

STATE OF OKLAHOMA

2nd Session of the 59th Legislature (2024)

COMMITTEE SUBSTITUTE
FOR

HOUSE BILL NO. 3158

By: Roberts

COMMITTEE SUBSTITUTE

An Act relating to professions and occupations; amending 59 O.S. 2021, Sections 199.7 and 199.14, which relate to the Oklahoma Cosmetology and Barbering Act; providing student entrance requirements; modifying fees; directing the payment of fees; providing for a waiver of fees for certain individuals; creating tax-exempt schools for cosmetology and barber training; providing for application form, initial license fee, surety bond, and financial statement; creating tax-exempt schools within the Department of Corrections; providing for letter of intent, application form, initial license fee, surety bond, financial statement, and proof of use of building; providing for tax-exempt license renewal; providing for application and fee; prohibiting deceptive or misleading language in advertising; requiring initial school building inspection requests to be filed with the State Board of Cosmetology and Barbering; requiring certain building specifications for lighting, ventilation, floors, parking, safety codes, spacing, water dispensaries, and cleaning; mandating minimum school training equipment requirements; prescribing cosmetology course curriculum for private, public, and non-profit schools; specifying minimum training supplies required for cosmetology students; providing curriculum content and training requirements for cosmetology and barbering courses; prescribing requirements for instructors; requiring Board notification for staff changes; specifying minimum student attendance per week; mandating certain record creation, retention, and availability standards; requiring monthly submission of clock hour reports;

1 requiring display of certain documents; requiring
2 production of certain identification; providing for
3 codification; and providing an effective date.
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6 BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

7 SECTION 1. AMENDATORY 59 O.S. 2021, Section 199.7, is
8 amended to read as follows:

9 Section 199.7 A. Each cosmetology and barber school shall be
10 licensed annually by the State Board of Cosmetology and Barbering.
11 Application for the first year's license for a cosmetology and
12 barber school shall be accompanied by a fee of Four Hundred Dollars
13 (\$400.00), which shall be retained by the Board if the application
14 is approved and a license is issued. The annual renewal license fee
15 for cosmetology or barber schools shall be One Hundred Twenty-five
16 Dollars (\$125.00).

17 B. 1. No license or renewal thereof for a cosmetology or
18 barber school shall be issued unless the owner thereof furnishes to
19 the Board a good and sufficient surety bond in the principal sum of
20 Two Thousand Dollars (\$2,000.00) for the first instructor and an
21 additional One Thousand Dollars (\$1,000.00) for each additional
22 instructor, executed by a surety company authorized to do business
23 in this state, and conditioned on the faithful performance of the
24 terms and conditions of all contracts entered into between the owner

1 of the cosmetology or barber school and all persons enrolling
2 therein.

3 2. The surety bond shall be in a form approved by the Attorney
4 General and filed in the Office of the Secretary of State. Suit may
5 be brought on the bond by any person injured by reason of the breach
6 of the conditions thereof.

7 C. It shall be the duty of the owner or manager of a
8 cosmetology or barber school to enter into a written contract with
9 all students before permitting students to attend any classes.
10 Contracts shall be made out in triplicate, the original copy to be
11 retained by the school, the duplicate to be given to the student,
12 and the triplicate to be filed with the executive director of the
13 Board.

14 D. A school licensed or applying for licensure shall maintain
15 recognition as an institution of postsecondary study by meeting the
16 following conditions:

17 1. The school shall admit as a regular student only an
18 individual who has earned a recognized high school diploma, or who
19 is beyond the age of compulsory high school attendance;

20 2. The school shall be licensed by name, or in the case of an
21 applicant, shall apply for licensure by name, to offer one or more
22 training programs beyond the secondary level.

23 E. No license for a cosmetology or barber school shall be
24 issued unless the owner thereof presents evidence satisfactory to

1 the Board that the school has satisfactory facilities and equipment
2 and has instructors qualified to give a course of study as provided
3 in the Oklahoma Cosmetology and Barbering Act.

4 F. There shall be included in the curriculum for cosmetology
5 and barber schools, courses of study in the theory of cosmetology
6 and barbering related theory, studies in manipulative practices,
7 sterilization and sanitation, shop management, and such other
8 related subjects as may be approved by the Board.

9 G. 1. The Board shall adopt a curriculum of required courses
10 of instruction in theory and training, in accordance with this act,
11 of either one thousand five hundred (1,500) clock hours or an
12 equivalent number of credit hours as recognized by the United States
13 Department of Education or a regional or national accreditation
14 entity recognized by the United States Department of Education in a
15 basic course to be taught in all cosmetology or barbering schools in
16 the state. The basic cosmetology or barbering course shall be
17 designed to qualify students completing the course to take the
18 examination for a license.

19 2. Cosmetology and barber students in vocational, trade, and
20 industrial cosmetology and barbering classes in public schools,
21 parochial, private schools or home schools shall qualify by
22 completing one thousand (1,000) hours in a basic course of
23 cosmetology or barbering and five hundred (500) hours of approved
24 related subjects to be selected from, but not limited to, the

1 following high school courses in a public school, parochial, private
2 or home school: psychology, biology, general science, American
3 history, art, typing I, typing II, business arithmetic,
4 salesmanship, bookkeeping I, bookkeeping II, related mathematics,
5 English II, English III and English IV.

6 H. 1. No person shall be eligible to give instruction in
7 cosmetology or barbering unless the person is the holder of a
8 current unrevoked instructor's license issued by the Board.

9 2. Each cosmetology or barber school shall employ at least one
10 instructor for the first fifteen students registered therein, and at
11 least one additional instructor shall be employed for each
12 additional group of fifteen students, or major fraction thereof.

13 3. Students utilizing hybrid learning programs are included in
14 the total student number as referenced in the ratio in paragraph 2
15 of subsection G of this section.

16 I. A cosmetology or barbering school may be operated in and as
17 part of an accredited high school.

18 J. No cosmetology or barber school owner or an establishment
19 owner shall charge students or apprentices for cosmetic materials,
20 supplies, apparatus, or machines used by them in practice work. A
21 reasonable charge may be made by a cosmetology or barber school for
22 clinical work performed by students upon persons who are not
23 students therein. No instructor shall be permitted to do
24

1 professional or clinical work in a cosmetology or barber school at
2 any time.

3 K. No cosmetology or barber establishment shall ever be
4 operated in or as a part of a cosmetology school.

5 L. 1. ~~Students shall:~~

6 a. ~~have an eighth-grade education or the equivalent~~
7 ~~thereof, and~~

8 b. ~~be at least sixteen (16) years of age unless they are~~
9 ~~public or private school students who will be sixteen~~
10 ~~(16) years of age by November 1 of the year in which~~
11 ~~cosmetology or barbering instruction begins.~~

12 Student entrance requirements for the Basic Cosmetologist,
13 Manicurist/Nail Technician, Cosmetician,
14 Esthetician/Facialist/Facial Operator, Barber and Barber Instructor
15 courses are as follows:

16 a. the student shall:

17 (1) be at least sixteen (16) years of age by November
18 1 of the current year,

19 (2) submit a completed student registration
20 application accompanied by a fee of Five Dollars
21 (\$5.00) before attending classes,

22 (3) submit a copy of the completed student/school
23 contract with the student registration
24 application,

1 (4) submit proof of at least eighth grade education
2 or equivalency or submit proof of having
3 satisfactorily passed an ability to benefit exam,
4 (5) submit, if under eighteen (18) years of age, a
5 photocopy of his or her birth certificate or
6 other legal proof of age,
7 (6) submit a two inch by two inch (2" x 2") current
8 full-face photograph of the applicant as
9 requested on the registration form. A current
10 photograph is one taken within the last six (6)
11 months with no embellishments or filters of any
12 kind that alter the face of the applicant.
13 Students enrolling in a school located in an
14 institution of the Department of Corrections or
15 correctional facility shall send a copy of their
16 Inmate ID Badge, which has a photo,
17 b. each student shall be registered with the Board before
18 attending school,
19 c. each student shall be provided with an approved
20 textbook or manual upon commencing training,
21 d. all applicants who register with the Board as students
22 or who apply for a license shall be considered without
23 regard to race, sex, creed, color, religion, or
24 national origin provided they have met all

requirements of cosmetology and barber law and rules
of the Board. All students shall be considered for
enrollment in a school. Admission to public schools
is governed by applicable state and federal laws.

2. Credit shall not be given to any person by the Board or by a cosmetology or barber school for hours spent in attending a cosmetology or barber school unless the person has registered with the Board as a student prior to the attendance, except that a student who has attended a cosmetology or barber school out of state may receive credit for such attendance for transfer upon proper certification as provided by rule of the Board.

3. No student shall be credited with more than eight (8) hours' attendance in a cosmetology or barber school in any one (1) day.

4. No person shall be eligible to take the Board-issued examination for a license unless such person is at least seventeen (17) years of age or a high school graduate.

M. 1. No student shall be eligible to take the examination for a Board-issued license without furnishing to the Board the affidavit of the owner of the cosmetology or barber school that the student has satisfactorily completed the requirements specified in paragraph 1 of subsection F of this section, except public and private school students who will complete the requirements specified in paragraph 2 of subsection F of this section by the close of the current school

1 year may take the examination next preceding the end of the school
2 year.

3 2. Students who are eligible to take the examination shall be
4 given an oral examination if requested by their instructor and proof
5 of qualifying disability is proven.

6 N. No person shall be eligible to register for the examination
7 for an instructor's license unless such person is a high school
8 graduate, or has obtained a General Equivalency Diploma (GED) as to
9 which the applicant shall qualify by tests to be prescribed by the
10 Board and conducted by qualified examiners selected by the Board,
11 and has:

12 1. Satisfactorily completed all hours required for the
13 appropriate specialty course and an additional one thousand (1,000)
14 instructor training hours or equivalent number of credit hours as
15 recognized by the United States Department of Education or as
16 recognized by a national accreditation entity prescribed by the
17 Board in a cosmetology school in this state; or

18 2. Completed all hours required for the appropriate specialty
19 course, three hundred (300) instructor training hours, prescribed by
20 the Board in a cosmetology school in this state and has been engaged
21 in the practice of cosmetology for at least the preceding two (2)
22 years.

O. The Board shall have the power to conduct examinations around the state at public locations including, but not limited to, technology center schools.

P. Each cosmetology or barber school shall prominently display in a conspicuous place above or to the side of the entrance thereto a sign identifying it as an institute of learning. Wording on sign shall be in plain letters at least three (3) inches high and at least one (1) inch wide.

SECTION 2. AMENDATORY 59 O.S. 2021, Section 199.14, is amended to read as follows:

Section 199.14 A. The following fees shall be charged by the State Board of Cosmetology and Barbering:

Registration as a student.....	\$ 5.00
Examination for license.....	35.00
Cosmetology and Barber school license (initial).....	400.00
Cosmetology and Barber school license (renewal).....	125.00
Apprentice Registration.....	10.00 <u>5.00</u>
Renewal Advanced Operator license (annual).....	25.00
Facial Operator <u>Esthetician</u> license (annual).....	25.00
Cosmetology license (annual).....	25.00
Barber license (annual).....	25.00
Manicurist license (annual).....	25.00
Facial/Esthetics Instructor license (annual).....	30.00
Cosmetician license (annual).....	25.00

1	Manicurist/Nail Technician Instructor license (annual).	30.00
2	Demonstrator license (annual).....	20.00
3	Master Cosmetology Instructor license (annual)	50.00
4	Master Barber Instructor license (annual).....	50.00
5	Cosmetology establishment license (initial).....	45.00
6	Cosmetology establishment license (renewal).....	30.00
7	Barber establishment license (initial).....	45.00
8	Barber establishment license (renewal).....	30.00
9	Cosmetic Studio license (initial).....	50.00
10	Cosmetic Studio license (renewal)	30.00
11	Nail Salon (initial)	45.00
12	Nail Salon (renewal)	30.00
13	Reciprocity license (initial).....	30.00
14	Reciprocity <u>transfer of hours</u> processing fee <u>from out of state</u>	
15	30.00
16	Duplicate license (in case of loss or	
17	destruction of original <u>license and/or</u>	
18	<u>renewal application</u>).....	5.00
19	Notary fee.....	1.00
20	Certification of Records.....	10.00
21	B. In addition to the fees specified in subsection A of this	
22	section, the Board shall charge a total penalty of Ten Dollars	
23	(\$10.00), as provided for in Section 199.10 of this title <u>for the</u>	
24	<u>renewal of any license delinquent after two (2) months of</u>	

1 expiration. This subsection also applies to any delinquent initial
2 license application.

3 C. All fees shall be submitted to the Board in the form of a
4 cashier's check, money order, or business check. Personal checks
5 are not accepted by the Board.

6 D. 1. Waiver of fee for low-income individuals, pursuant to
7 the provisions of subsection A of Section 4003 of this title, upon
8 presentation of satisfactory evidence that an applicant for initial
9 licensure or certification, or that a licensee or certificate holder
10 seeking renewal is a low-income individual, the Board shall grant a
11 one-time, one-year waiver of the fee for licensure, certification,
12 or renewal. A low-income individual is a person who is enrolled in
13 a state or federal public assistance program, including, but not
14 limited to, the Temporary Assistance for Needy Families, Medicaid or
15 the Supplemental Nutrition Assistance Program, or whose household
16 adjusted gross income is below one hundred forty percent (140%) of
17 the federal poverty line. An applicant for licensure shall provide
18 documentation showing participation in one of the aforementioned
19 programs or submit income tax returns showing income below the
20 established threshold. The documentation shall be current and shall
21 be issued by the federal or state entity administering the program.
22 Copies of income tax returns shall be from the most recent tax year
23 prior to the date of licensure application.

1 2. Students attending school at a 501(c)(3) nonprofit school
2 within a correctional facility shall automatically be considered a
3 low-income individual. Proof of incarceration (CRC card) shall be
4 all the evidence that is needed to qualify for a one-time, one-year
5 waiver of the fee for licensure, certification, or renewal.

6 ~~C.~~ E. Any person licensed as an advanced operator prior to July
7 1, 1985, may renew the advanced cosmetologist license annually by
8 payment of the fee required by this section and by being in
9 compliance with the rules promulgated by the State Board of
10 Cosmetology and Barbering.

11 SECTION 3. NEW LAW A new section of law to be codified
12 in the Oklahoma Statutes as Section 199.19 of Title 59, unless there
13 is created a duplication in numbering, reads as follows:

14 A. Any nonprofit 501(c)(3) tax-exempt school that proposes to
15 provide cosmetology or barber training courses designed to qualify
16 persons who complete courses for a professional license to practice
17 cosmetology or barbering, shall be required to obtain a license for
18 the nonprofit 501(c)(3) tax-exempt postsecondary school from the
19 State Board of Cosmetology and Barbering.

20 B. The license application form shall be completed in full,
21 making note whether the school intends to operate as a secondary or
22 postsecondary establishment and returned to the Board and shall
23 contain the following information:

1 1. Proposed name, location (city, street, and number), and a
2 brief description of the building;

3 2. Name, address, and phone number of the proposed owner. If
4 the proposed owner is a corporation, the names, addresses, and phone
5 numbers of the officers and principal stockholders are required to
6 be submitted; and

7 3. Names of Oklahoma licenses held and the file numbers of the
8 persons to be the instructors of the proposed school and that of the
9 manager, if other than the owner.

10 C. Each initial public, privately owned, and nonprofit
11 501(c)(3) tax-exempt cosmetology or barber school shall be required
12 to pay to the Board the initial license fee of Four Hundred Dollars
13 (\$400.00). Each public, privately owned, and nonprofit 501(c)(3)
14 tax-exempt school shall also pay the annual license renewal fee of
15 One Hundred Twenty-five Dollars (\$125.00). Each school license
16 shall expire annually on June 30th. No provision is made for pro
17 rata of any license fee. A school shall be inspected at least once
18 each year in order to be eligible for renewal.

19 D. A surety bond in the amount of Two Thousand Dollars
20 (\$2,000.00) for the first instructor and One Thousand Dollars
21 (\$1,000.00) for each additional instructor shall be submitted for
22 each cosmetology or barber school license. The bond shall be in an
23 amount sufficient to meet bonding requirements for all staff.

1 E. A current financial statement of the license applicant,
2 prepared by a public accountant or a certified public accountant, is
3 required to be submitted to the Board. The financial statement
4 shall be prepared in accordance with generally accepted accounting
5 principles and shall reflect the applicant's total property
6 inventory, assets, and liabilities which shall show a net worth of
7 at least One Hundred Thousand Dollars (\$100,000.00) for each school
8 owned. Intangible assets shall not be considered in net worth.

9 SECTION 4. NEW LAW A new section of law to be codified
10 in the Oklahoma Statutes as Section 199.20 of Title 59, unless there
11 is created a duplication in numbering, reads as follows:

12 A. Any nonprofit 501(c)(3) tax-exempt school located within a
13 correctional facility that proposes to provide cosmetology or barber
14 training courses designed to qualify persons who complete courses
15 for a professional license to practice cosmetology or barbering,
16 shall be required to obtain a license for the nonprofit 501(c)(3)
17 tax-exempt postsecondary school from the State Board of Cosmetology
18 and Barbering.

19 B. The license application form shall be completed in full,
20 making note of whether the school intends to operate as a secondary
21 or postsecondary establishment, and returned to the Board and shall
22 contain the following information:

23 1. Names, addresses, and phone numbers of the Director of the
24 Oklahoma Department of Corrections, administrative staff, Chief

1 Administrator of Classification and Programs, Administrator of
2 Programs, and the warden at the correctional facility where the
3 school is to be located, as well as each instructor proposed to
4 teach in the school. The file number of the instructor shall be
5 submitted;

6 2. A notarized affidavit stating the source of sufficient bond
7 coverage and that the building wherein the school is proposed to be
8 conducted is owned by the Department of Corrections; and

9 3. Phone numbers of the correctional facility and a brief
10 general description of the correctional facility location within the
11 institution and other building training sections and parking areas.

12 C. Each initial public, privately owned, and nonprofit
13 501(c)(3) tax-exempt cosmetology or barber school shall be required
14 to pay to the Board the initial license fee of Four Hundred Dollars
15 (\$400.00). Each public, privately owned, and nonprofit 501(c)(3)
16 tax-exempt school shall also pay the annual license renewal fee of
17 One Hundred Twenty-five Dollars (\$125.00). Each school license
18 shall expire annually on June 30th. No provision is made for pro
19 rata of any license fee. A school shall be inspected at least once
20 each year in order to be eligible for renewal.

21 D. A surety bond in the amount of Two Thousand Dollars
22 (\$2,000.00) for the first instructor and One Thousand Dollars
23 (\$1,000.00) for each additional instructor is required to be
24 submitted for each cosmetology or barber school license. The bond

1 shall be in an amount sufficient to meet bonding requirements for
2 all staff.

3 E. A current financial statement of the license applicant,
4 prepared by a public accountant or a certified public accountant, is
5 required to be submitted to the Board. The financial statement
6 shall be prepared in accordance with generally accepted accounting
7 principles and shall reflect the applicant's total property
8 inventory, assets, and liabilities which shall show a net worth of
9 at least One Hundred Thousand Dollars (\$100,000.00) for each school
10 owned. Intangible assets shall not be considered in net worth.

11 F. Nonprofit 501(c)(3) tax-exempt schools within a correctional
12 facility shall not acquire funds. Education shall be provided free
13 of cost to all students enrolled in the programs. All supplies
14 shall either be bought from money that is obtained through grants or
15 by private donations made to the organization. A financial
16 statement shall not be required for this type of school.

17 G. Applicants shall obtain a memorandum of understanding from
18 the Oklahoma Department of Corrections stating that the Department
19 will allow the applicant use of the designated area for one (1)
20 year, or a sum of twelve-month increments, that will be used for the
21 proposed school to operate.

22 SECTION 5. NEW LAW A new section of law to be codified
23 in the Oklahoma Statutes as Section 199.21 of Title 59, unless there
24 is created a duplication in numbering, reads as follows:

1 A. A 501(c)(3) tax-exempt school license shall expire annually
2 on June 30th. A renewal application shall be received by June 30th
3 each year.

4 B. A 501(c)(3) tax-exempt license renewal application, forms,
5 and instructions shall be mailed annually to schools by the State
6 Board of Cosmetology and Barbering. Forms include a surety bond
7 renewal form, power of attorney, and verification form.

8 C. A fee of One Hundred Twenty-five Dollars (\$125.00) is
9 required for school license renewal.

10 D. Any advertisement for recruitment of students shall state
11 that the school is proposed to be open and shall not contain
12 deceptive or misleading language and shall state that the school has
13 applied for licensure.

14 SECTION 6. NEW LAW A new section of law to be codified
15 in the Oklahoma Statutes as Section 199.22 of Title 59, unless there
16 is created a duplication in numbering, reads as follows:

17 A. An applicant shall submit a written request for an initial
18 Board consultation and inspection for approval of the location,
19 building, parking, electrical facilities, plumbing facilities,
20 construction, and building codes for the proposed school. The
21 applicant shall provide city inspection certificate, fire
22 department, electrical, and plumbing certificates as applicable for
23 the city or county where proposed school is located and other
24

1 applicable zoning or construction documents the Board may require
2 for approval.

3 B. At the initial inspection, the Board's representative shall
4 consult with the proposed owner(s), instructor(s), and other
5 person(s) designated by the license applicant as responsible for the
6 proposed school regarding the requirements necessary to the physical
7 arrangements of the proposed building and space.

8 1. Adequate lighting and ventilation, cleanable floor surfaces,
9 parking facilities, and other building appointments as applicable in
10 the specific plans and location, shall be addressed in the initial
11 consultation.

12 2. The proposed school space shall meet federal, state and
13 local construction, electrical, plumbing, fire, and safety codes.
14 The proposed owner shall show the inspector proof of certification
15 of compliance with applicable codes upon request. At least two
16 points of ingress/egress for the building are required. In the
17 event of multiple stories or building levels, fire escape(s) shall
18 be approved and appropriate exit signs shall be posted for safe exit
19 from the building.

20 3. a. The proposed school building space shall contain a
21 minimum of two thousand two hundred (2,200) square
22 feet of floor space. The Board considers a working
23 area of five feet by eight feet (5' x 8'), forty (40)
24 square feet per student as necessary and adequate for

1 the safe operation of the required minimum equipment
2 approved for the conducting of cosmetology or barber
3 courses of training. Space allotted to reception
4 area, restrooms, lockers, vending machines, cosmetic
5 and wig displays, supply, storage, and break room(s)
6 are not included in the five feet by eight feet (5' x
7 8') work area required for each student. Schools
8 located within a correctional facility shall be exempt
9 from having individual student lockers, vending
10 machines, and cosmetic or wig displays.

11 b. The proposed building space plans shall contain
12 separate classroom settings large enough to
13 accommodate at least fifteen (15) students in one
14 group, one (1) mannequin table, one (1) chalk or
15 marker board (white board/smart board), three (3)
16 manicure tables, or one (1) narrow eighteen inch (18")
17 folding table satisfactory for manicure practice.

18 c. The proposed school plans shall contain a facial and
19 skin care room designed to provide maximum sanitation
20 methods and privacy to patrons. Schools located
21 within a correctional facility shall be exempt from
22 having a private facial and skin care room, per ODOC
23 Policy. All facial and skin care education shall take
24 place where everyone can see.

d. The space plans shall include break area and locker space (one locker per student) and separate restroom facilities for male and female students. Schools located within a correctional facility are exempt from having a break area and personal student lockers, per ODOC policy. Restrooms shall be gender specific to the institution (e.g. women's facility shall only have women's restrooms and men's facility shall only have men's restrooms).

4. a. A sanitary drinking fountain or water cooler shall be provided, maintained, and in good repair at all times. Schools located within a correctional facility shall be exempt from having a drinking fountain or water cooler.
- b. Each school shall have a dispensary room equipped with a sink plumbed with hot and cold water.
- c. A school shall provide space for a reception area with seating capacity of no less than ten (10) persons.
- d. Interiors of schools shall be maintained in a clean, sanitary condition, and in good repair.

(1) floors in work areas (shampoo and styling areas) shall be covered with a hard, cleanable surface of vinyl, linoleum, or other impervious floor

1 covering. Carpet is prohibited for use in school
2 work areas, and

3 (2) walls and woodwork to a height of five (5) feet
4 shall be painted or covered with easily cleaned
5 and washable material.

6 SECTION 7. NEW LAW A new section of law to be codified
7 in the Oklahoma Statutes as Section 199.23 of Title 59, unless there
8 is created a duplication in numbering, reads as follows:

9 A. The following minimum equipment is considered by the Board
10 to be adequate for the appropriate and safe training of no more than
11 thirty-seven (37) students. The minimum equipment shall be required
12 for all schools with one (1) to and including thirty-seven (37)
13 students:

14 1. One (1) school seal;

15 2. One (1) Chart of Anatomy to include:

16 a. bones,

17 b. muscles,

18 c. nerves,

19 d. circulatory system, and

20 e. skin;

21 3. One (1) blackboard (or one (1) white board/smart board);

22 4. Three (3) large wet sanitizers (pan-type with covers);
23
24

1 5. One (1) large dry sanitizer with airtight cabinet (without
2 fumigant) to keep instruments, combs, and brushes after they have
3 been taken from wet sanitizer;

4 6. One (1) small dry sanitizer for each student (closed dry
5 cabinet, drawer or other covered box-type container). Schools
6 located within a correctional facility shall have a dry sanitizer
7 located in the dispensary area. Individual student containers are
8 not allowed per ODOC Policy;

9 7. One (1) container with cover for each student to store
10 soiled brushes/combs, etc., until such time as all items shall be
11 cleaned and sanitized according to approved rules and methods.
12 Schools located within a correctional facility shall not have a
13 container for soiled items. The soiled items shall be cleaned and
14 disinfected immediately after service is completed;

15 8. Four (4) shampoo basins equipped with shampoo sprays and
16 connected with hot and cold water (one shampoo basin for each
17 additional 15 students or major fraction thereof);

18 9. Four (4) shampoo chairs (one for each additional 15 students
19 or major fraction thereof);

20 10. Four (4) hair dryers - hood or chair type;

21 11. Twelve (12) blow-dryers (one for each additional 15
22 students or major fraction thereof);

23 12. Twelve (12) curling irons (one for each additional 15
24 students or major fraction thereof);

1 13. One (1) mannequin for each student;

2 14. Four hundred (400) permanent wave rods and other permanent
3 wave supplies as necessary;

4 15. Twenty (20) work/styling stations with mirrors;

5 16. Twenty (20) styling chairs;

6 17. Five (5) covered waste receptacles;

7 18. One (1) large closed cabinet for clean towels;

8 19. Four (4) vented, covered containers provided for soiled
9 linens (towels, capes, and sheets) (one for each additional 15
10 students or major fraction thereof);

11 20. One (1) large dispensary cabinet. Schools located within a
12 correctional facility shall hold all supplies for the school.
13 Supplies shall be checked out and checked in by students/master
14 instructors, except for metal implements which shall be held in a
15 locked tool cage and checked in/out by the front desk clerk;

16 21. Subscription to at least three (3) professional
17 cosmetology-related periodicals (electronic periodicals are
18 acceptable);

19 22. Four (4) heaters and irons and/or four (4) electric
20 pressing combs;

21 23. Five (5) head forms;

22 24. Five (5) wefts;

23 25. Two (2) facial chairs considered adequate for patron
24 service; reclining, styling, or shampoo are acceptable for student

1 practice (one for each additional 15 students or major fraction
2 thereof). This is a requirement for a cosmetology school and not a
3 barber school. Schools located within a correctional facility shall
4 only be required to have one (1) facial chair due to ODOC Policy;

5 26. One (1) facial supply cabinet (one for each additional 15
6 students or major fraction thereof). This is a requirement for a
7 cosmetology school and not a barber school. Schools located within
8 a correctional facility shall have the facial supply cabinet located
9 inside the dispensary area;

10 27. Four (4) manicure tables and chairs considered adequate for
11 patron service. A long, narrow eighteen inch (18") folding table is
12 acceptable for student practice. This is a requirement for a
13 cosmetology school and not a barber school;

14 28. One (1) covered hair pin or clippie container for each
15 student. This is a requirement for a cosmetology school and not a
16 barber school. Schools located within a correctional facility shall
17 have a large container of hair pins or clippies that shall be
18 located in the dispensary room. Students shall check in/out these
19 items as needed;

20 29. Schools located within a correctional facility shall have a
21 locked tool cage that holds all metal implements. The tool cage
22 shall store all shears, thinning shears, razors, toenail clippers,
23 nail/cuticle trimmers, and metal cuticle pushers. There shall be a
24

1 log that documents the check out/in of each tool/implement that the
2 front desk clerk is responsible for keeping.

3 B. Other additional equipment shall be required if the Board's
4 inspector shall show evidence that the need for additional equipment
5 is necessary for the appropriate and safe training in all phases of
6 cosmetology and barbering to each student enrolled in the school.

7 SECTION 8. NEW LAW A new section of law to be codified
8 in the Oklahoma Statutes as Section 199.24 of Title 59, unless there
9 is created a duplication in numbering, reads as follows:

10 A. The one thousand five hundred (1,500) clock hour curriculum
11 (pure cosmetology) for a privately owned cosmetology school is
12 prescribed as follows (Note: Hours may be measured in credits and
13 ratio as recognized by the United States Department of Education or
14 by a regional or national accreditation entity recognized by the
15 United States Department of Education.):

16 1. Theory (shall be coordinated with each practical practice
17 subject as is appropriate throughout the course of training) - one
18 hundred fifty (150) clock hours;

19 2. Manicuring and pedicuring (including sculptured nails and
20 tips and other artificial nail application procedures and care) -
21 ninety (90) clock hours;

22 3. Facials (skin care training includes make-up, arching,
23 waxing, and/or other methods for nonpermanent hair removal) - one
24 hundred sixty (160) clock hours;

1 4. Scalp treatments and shampooing/conditioning rinses - thirty
2 (30) clock hours;

3 5. Hairstyling, including finger waving, the dressing of wigs,
4 thermal, and blow drying - three hundred (300) clock hours;

5 6. Hair color tints, bleaching and other color treatments - one
6 hundred seventy (170) clock hours;

7 7. Hair cutting and hair shaping with shears and thinning
8 shears (scissors), razors, and clippers, (includes beard) - one
9 hundred eighty (180) clock hours;

10 8. Professional development, establishment management, and
11 unassigned hours for review, examinations, etc. - one hundred eighty
12 (180) clock hours;

13 9. Hair restructuring/permanent waving and chemical hair
14 relaxing - two hundred forty (240) clock hours;

15 10. Total cosmetology hours - one thousand five hundred (1,500)
16 hours.

17 B. The one thousand five hundred (1,500) clock hour curriculum
18 (1,000 hours pure cosmetology plus 500 hours of cosmetology related
19 high school subjects) is prescribed for public school, parochial
20 school, private school, or home schooled students in the following
21 situations:

22 1. Cosmetology students that are currently attending high
23 school, parochial, private school, or a home school;
24

1 2. Persons that did not otherwise complete their cosmetology
2 training while registered as a cosmetology student in high school,
3 parochial school, or a home school.

4 a. Students who shall qualify for training in this matter
5 shall complete one thousand (1,000) clock hours in a
6 basic cosmetology course and five hundred (500) clock
7 hours of approved related subjects. The official
8 parochial, private school, or home school high school
9 transcript shall serve as documentation for the five
10 hundred (500) clock hours of related instruction. The
11 transcript shall show passing grades in related
12 subjects and completion of at least the first semester
13 of the twelfth (12th) grade. Related subjects shall
14 run concurrently with and shall be in no instance
15 older than three (3) years at time of enrollment in a
16 cosmetology school course. The curriculum as follows
17 has a recommended completion time of two (2) school
18 years.

19 b. Adult students registered in a cosmetology school are
20 not eligible to train under the one thousand (1,000)
21 clock hours pure cosmetology plus five hundred (500)
22 clock hours of cosmetology related high school
23 subjects unless qualified under paragraphs 1 and 2 of
24 subsection B of this section;

1 3. Theory (shall be coordinated with each practical practice
2 subject as is appropriate throughout the course of training) - one
3 hundred fifty (150) clock hours;

4 4. Manicuring and pedicuring (including sculptured nails and
5 tips and other artificial nail application procedures and care) -
6 sixty (60) clock hours;

7 5. Facials (skin care training includes make-up, arching,
8 waxing, and/or other methods for nonpermanent hair removal) - sixty
9 (60) clock hours;

10 6. Scalp treatments, shampooing/conditioning rinses - thirty
11 (30) clock hours;

12 7. Hairstyling, including finger waving, the dressing of wigs,
13 thermal, and blow drying - one hundred eighty (180) clock hours;

14 8. Hair color tints, bleaching, and other color treatments -
15 one hundred twenty (120) clock hours;

16 9. Hair cutting and hair shaping with shears and thinning
17 shears (scissors), razors, and clippers (includes beard)- one
18 hundred twenty (120) clock hours;

19 10. Professional development, establishment management, and
20 unassigned hours for review, examinations, etc. - one hundred (100)
21 clock hours;

22 11. Hair restructuring/permanent waving and chemical hair
23 relaxing - one hundred eighty (180) clock hours;

1 12. Cosmetology related subjects - five hundred (500) clock
2 hours;

3 13. Total cosmetology hours- one thousand five hundred (1,500)
4 clock hours.

5 C. The one thousand five hundred (1,500) clock hour curriculum
6 (pure cosmetology) for 501(c)(3) nonprofit tax-exempt schools is
7 prescribed as follows (Note: Hours may be measured in credits and
8 ratio as recognized by the United States Department of Education or
9 by a regional or national accreditation entity recognized by the
10 United States Department of Education.):

11 1. Theory (shall be coordinated with each practical practice
12 subject as is appropriate throughout the course of training) - one
13 hundred fifty (150) clock hours;

14 2. Manicuring and pedicuring (including sculptured nails and
15 tips and other artificial nail application procedures and care) -
16 ninety (90) clock hours;

17 3. Facials (skin care training including make-up, arching,
18 waxing, and/or other methods for nonpermanent hair removal) - one
19 hundred sixty (160) clock hours;

20 4. Scalp treatments and shampooing/conditioning rinses - thirty
21 (30) clock hours;

22 5. Hairstyling, including finger waving, the dressing of wigs,
23 thermal, and blow drying - three hundred (300) clock hours;

- 1 6. Hair color tints and bleaching and other color treatments -
2 one hundred seventy (170) clock hours;
- 3 7. Hair cutting and hair shaping with shears and thinning
4 shears (scissors), razors, and clippers (includes beard) - one
5 hundred eighty (180) clock hours;
- 6 8. Professional development, establishment management, and
7 unassigned hours for review, examinations, etc. - one hundred eighty
8 (180) clock hours;
- 9 9. Hair restructuring/permanent waving and chemical hair
10 relaxing - two hundred forty (240) clock hours; and
- 11 10. Total cosmetology hours - one thousand five hundred (1,500)
12 clock hours.
- 13 D. A basic cosmetology student's minimum training supplies are
14 required as follows:
 - 15 1. One (1) approved text on theory of cosmetology;
 - 16 2. One (1) razor-type hair shaper and shaper blades;
 - 17 3. One (1) pair each hair cutting shears and thinning shears;
 - 18 4. One (1) cuticle nipper for fingernails and one (1) nipper
19 for toenails;
 - 20 5. One (1) cuticle scissors;
 - 21 6. One (1) nail brush;
 - 22 7. One (1) nail file or package of emery boards;
 - 23 8. One (1) tweezer;
 - 24 9. Six (6) assorted hair brushes;

1 10. Twelve (12) combs (including tail, all-purpose, and/or
2 barber-type);

3 11. One (1) curling iron;

4 12. One (1) shampoo cape;

5 13. Appropriately disinfected set of manicuring implements for
6 student training use on each patron;

7 14. Toenail clipper;

8 15. Permanent wave rods;

9 16. Other hair restructuring supplies;

10 17. An adequate supply of applicator bottles and chemical bowl
11 and brush;

12 18. An adequate supply of protective gloves (disposable);

13 19. An adequate supply of neck strips;

14 20. An adequate supply of hair clippers;

15 21. An adequately supplied products dispensary to appropriately
16 train students in cosmetology classes; and

17 22. Visual aid equipment in addition to the chalk or marker
18 board.

19 E. Schools located within a correctional facility shall have
20 all supplies, other than textbooks, stored in the dispensary area
21 and/or the locked tool cage.

22 SECTION 9. NEW LAW A new section of law to be codified
23 in the Oklahoma Statutes as Section 199.25 of Title 59, unless there
24 is created a duplication in numbering, reads as follows:

1 A. Curriculum training shall include the study of electricity,
2 safety measures, and chemistry and shall be carried through all
3 classes in which it is used. Mannequin practice shall be given to
4 each student.

5 B. A student who has completed the training in the basic
6 courses in a cosmetology and/or barbering school or as an apprentice
7 who completed the course in an establishment, shall have had the
8 required amount of patron practice by working under actual
9 cosmetology/barbering establishment conditions so that he or she
10 should be able to:

11 1. Perform any ordinary operation satisfactorily and in the
12 same amount of time customarily allotted to that operation in an
13 establishment;

14 2. Conduct a consultation on any ordinary cosmetology or
15 barbering subject and prescribe proper treatment; and

16 3. Mix any preparation used in an establishment.

17 C. Establishment management shall include purchasing, price
18 determination, selling, appointment scheduling, dispensing of
19 supplies, and personal management.

20 D. The teaching of wig styling and hairpieces shall consist of
21 training in the proper fitting, dressing, styling, and arranging of
22 wigs and hairpieces.

23 E. State cosmetology and barbering law and Board rules and
24 regulations shall be taught in all courses.

1 F. A school owner shall maintain an adequate dispensary room
2 with supplies necessary for school operation and student training.

3 G. A student enrolled in a school shall not be allowed to work
4 on the public until such time as he or she has received at least one
5 hundred fifty (150) clock hours or equivalent number of credit hours
6 of training spent in classroom theory and in mannequin or student
7 practice under the direct supervision of a licensed instructor.

8 H. A basic cosmetology or barber student who fails to complete
9 the course and registers in the manicurist, cosmetician, or
10 facialist course may be credited with ten percent (10%) of the
11 previously accumulated hours. A manicurist, cosmetician, facialist,
12 or barber student who fails to complete the course and registers in
13 the basic cosmetology or barber course may be credited with ten
14 percent (10%) of the previously accumulated hours.

15 I. If a person who holds a current Board license and registers
16 in any course other than a master instructor course, a credit of two
17 hundred twenty-four (224) clock hours is allowed.

18 J. 1. Cosmetology and barber schools shall teach the
19 curriculum for each course approved by the Board. A copy of current
20 curriculum shall be on file with the Board. The curriculum shall be
21 proven by a schedule which shall be posted, followed, and made
22 available to students. The schedule may be interrupted for a period
23 not to exceed more than eight (8) hours per month for assembly
24 purposes.

1 2. Schools located within a correctional facility may have
2 times that arise where school shall be interrupted due to facility
3 lockdowns for an unknown amount of time. When this arises, the
4 school shall have to remain closed until the lockdown is complete.
5 Once the lockdown is complete, school shall resume as normal.

6 K. If a school stays open more than eight (8) hours per day, a
7 curriculum and schedule shall be submitted to the Board covering
8 extra hours.

9 L. An evening school cannot be approved unless information as
10 to the instructors in charge and a curriculum and schedule for each
11 course to be taught is submitted to the Board before beginning
12 evening classes. A student may attend both day and evening classes,
13 provided the entire time does not exceed eight (8) hours daily. A
14 schedule shall be submitted to each student training in such manner.

15 M. Each manager, instructor or other person shall exercise the
16 greatest care in keeping his or her person and all instruments used
17 in school in the cleanest possible condition. Each manager,
18 instructor, or other person shall be knowledgeable of the more
19 communicable diseases and the techniques necessary to prevent the
20 transmission of disease.

21 SECTION 10. NEW LAW A new section of law to be codified
22 in the Oklahoma Statutes as Section 199.26 of Title 59, unless there
23 is created a duplication in numbering, reads as follows:

1 A. Demonstrators and guest lecturers. Teaching in a school
2 shall be done by licensed instructors only. Professional persons in
3 fields related to cosmetology and barbering may lecture in schools.

4 B. The total time given to product demonstrations or lectures
5 shall not exceed eight (8) hours per month in any one school.

6 C. No person may demonstrate a product in a cosmetology school
7 unless the person is licensed by the Board.

8 D. Schools shall maintain a current list of substitute
9 instructors.

10 1. The list of current instructors shall contain names,
11 addresses and phone numbers in the event of emergencies, vacations,
12 leaves, or absence to assure appropriate instruction for the number
13 of students enrolled.

14 2. Any substitute instructor in any school shall possess a
15 valid instructor license issued by the Board in order for hours of
16 training to be credited to a student.

17 3. Schools located within a correctional facility shall be
18 allowed to have licensed instructors that have a valid ODOC
19 volunteer badge. These shall not be employees, but licensed
20 instructors that donate their time to teaching within the
21 correctional facility.

22 E. If the owner of a school is the only instructor or one of
23 the minimum number of instructors required for the number of
24 students enrolled and registered in the school, the owner instructor

1 shall devote full time to the instruction of courses of study during
2 school training hours.

3 F. Each school owner is required to notify the Board in writing
4 of any changes in cosmetology staff or instructors.

5 SECTION 11. NEW LAW A new section of law to be codified
6 in the Oklahoma Statutes as Section 199.27 of Title 59, unless there
7 is created a duplication in numbering, reads as follows:

8 A. A part-time schedule shall be submitted and approved by the
9 Board. Students shall attend a clock hour school at least three (3)
10 hours per day, five (5) days per week, or a total of fifteen (15)
11 hours per week.

12 B. Due to lockdown or outside medical appointments applicable
13 to schools located within a correctional facility, students may not
14 be allowed to attend the fifteen (15) hours a week minimum.
15 Students shall only be allowed to miss the fifteen (15) hour
16 required minimum if the institute is on lockdown, or if they have
17 proof of an outside medical appointment.

18 C. In addition to maintaining a current record of student
19 hours, clock hour schools shall keep a record of daily attendance.
20 Students registered in a clock hour school shall sign in or clock in
21 and out of each class daily.

22 D. Credit hour schools shall maintain a current record of
23 credit hours earned by each student and turned in at the end of each
24 term.

1 E. Clock and credit hour schools shall maintain a record of
2 clinic practical practices and theory credit or clock hours earned
3 by each student.

4 F. School shall retain records of students for three (3) years.

5 G. All attendance and educational records shall be available
6 during inspection or upon request of the Board as allowed under the
7 Cosmetology and Barbering Act.

8 H. All clock hour schools shall be required to submit a report
9 of all student hours earned to the Board monthly and shall be due by
10 the tenth of the following month. All hours shall be submitted as
11 follows: Private school hours shall reflect day and evening
12 classes, the student's name, file/registration number, and
13 accumulated hours received. Public school hours shall reflect the
14 instructor who teaches the program and program taught, whether day
15 or evening class, student's name, file/registration number, and
16 hours received by the student.

17 SECTION 12. NEW LAW A new section of law to be codified
18 in the Oklahoma Statutes as Section 199.28 of Title 59, unless there
19 is created a duplication in numbering, reads as follows:

20 A. Licenses shall be posted in a place easily viewed by the
21 public.

22 1. A current two inch by two inch (2" x 2") photo of the
23 licensee is required to be posted with each license or work permit;
24

2. Student and apprentice registration receipts and student permits to work shall be posted conspicuously;

3. Posting at individual work/styling station in an establishment may be required for inspection and identification purposes;

4. Schools located within a correctional facility shall have all licenses, work permits, registration receipts, and student permits posted on a conspicuously placed bulletin board.

B. The Board Sanitation and Disinfection Rules shall be posted in each establishment.

C. The code of ethics shall be posted in each school.

D. Current inspection reports shall be posted in a place easily viewed by the public.

E. All persons practicing in a salon shall be required to have a current form of photo identification on their person and be prepared to produce it to the inspector at the time of inspection.

SECTION 13. This act shall become effective November 1, 2024.

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