	**MINIMUM**	
TC-1 Shampoos & Rinses	Correct draping procedures; pH scale; product knowledge; massage techniques for scalp & shoulders; ingredients of products; method of retailing.	THEORY 10	CLINICAL 20
TC-2 Scalp treatments	Brushing techniques; scalp manipulations; appropriate conditioners & reconstructions for abnormal conditions of the hair and scalp; application of product.	THEORY 10	CLINICAL 20
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	THEORY 25	CLINICAL 300

	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. Straight razor uses.	CLIENTS No less than 20	
TC-4 Artificial hair pieces	Cleaning and servicing hair pieces styling; safety measures.	THEORY 10	CLINICAL 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.	THEORY 25	CLINICAL 100

COSMETOLOGY ASSOCIATION OF NEW BRUNSWICK

ASSOCIATION DE COSMÉTOLOGIE DU NOUVEAU-BRUNSWICK

GOVERNANCE POLICY

October 28, 2025

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INTERPRETATION AND DEFINITIONS

POLICY NO. 1 - INTERPRETATION

Definitions

1.01 In these policies made by the Board, unless the context otherwise requires:

"Act" means the *Cosmetology Act*.

"Board" means the Board of the Association constituted under Subsection 9(1) of the Act.

"Association" means the Cosmetology Association of New Brunswick.

"Deputy Registrar" means the Deputy Registrar as appointed by the Board.

"Executive Director" means the Executive Director appointed under subsection 11(1) of the Act.

"Member" means a person who is registered with the Association and who holds a valid licence, and for the purposes of disciplinary action or investigation under the Act or by-laws, or policies includes a person whose membership has been suspended, revoked, expired or resigned.

"Member in good standing" means 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.

"Prescribed" means prescribed by by-laws or policies made under the Act.

"Register" means the register kept under to subsection 27(2) of the Act.

"Registrar" means the Registrar of the Association appointed under subsection 11(1) of the Act and, in these policies, includes the "Deputy Registrar".

"Registration" means the entry of a name of a person in a register or roster under the Act.

"Report" means a formal or informal notification regarding suspected unlicensed practice.

"Unlicensed Practice" means any activity defined as cosmetology under the Act without a valid license or permit.

Words Importing

1.02 In these policies, any words importing the singular number shall include the plural and vice versa and words importing the masculine gender shall include the feminine and neuter genders and vice versa wherever the context so requires.

Meaning

1.03 Any words used in these policies which are defined in the Act or by-laws shall have the meaning set out in the Act or by-laws.

THE ASSOCIATION

POLICY NO. 2 - ASSOCIATION

Provincial Office

2.01 The provincial office of the Association shall be located in the City of Fredericton. All notifications, notices, correspondence and any other directions shall be made to the Association or the Board at the provincial office.

Fiscal Year

2.02 The fiscal year of the Association shall terminate on the 31st day of March in each year, which date may be changed from time to time by resolution of the Board.

Seal

2.03 The corporate seal of the Association shall be in such form as the Board may approve from time to time.

2.04 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.

2.05 The Seal of the Association is affixed to every certificate authorized by the Provincial Examining and Licensing Committee and may be affixed thereto by the Executive Director/ Registrar.

2.06 When the Provincial Examining and Licensing Committee has authorized a certificate to be issued; it shall be signed by the President or Vice-President and the Executive Director/ Registrar.

Executive Director/ Registrar

2.07 The Executive Director/ Registrar is an appointed by the Association and may attend meetings of the Board as a non-voting member and may attend meetings of committees as a non-voting member as required by the Board.

2.08 The Executive Director/ Registrar shall:

(a) issue a license to licensed members and a certificate and/or written notification of membership to all other members upon admission to membership and from time to time and in such form or forms, including electronic form, as the Board may approve by resolution, to such persons who have met the requirements of the Act, by-laws and policies and have paid all required fees,

(b) issue a permit to operate a salon or school and a certificate and/or written notification of the permit to all other members upon the issuance of the permit and from time to time and in such form or forms, including electronic form, as the Board may approve by resolution, to such persons who have met the requirements of the Act, by-laws and policies and have paid all required fees,

(c) issue annually a renewal of license, permit and membership in such form or forms as the Board may approve by resolution, to such persons who have met the requirements of the Act, by-laws and policies and have paid all required fees,

(d) accurately keep or cause to be kept the register and temporary register of the Association and shall record or cause to be recorded all information required to be kept in such registers,

(e) perform all duties and exercise all powers assigned to the Executive Director/ Registrar in the Act, by-laws and policies and perform such other duties and exercise such other powers as may be directed from time to time by the Board,

(f) deliver to their successor in office all books, papers and other property of the Association and Board, and

(g) act as a signing officer.

2.09 The Executive Director/ Registrar may delegate their authority to the Deputy Registrar and may assign duties and tasks to the Deputy Registrar from time to time, except as limited by the Act.

2.10 The Executive Director/ Registrar shall hold office at the pleasure of the Board.

2.11 Wherever the terms “Executive Director” or “Registrar” appear in the by-laws and these policies, they shall be read as including the Deputy Registrar except where otherwise provided.

Deputy Registrar

2.12 The Board may appoint a Deputy Registrar and, if appointed, the Deputy Registrar shall be appointed by the Association and shall hold office at the pleasure of the Board.

2.13 The Deputy Registrar shall:

(a) carry out, perform or administer such duties and tasks of the Executive Director/ Registrar as the Board may direct from time to time,

(b) carry out, perform or administer such other duties, functions and tasks as the Board may direct from time to time, and

(c) act as a signing officer.

BOARD OF DIRECTORS

POLICY NO. 3 - BOARD OF DIRECTORS

3.01 The Board shall be composed of:

(a) the President;

(b) the Vice-President;

(c) the Secretary;

(d) the Treasurer; and

(e) five directors who are members of the Association, nominated by the Board and elected by the members of the Association.

3.02 The Board shall exercise such powers and authorities as shall be defined by the Act, the by-laws, and policies made thereunder.

Terms

3.03 The term of office for the directors mentioned in Policy 3.01 shall be renewable terms of three (3) years, with a maximum of two consecutive terms in the same office, and may be re-elected after two years has passed since their last term ended.

Officers

3.04 The officers of the Association shall be the President, Vice-President, Secretary, and Treasurer.

Appointment of Directors and Officers

3.05 The method of nominating, appointing, and electing directors and officers shall be as set out in these policies and, in the absence of such policies, in accordance with the latest addition of Robert's Rules of Order.

3.06 Wherever possible, the President, Vice-President, Secretary and Treasurer must have served at least three (3) year on the Board prior to being elected by the members of the Association to act as the President, Vice-President, Secretary, or Treasurer.

3.07 A member eligible for appointment or election as a director or officer may be nominated for such appointment. No member may be nominated for more than one (1) officer position. Current officers may be nominated for officer positions upon the expiration of their current term.

3.08 Policy 3.03 to 3.07 with respect to the terms of office and appointment of officers do not apply to the offices of the Past President, Registrar, Deputy Registrar, or Executive Director who are appointed by the Board pursuant to Policies 2.07, 2.12, and 5.05 respectively, and hold office at the pleasure of the Board.

3.09 Prior to nomination, appointment, or election to the Board, a member must complete and sign such confidentiality, conflict of interest and code of conduct form as may be required by the Board from time to time.

Vacancy

3.10 In the event of a vacancy on the Board caused by death, resignation, removal for cause of any member thereof, the Board shall appoint a replacement to serve the remainder of that member's term.

3.11 In the event of a vacancy in the office caused by death, resignation, removal for cause of any member thereof, the Board shall name a replacement to serve the remainder of that member's term.

3.12 Upon termination of office, all officers and directors of the Association shall promptly surrender all books, seals, monies, and other properties of the Association to the member's successor or to any officer of the Association and no later than thirty (30) days after the member's term of office has expired.

Eligibility

3.13 A member is eligible to hold an officer or director position with the Association who meets the following criteria:

(a) must be a Member in good standing with the Association;

(b) must be at least nineteen (19) years of age;

(c) must be an individual;

(d) must not have been convicted of a criminal offence or have been found liable in a civil case, subject to the discretion of the Board to waive this requirement;

(e) must not have any unresolved complaints or disciplinary proceedings against them, subject to the discretion of the Board to waive this requirement; and

(f) must execute such codes of conduct, confidentiality, and conflicts of interest as may be determined by the Board from time to time.

Meetings of the Board

3.14 Board meetings shall be held quarterly, at any time or place determined by the President.

3.15 Additional meetings of the Board shall be determined by the President or shall be held on the written request of three (3) members of the Board, at any time or place determined by the President. Any such meetings of the Board may be held, in whole or in part, in person, by video, by telephone or by any electronic means approved by the Board.

Notice of Board Meetings

3.16 Notice of the time and place of Board meetings shall be given to each Board member not less than one (1) week before the date of such meeting and such notice may be mailed, delivered or sent by any electronic means approved by the Board.

3.17 Notwithstanding the foregoing, a meeting of the Board may be held at any time or place without formal notice if all directors are present or have waived notice of the meeting.

3.18 Notwithstanding the foregoing, where a meeting of the Board is held, in whole or in part, by video, telephone or any electronic means, notice of the time and place of the meeting shall be on such terms and by such means as the Board deems appropriate and shall be subject to such rules as the Board may make from time to time.

Termination of Officers and Directors

3.19 An officer or director may be terminated or removed from their position in any of the following circumstances:

(a) they no longer meet the eligibility requirements set out in Policy 3.13 of these policies;

(b) they submit a written resignation to the President or the Executive Director/ Registrar;

(c) they are absent from three (3) Board meetings within any twelve (12) month period without, in the opinion of the Board, just cause;

(d) they resign their membership in the Association, or their license or registration are otherwise terminated;

(e) they become incapacitated or pass away during their term; or

(f) they are removed from office with cause by a resolution adopted by a two-thirds (2/3) majority vote of the Directors, provided that:

(i) written notice of the intent to consider removal is given to all directors and the officer or director in question at least ten (10) days in advance of the meeting;

(ii) the officer or director is given the opportunity to respond to the proposed removal, either in writing or by addressing the meeting prior to the vote;

(iii) at the same meeting another qualified and eligible member may be elected by the Directors in the place of the Director who has been removed. The member so elected shall hold office for the remainder of the existing term of the removed director; and

(iv) the meeting is held in accordance with the procedures set out in the by-laws and the policies.

3.20 If an officer or director has been found to have violated their duties, the President of the Association will meet with the officer or director and first offer them a chance to resign.

3.21 If a person is removed or resigns from the Board, that person is also removed from all committees on which they serve.

3.22 Any member of the Board, its Executive, or its committees who has been removed from their position for any form of misconduct or violation of their confidentiality declaration shall not be eligible for election to further serve on the Board or any committee of the Association.

DUTIES OF OFFICERS

POLICY NO. 4 - DUTIES OF OFFICERS

President

4.01 The President shall

(a) preside at all meetings of the Association and Board,

(b) supervise the affairs of the Association,

(c) prepare the agendas of annual and Board meetings,

(d) establish dates of meetings of the Board and the Association,

(e) answer correspondence of the Association when required,

(f) act as a signing officer,

(g) perform such other duties as may be delegated to them under the by-laws, policies or by the Board for the efficient management of the Association, and

(h) have a second casting vote in the event of a tie at any meeting at which they preside.

(i) The President may delegate their duties under Policies 4.01(b) to (e).

Vice-President

4.02 The Vice-President shall

(a) assume the duties of the President in the President's absence or inability to act, and

(b) perform such other duties as may be delegated to them under the by-laws, policies or by the Board for the efficient management of the Association.

Secretary

4.03 The Secretary shall

(a) arrange for the maintenance of all records of the Association,

(b) arrange for the recording and maintenance of minutes for all general and Board meetings, and

(c) perform such other duties as may be delegated to them under the by-laws, policies, or by the Board for the efficient management of the Association.

Treasurer

4.04 The Treasurer shall

(a) arrange for the collection and disbursements of the funds of the Association with the approval of the Board,

(b) arrange for the presentation of a report and the Annual Financial Statements at the Annual Meeting,

(c) review the annual Association budget,

(d) arrange for the auditors of the Association to be engaged during any review of the Association's accounts,

(e) be the Finance and Audit Committee Chair, and

(f) perform such other duties as may be delegated to them under the by-laws, policies, or by the Board for the efficient management of the Association.

COMMITTEES

POLICY NO. 5 - COMMITTEES OF THE ASSOCIATION

5.01 The Board shall establish, maintain and appoint such other committees as it, from time to time, deems necessary or expedient.

5.02 Unless otherwise expressly provided, the Board may fill any vacancy on any committee and any member appointed to fill such a vacancy shall hold office until their successor is appointed.

5.03 Except as otherwise expressly provided, the Board may from time to time appoint an additional member or members to any committee.

Executive Committee

5.04 The Executive Committee shall be composed of:

(a) President;

(b) Vice-President;

(c) Secretary;

(d) Treasurer; and

(e) Immediate Past-President.

5.05 The Immediate Past-President shall be a non-voting member of the Executive Committee.

5.06 The Executive Committee may under the provisions of the Act exercise any of the powers and privileges of the Board between meetings of the Board or at such other times as may be deemed necessary by the Executive Committee. All orders, determinations, resolutions and decisions of the Executive Committee shall be effective from the date made, but must be reported at the next meeting of the Board.

5.07 The Executive Committee shall meet quarterly prior to the Board's meetings, or as determined necessary by the Executive Committee.

Human Resources and Governance Committee

5.08 The Human Resources and Governance Committee shall be composed of no less than three (3) and no more than five (5) Board members appointed by the Board.

Terms

5.09 The term of Human Resources and Governance Committee members mentioned in Policy 5.08 shall be renewable terms of two (2) years.

Vacancy

5.10 In the event of the death or resignation or the termination of office of any member of the Human Resources and Governance Committee, appointed pursuant to Policy 5.08, a successor shall be appointed by the Board as soon as practicable to serve the remainder of that member's term.

Chair

5.11 The Human Resources and Governance Committee shall elect a member from amongst themselves to serve as Committee Chair.

5.12 The Human Resources and Governance Committee Chair may not also be the President of the Association.

Voting

5.13 A majority vote of members present is required for the Human Resources and Governance Committee to pass a resolution.

5.14 The Human Resources and Governance Committee Chair will only vote when breaking a tie of votes.

Duties of the Human Resources and Governance Committee

5.15 The Human Resources and Governance Committee shall,

(a) Develop, implement, and monitor governance principles, policies, and procedures; and

(b) Ensure and promote good governance of the Association and its Board.

Finance and Audit Committee

5.16 The Finance and Audit Committee shall be appointed by the Board and composed of:

(a) no less than three (3) and no more than five (5) Board members; and

(b) include the Treasurer of the Association.

Terms

5.17 The term of Finance and Audit Committee members mentioned in Policy 5.16 be renewable terms of two (2) years.

Vacancy

5.18 In the event of the death or resignation or the termination of office of any member of the Finance and Audit Committee, appointed pursuant to Policy 5.16, a successor shall be appointed by the Board as soon as practicable to serve the remainder of that member's term.

Chair

5.19 The Treasurer of the Association shall be the Finance and Audit Committee Chair.

Voting

5.20 A majority vote of members present is required for the Finance and Audit Committee to pass a resolution.

5.21 The Finance and Audit Committee Chair will only vote when breaking a tie of votes.

Duties of the Finance and Audit Committee

5.22 The Finance and Audit Committee shall,

(a) Develop, implement, and monitor finance principles, policies, and procedures; and

(b) Ensure and promote sound financial stewardship of the Association and its Board.

Provincial Examining and Licensing Committee

5.23 The Provincial Examining and Licensing Committee shall be composed of:

(a) five (5) licensed cosmetologists elected by the membership of the Association; and

(b) four (4) members appointed by the Board.

Terms

5.24 The term of Provincial Examining and Licensing Committee members mentioned in Policy 5.23(a) shall be renewable terms of two (2) years and may be re-elected after two (2) years has passed since their last term ended.

Vacancy

5.25 In the event of the death or resignation or the termination of office of any member of the Provincial Examining and Licensing Committee, elected or appointed pursuant to Policy 5.23, a successor shall be appointed by the Board as soon as practicable to serve the remainder of that member's term.

Quorum

5.26 The quorum for meetings whether in person or by video, telephone or any electronic means shall be three (3) members of the Provincial Examining and Licensing Committee in good standing.

Eligibility

5.27 A member is eligible to be a member of the Provincial Examining and Licensing Committee who meets the following criteria:

(a) must be a Member in good standing with the Association;

(b) must be at least nineteen (19) years of age;

(c) must be an individual;

(d) must not have been convicted of a criminal offence or have been found liable in a civil case, subject to the discretion of the Board to waive this requirement;

(e) must not have any unresolved complaints or disciplinary proceedings against them, subject to the discretion of the Board to waive this requirement;

(f) must execute such codes of conduct, confidentiality, and conflicts of interest as may be determined by the Board from time to time; and

(g) is not an owner or instructor at a cosmetology school.

Duties of the Provincial Examining and Licensing Committee

5.28 The Board may delegate regulatory powers to the Provincial Examining and Licensing Committee respecting:

(a) curriculum;

(b) conditions for the licensing of schools;

(c) qualifications for the licensing of instructors;

(d) qualifications for the licensing of individual members;

(e) standards for sanitation of facilities;

(f) discipline of members; and

(g) dispute resolution

Termination of Provincial Examining and Licensing Committee Member

5.29 A member of the Provincial Examining and Licensing Committee may be terminated or removed from their position in any of the following circumstances:

(a) they no longer meet the eligibility requirements set out in Policy 5.27 of these policies;

(b) they submit a written resignation to the Chairperson of the Provincial Examining and Licensing Committee;

(c) they resign their membership in the Association, or their license or registration are otherwise terminated;

(d) they become incapacitated or pass away during their term; or

(e) they are removed from office with cause by a resolution adopted by a two-thirds (2/3) majority vote of the Board, provided that:

(i) written notice of the intent to consider removal is given to all directors and the committee member in question at least ten (10) days in advance of the meeting;

(ii) the committee member is given the opportunity to respond to the proposed removal, either in writing or by addressing the meeting prior to the vote;

(iii) at the same meeting another qualified and eligible member may be appointed by the Board in the place of the committee member who has been removed. The member so elected shall hold office for the remainder of the existing term of the removed committee member; and

(iv) the meeting is held in accordance with the procedures set out in the by-laws and the policies.

5.30 Any member of the Provincial Examining and Licensing Committee who has been removed from their position for any form of misconduct or violation of their confidentiality declaration shall not be eligible for reappointment to further serve on the Provincial Examining and Licensing Committee.

Discipline Committee

5.31 The Disciplinary Committee as referenced in the Act and by-laws, shall be composed of at least two (2) members of the Provincial Examining and Licensing Committee who are in good standing. None of whom shall be a director of the Association.

5.32 The Provincial Examining and Licensing Committee shall appoint the Chairperson, Vice-Chairperson, and members of the Disciplinary Committee for renewable two (2) year terms and may establish staggered terms. The Vice-Chairperson may serve in the place of the Chairperson in the event of the Chairperson's absence or inability to act at any time.

5.33 The members of the Disciplinary Committee shall meet all requirements for eligibility as determined by the Board from time to time.

Vacancy on the Disciplinary Committee

5.34 In the event of a vacancy for any reason on the Disciplinary Committee, or an inability of a Disciplinary Committee member to participate at any time, the Provincial Examining and Licensing Committee shall fill such vacancy forthwith for an ad hoc term or for a new two (2) year term as the case may be.

5.35 If a member of the Disciplinary Committee who has participated in the consideration of an ongoing complaint becomes unavailable for any reason to complete the process or participate in the decision before a decision has been made, the remaining member or members of the panel may complete consideration of the complaint and issue a decision.

5.36 If the term of a member of the Disciplinary Committee who has participated in the consideration of an ongoing complaint expires before a decision has been made, the member's term will be deemed to continue but only for the purpose of participating in the decision and for no other purpose.

Quorum of Disciplinary Committee

5.37 The quorum for the Disciplinary Committee, unless otherwise provided, is two (2) members and shall act for, carry out and exercise all duties and powers of the Disciplinary Committee.

Complaint Processing

5.38 Upon receiving a complaint by the Association, the complaint is to be registered with the Executive Director/ Registrar.

5.39 The Executive Director/ Registrar may upon receiving a complaint

(a) conduct or provide for the conduct of investigations on behalf of the Disciplinary Committee,

(b) if necessary, obtain additional information from the complainant and other persons and carry out such preliminary investigation, as the Executive Director/ Registrar considers necessary,

(c) provide for the processing of complaints before the Disciplinary Committee,

(d) engage legal counsel to assist as required in the processing of complaints or as otherwise considered necessary.

5.40 In the absence of a complaint, if the Executive Director/ Registrar has reason to believe that the conduct or actions of a member may constitute a violation of the Act, by-laws, or policies, the Executive Director/ Registrar may file a complaint with the Disciplinary Committee.

5.41 Upon receiving a complaint, the Chairperson of the Provincial Examining and Licensing Committee shall:

(a) appoint a panel of two (2) members of the Disciplinary Committee to consider the complaint composed of the Chairperson or the Vice-Chairperson of the Discipline Committee and one other member of the Provincial Examining and Licensing Committee.

(b) cause the Executive Director/ Registrar to:

(i) notify the member in writing that a complaint has been received by the Disciplinary Committee and that the Disciplinary Committee will consider the complaint;

(ii) forward a copy of the complaint and any reports, documents and evidence received respecting the complaint to the member;

(iii) request that the member state their preferred language;

(iv) request and obtain such reports, documents and evidence in writing as the Chairperson of the Disciplinary Committee considers necessary for the purpose of the Disciplinary Committee and prepare and deliver to the Disciplinary Committee such reports, documents and evidence in writing;

(v) if applicable, appoint one or more investigators to conduct an investigation pursuant to By-laws 5.9 – 5.13; and

(vi) upon completion of such preliminary matters deemed necessary by the Chairperson of the Disciplinary Committee or Executive Director/ Registrar, set a date for the first hearing of the Disciplinary Committee and notify the member of the said date which notice shall be accompanied by copies of all reports, documents and evidence delivered to the Disciplinary Committee under (ii) above and shall be given at last fourteen (14) days prior to the meeting.

5.42 When the Disciplinary Committee has made a determination, decision or order pursuant to the Act, by-laws, or policies, the Disciplinary Committee shall forward to the Executive Director/ Registrar, the member against whom the complaint was made and the complainant a report of its determination, decision or order, signed by the members of the Disciplinary Committee concurring therein.

5.43 In the event that the Disciplinary Committee issues a reprimand, the reprimand shall remain in the file of the member for a minimum period of two (2) years following the

issuance of the reprimand, or for a period that has been determined by the Disciplinary Committee.

5.44 It is the duty of the member against whom a complaint is made to appear at all hearings but in the event of non-attendance the Disciplinary Committee upon proof of mailing or service of notice of such hearing, may proceed in the same way as though the member were in attendance.

5.45 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) a reprimand;

(b) $250.00 penalty fee;

(c) pay all or part of the disciplinary procedure costs;

(d) give public notice;

(e) make recommendations to the Provincial Examining and Licensing Committee to:

(i) suspend a licence or permit; or

(ii) impose terms, conditions and limitations for a specific period of time.

5.46 All fees, fines and penalties payable under this Policy shall be paid to the Association and belong to the Association.

Public Notification

5.47 When the Disciplinary Committee has made a determination, decision or order pursuant to the Act or a decision respecting an application under the by-laws or policies hereof, the Disciplinary Committee shall notify any persons, including the public generally, as it deems expedient or necessary, of its determination, decision or order in such manner and form as it deems expedient.

Reinstatement

5.48 If a member's license or permit is revoked pursuant to subsection 26(1) of the Act, then this reinstatement policy shall apply with respect to any application made by that member or permit holder for registration or reinstatement.

5.49 The Provincial Examining and Licensing Committee, or a panel thereof, shall consider all applications for reinstatement of registration, permit, membership or right to practise after revocation and all applications for removal or alteration of conditions, restrictions or limitations imposed on a member's registration, permit, membership or right to practise (hereinafter collectively referred to as "sanctions") and shall make such investigations and conduct such hearings it deems necessary for the consideration of such applications.

5.50 The Provincial Examining and Licensing Committee, or a panel thereof, appointed to consider an application under Policy 5.48 shall be appointed in the manner set out in the Act, by-laws or policies with such modifications as are necessary.

5.51 No application under Policy 5.48 may be made to the Provincial Examining and Licensing Committee within twelve (12) months from the date on which sanctions were imposed or within twelve (12) months from the date of the determination of any previous application under Policy 5.48.

5.52 The Provincial Examining and Licensing Committee shall determine its own rules of procedure with respect to applications made under Policy 5.48.

5.53 The Provincial Examining and Licensing Committee shall not consider any application made under Policy 5.48 unless:

(i) the application is in writing and is signed by the applicant;

(ii) the application sets out the grounds of the application, the remedy or order sought, and the remedial measures taken by the applicant;

(iii) the applicant has paid all fees determined by the Board by resolution from time to time; and

(iv) the applicant has complied with any requirements set out in the Act, by-laws and policies with respect to such applications.

5.54 The Provincial Examining and Licensing Committee may dismiss the application made under Policy 5.48 or may make such decision, order or determination as it deems appropriate.

5.55 When the Provincial Examining and Licensing Committee has made a decision, order or determination with respect to an application under Policy 5.48, the Provincial Examining and Licensing Committee shall forward to the Executive Director/ Registrar and the applicant a copy of its decision, order or determination signed by the members of the Provincial Examining and Licensing Committee concurring therein.

Appeal

5.56 If a member against whom a complaint has been made is dissatisfied with a decision of the Provincial Examining and Licensing Committee such person may, by serving a written notice of appeal on the Executive Director/ Registrar within 30 days after the date on which notice of the decision was given to that person, appeal the decision to a judge of The Court of King's Bench of New Brunswick, whose decision shall be final and binding on the member appealing and on the Association.

MEETINGS OF THE ASSOCIATION

POLICY NO. 6 - MEETINGS OF THE ASSOCIATION

Annual Meeting

6.01 The annual meeting of the Association shall be held each year on such date and at such place as the Board may determine and such annual meeting of the Board may be held, in whole or in part, in person, by video, by telephone or by any electronic means approved by the Board.

Special Meetings

6.02 Special meetings of the Association may be called:

(a) by a majority vote of the Board; or

(b) upon receipt of a written demand signed by fifty (50) members

6.03 Upon receipt of a written request in accordance with Policy 6.02(b), the Board shall call a special meeting of the Association within thirty (30) days.

6.04 The quorum for special meetings of the Association shall be fifty (50) members.

6.05 Notwithstanding Policy 6.02, a special meeting of the Association may be called by a resolution passed by a vote of two-thirds (2/3) of the Board.

Notice of Annual and Special Meetings of the Association

6.06 Notice of annual or special meetings of the Association shall be mailed, sent by any electronic means approved by the Board, or delivered to each member of the Association at their last known address in New Brunswick at least twenty (20) days before the holding of the meeting and the notice shall designate the time and place of such meeting.

6.07 In the case of a special meeting of the Association, such notice shall specify the nature of the proposed business to be transacted, and no other business shall be transacted at such meeting or any adjournment thereof.

6.08 Notwithstanding the foregoing, where an annual or special meeting is held, in whole or in part, by video, telephone or any electronic means, notice of the time and place of the meeting shall be on such terms and by such means as the Board deems appropriate and shall be subject to such rules as the Board may make from time to time.

Quorum – Association, Board, Committees

6.09 Quorum for meetings whether held in person or by video, telephone or any electronic means shall be in the case of,

(a) the Association – the members present at the Annual Meeting or fifty (50) members for Special Meeting,

(b) Board – shall be five (5) members in good standing,

(c) Committees – unless otherwise provided, a majority of the members of the committee or such lesser number as the Board may approve from time to time.

Member Motions

6.10 Member motions at the Annual Meeting will only be in order if,

(a) They were submitted as a proposal to the Executive Director in writing no later than thirty (30) days prior to the Annual Meeting,

(b) When affecting a by-law, they were submitted as a proposal to the Executive Director in writing at least sixty (60) days prior to the Annual Meeting, and

(c) All motions submitted under subsections (a) and (b) must be reviewed and approved by a majority vote of the Board prior to being placed on the agenda for the Annual Meeting.

6.11 Motions from the floor are not in order at the Annual Meeting.

Voting

6.12 Unless otherwise provided by the Act, by-laws or policies, voting on any question at any meeting of the Association, the Board or any committee shall be determined by the majority of votes cast on such question.

6.13 Subject to Policy 6.15, voting rights at meetings shall be one vote per member.

6.14 Voting at all meetings of the Association, the Board, or any committee may be by e-mail or any electronic means approved by the Board and the vote of the majority of voting persons, in person, by video, telephone or other electronic means shall be the act of the Association, the Board, or any committee, at such a meeting and shall be subject to such rules as the Board may make from time to time with respect to the method of voting at such meetings.

6.15 In the event of a tie vote, unless otherwise provided by the Act, by-laws or policies, the President shall have a second casting vote.

Place of Meeting

6.16 In the event of a virtual meeting, the place where the President is located shall be deemed to be the place of the meeting.

Proxy Voting

6.17 A member may, by means of a written proxy, appoint a proxy holder to attend and act at the annual or any special meeting of the Association, in the manner and to the extent authorized by the proxy, whether relating to specific or non-specific business items.

6.18 All proxies shall be in the form approved by the Board from time to time and shall be filed with the Executive Director/ Registrar at least 48 hours prior to the meeting at which the proxy is to be used.

6.19 A proxy holder must be a member in good standing.

6.20 Proxies shall be valid only for the meeting as specified in the proxy.

6.21 No one (1) member will be allowed to carry more than two (2) proxy votes.

Procedure

6.22 Subject to the Act, by-laws and policies, the procedure at meetings of the Association, the Board, and committees shall be governed by the latest edition of Roberts Rules of Order.

6.23 If quorum is not present at a special meeting of the Association within a reasonable time as determined by the President, the meeting shall be dissolved.

6.24 At any meeting at the discretion of the President the rules of order may be suspended to facilitate discussion.

Virtual Annual Meeting

6.25 When an annual meeting is held by electronic means, the following provisions shall apply:

(a) Only persons who register shall be permitted to attend the virtual annual meeting. If necessary, registration of members will be prioritized over students, observers and guests.

(b) All participants will be required to provide a valid email address at the time of registration to which information and technical instructions relating to the annual meeting will be sent.

(c) The virtual platform shall provide a mechanism for participants to ask questions and to speak to motions or resolutions. The Chairperson is responsible for electronically assigning the floor and for limiting debate.

(d) Voting upon motions shall occur by secure electronic means as approved by the Board either during or immediately following the annual meeting. Only members who register and attend the annual meeting shall be eligible to vote. Eligible voters may vote electronically on their own behalf in a manner to be set out in the instructions to be forwarded under Policy 6.25(b).

(e) Except as otherwise provided in the Act, by-laws, or policies, the virtual annual meeting shall be conducted as far as possible in accordance with the Act, by-laws, and policies applicable to an in-person annual meeting, with such modifications as are reasonably necessary to accommodate the virtual format and any technical limitations of the virtual platform.

Virtual Meetings

6.26 Notwithstanding the foregoing, where a meeting is held, in whole or in part, by video, telephone or any electronic means, notice of the time and place of the meeting shall be on such terms and by such means as the Board or, if applicable, the committee deems appropriate and shall be subject to such rules as the Board may make from time to time.

6.27 Notwithstanding the provisions of policies 3, 5 and 6, and any other provision of the by-laws and policies, in addition to voting in person or by proxy at a meeting of the Association in accordance with the by-laws or policies, voting on any question at a meeting of the Association and voting for the election of any officer or director of the Association may be conducted by a system of online voting approved by the Board by resolution from time to time or as set out in the policies.

GENERAL

POLICY NO. 7 - GENERAL

Editorial Changes

7.01 Whenever amendments are made to the by-laws or policies, consequential editorial changes may be made to the by-laws or policies by the Board, as required.

Payment of Expenses of Officers, Directors and Committee Members

7.02 The reasonable out-of-pocket expenses of officers, directors, employees, and members of the Association acting on committees of the Association, incurred while carrying out business on behalf of the Association, shall be paid by the Association subject to such rules as may be prescribed by the Board from time to time.

7.03 When such expenses exceed $200 in any calendar day and/or are related to a trip or excursion lasting three days or longer, prior written approval by the Board must be given.

7.04 The Board may by resolution approve the payment of a per diem allowance to the directors and the members of committees as it deems advisable.

Execution of Documents and Accounting

7.05 Cheques, e-transfers and other financial instruments may be signed by such officers and employees of the Association as may be determined by resolution of the Board from time to time.

7.06 The Board shall have power from time to time by resolution to appoint any officer or officers on behalf of the Association either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

COSMETOLOGY ASSOCIATION OF NEW BRUNSWICK

ASSOCIATION DE COSMÉTOLOGIE DU NOUVEAU-BRUNSWICK

LICENSING AND MEMBERSHIP POLICY

October 28, 2025

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POLICY NO. 1 - DEFINITIONS

Definitions

1.01 In these policies made by the Board, unless the context otherwise requires:

"Act" means Cosmetology Act.

"Association" means the Cosmetology Association of New Brunswick.

"Clean covered space" means a designated area where cleaned and disinfected items are stored in a manner that prevents recontamination.

"Cosmetology establishment" means an establishment where cosmetology is practiced or taught.

"Mobile Cosmetologist" means a person who may provide cosmetology services to the public at more than one location.

"Mobile equipment" means equipment used to provide mobile cosmetology services and is not permanently fixed in a cosmetology establishment.

"Mobile services" means services performed outside of a registered salon.

"Salon" means a place of business at which cosmetology services are offered to the public for fee, gain or reward or expectation of reward at which a sign or advertisement is posted indicating the offering of such services.

"Temporary Permission" means a permission, temporarily granted, enabling a person to work in a registered salon, under the supervision of a licensed cosmetologist, in their same scope of occupation.

"Salon in a place of residence" means a cosmetology establishment located within a residence, but entirely separate from the living quarters, which refers solely to the private residential space.

Words Importing

1.02 In these policies, any words importing the singular number shall include the plural and vice versa and words importing the masculine gender shall include the feminine and neuter genders and vice versa wherever the context so requires.

Meaning

1.03 Any words used in these policies which are defined in the Act or by-laws shall have the meaning set out in the Act or by-laws.

POLICY NO. 2 - COSMETOLOGY ESTABLISHMENTS

2.01 Before the issuance of a salon permit for the operation of a cosmetology establishment at any location, including relocation and a reopening of a salon, the Provincial Examining

and Licensing Committee must receive a salon permit application and a satisfactory report from an inspector.

2.02 Before opening a cosmetology establishment, applicants must obtain Provincial, Urban and/or City Zoning approval, when applicable.

2.03 Cosmetology establishments must display a sign containing the name and nature of the business during the hours of operation, subject to the municipal regulations and by-laws.

2.04 Every license and permit holder must provide proof a valid license and permit at the location where cosmetology is practiced.

2.05 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.

2.06 Cosmetology establishment must provide an effective means to flush the eyes such as an eyewash station or personal eyewash bottle.

POLICY NO. 3 - INFECTION CONTROL AND PREVENTION

3.01 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 and subjected to an appropriate disinfectant in accordance with the manufacturer's instructions after each use and be maintained in a clean condition at all times.

3.02 Implements and supplies 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.

3.03 Wax pots must be covered, and only single use disposable applicators are permitted for all waxing services; no double dipping.

3.04 Gloves must be worn by all aestheticians and nail technicians providing nail services at all times and should be available for other employees to use when needed.

3.05 Porous items must be discarded after each use.

3.06 Washrooms located within a cosmetology establishment must

(a) provide a sink with hot and cold running water,

(b) provide liquid hand soap,

(c) provide single use towels (paper towels, preferred) for each customer and/or an air hand dryer,

(d) provide a waste container,

(e) ensures no waste material, debris or garbage is visible to clients,

(f) maintain cleanliness,

(g) not have personal items visible to the clientele; and

(h) have a toilet and sink that is maintained in a clean and sanitary condition and is in working order at all times.

3.07 Policy 3.06 applies to salons in a place of residence.

3.08 Salons located in a mall complex must have access to washroom facilities within the complex that contain two or more toilets and must meet the requirements provided in Policy 3.06.

3.09 A separate clean towel/linen/coverups must be used for each customer. After use, towels/linens/coverups are to be placed in a suitable covered container entirely separate from clean towels/linens and are to be kept in a place and manner, which will cover and protect them from dust and other contamination.

3.10 Electrical equipment must be in good working condition and safe.

3.11 Plumbing fixtures or apparatus that is in direct contact with a client must be directly plumbed and drained, no reuse of water will be permitted. Plumbing fixtures or apparatus must be adequately designed for the purpose intended and must be installed in accordance with the New Brunswick *Plumbing Installation and Inspection Act* and its regulations, as amended from time to time.

3.12 Cosmetologists must wash their hands thoroughly before performing a service.

3.13 Every cosmetologist must have a covered container for disinfection purposes.

3.14 Each manicure station must have a dust collector for e-files and enhancements.

POLICY NO. 4 - MOBILE SERVICES

4.01 A cosmetologist performing more than 10 hours per week of services outside of a registered salon must obtain a mobile license by submitting an application and paying the required fees and such license will be renewed separately from other licenses and permits.

4.02 A cosmetologist who is not licensed as a mobile cosmetologist will not be permitted to advertise as a mobile cosmetologist.

4.03 A valid mobile license must be included with your carrying case and must be renewed annually.

4.04 A mobile cosmetologist performing services must adhere to Policy 3 - Infection Control and Prevention.

4.05 Mobile equipment must be in good working condition and safe.

POLICY NO. 5 - LICENSING AND MEMBERSHIP

5.01 Licensing applicants must provide evidence of age and education to the Provincial Examining and Licensing Committee together with any fees required for registration, licensing or examination, as the case may be.

5.02 The Provincial Examining and Licensing Committee or its Chairperson may authorize a temporary permission to be issued for a period designated by the committee.

5.03 A member who is at least 65 years of age and who has been a member for 40 years or more shall receive a license with all privileges.

POLICY NO. 6 - STUDENTS

6.01 A student shall complete their cosmetology training for each license within a two (2) year period from the date of commencement, or as determined by the Provincial Examining and Licensing Committee.

6.02 A student may, upon completion of their training, request a temporary permission to be issued for a period designated by the Provincial Examining and Licensing Committee, enabling the student to work in a registered salon, under the supervision of a person who is licensed in the same scope of occupation at all times.

6.03 To qualify for a temporary permission, the student must submit to the Executive Director, in accordance with prescribed course of study, the following:

(a) logbook documenting all hours obtained under a licensed instructor;

(b) copy of the diploma from the registered school; confirmation of client completions; and

(c) any other documents requested by the Provincial Examining and Licensing Committee.

6.04 In the event of a government mandated ‘’crisis’’, the Provincial Examining and Licensing Committee will mitigate and designate requirements for the issuance of a temporary permission, scheduling of examinations and training hours, quotas and work experience.

POLICY NO. 7 - INSTRUCTORS

7.01 Cosmetologists who wish to obtain an instructor license must meet the following qualifications:

(a) Successful completion of grade 12 or equivalent G.E.D.

(b) Four (4) years of working experience as a licensed cosmetologist in a registered salon.

(c) Adequate knowledge of current skills through having attended upgrading courses, recent work or other means.

(d) Submission of a training course curriculum outline indicating method of instruction, hours of theory and practical training.

(e) 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.

(f) Pay the prescribed fees and successfully passing the provincial exam, determined by the Provincial Examining and Licensing Committee.

7.02 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 cosmetology 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 cosmetology and has submitted proof of said upgrading to the Association and to the satisfaction of the Provincial Examining and Licensing Committee. 20 hours must be submitted annually or will be reinstated as a certified Instructor Level I.

7.03 Certified Instructors holding a Level II who are not employed by a registered training facility, may offer additional training to registered students who have failed their certified exam twice and who possess a temporary permission.

POLICY NO. 8 - EXAMINATIONS

8.01 All examinations shall be conducted at the provincial office of the Association unless otherwise directed by the Provincial Examining and Licensing Committee.

8.02 Any examination elements considered incomplete or unsuccessful shall be considered a fail.

POLICY NO. 9 - MEMBERSHIP RENEWAL

9.01 Any license issued pursuant to the Act, by-laws and policies may be renewed year to year, subject to the payment of the renewal fee.

9.02 Subject to Policy 9.03, where a person fails to renew a license within thirty (30) days of the date of expiry of the license, the person shall be removed from the register and the license shall not be renewed nor shall such person be registered, until the person has paid the following:

(a) the registration fees and the annual renewal fees for each year or portion thereof from the date of expiry to the date of renewal; and

(b) a penalty in the amount of $50.00.

9.03 Where a person fails to renew a license for a period of two (2) years or more of the date of expiry of the license, the license shall not be renewed nor shall such person be registered, until the person has satisfied the following conditions:

(a) The Member has paid the following fees:

(i) registration fees; and

(ii) a penalty in the amount of $50.00.

(b) The Member has successfully completed the examination held pursuant to subsection 25(4) of the Act.

9.04 A person may choose to complete an examination pursuant to subsection 25(5) of the Act, in lieu of fees in Policy 9.02, and if unsuccessful at the examination, the Provincial Examining and Licensing Committee may require the person to complete a minimum number of theory and practical instruction hours to be completed prior to their reinstatement.

9.05 Where a salon or school fails to renew a permit within thirty (30) days of the date of expiry of the permit, the salon or school shall be removed from the register and the permit shall not be renewed nor shall such salon or school be registered, until the salon or school has paid the following:

(a) the annual renewal and registration fees for each year or portion thereof from the date of expiry to the date of renewal; and

(b) a penalty in the amount of $50.00.