

240 CMR: BOARD OF REGISTRATION OF COSMETOLOGY

240 CMR 5.00: OPERATION OF AESTHETIC SCHOOLS

Section

- 5.01: Definitions
- 5.02: Application for Licensure
- 5.03: Licensure and Approval
- 5.04: Instructors
- 5.05: Premises
- 5.06: Equipment
- 5.07: Course of Study
- 5.08: Records
- 5.09: Sanitary Conditions
- 5.10: Performance of Services by Students
- 5.11: Minimum Hours for Examination Qualification

5.01: Definitions

As used in 240 CMR 5.00:

Aesthetics means the practice for compensation of cleansing, stimulating, manipulating and beautifying skin with hands or mechanical or electrical apparatus or appliances or by the use of cosmetic preparations, tonics, lotions, or creams.

Board means the Board of Registration of Cosmetology.

School means a school or other institution privately owned and conducted for the purpose of teaching aesthetics.

5.02: Application for Licensure

- (1) No person or entity shall operate an aesthetic school without a license issued by the Board.
- (2) Each applicant for a license to operate an aesthetic school shall submit to the Board:
 - (a) a certificate of occupancy or other authentic form issued by the appropriate city or town approving the premises to be used as a school. Such certificate or form shall be submitted to the Board prior to final inspection and approval by the Board;
 - (b) a bond of \$10,000 if enrollments do not exceed 25 students, which bond shall be subject to the approval of the Board;
 - (c) a bond of \$20,000 if enrollments are 25 students or more;
 - (d) a detailed outline of the school curriculum;
 - (e) a proposed schedule of hours;
 - (f) detailed professional floor plans;
 - (g) a list of equipment;
 - (h) a statement signed by the applicant that the school shall have an adequate library;
 - (i) a true copy of the student contract; and
 - (j) such other information as the Board may require.

5.03: Licensure and Approval

- (1) Any school which already holds a license to conduct a school for the purpose of teaching hairdressing - and its branches - must comply with all provisions of 240 CMR 5.00, except the provisions of 240 CMR 5.02(2)(a) and in order to be approved by the Board for the teaching of aesthetics. Upon approval, the school will be notified by the Board and a separate license shall be issued.
- (2) All other schools shall be separately licensed when approved and shall pay the license fee prescribed by M.G.L. c. 112, § 87CC.

240 CMR: BOARD OF REGISTRATION OF COSMETOLOGY

5.03: continued

(3) A school license is valid only for the location named in the license and is not transferable. School licensees must immediately notify the Board in writing of the sale or change in ownership or management of a school. A school licensee seeking to change the location of the school shall notify the Board in writing at least 30 days before any such change. Upon approval of a new location by the Board, the Board shall cancel the license for the previous location and re-issue a license to the licensee bearing the same number as the license for the previous location and indicating the new location. Each school shall display its license in a conspicuous place near its administrative area.

(4) No school shall be conducted or advertised as a salon. No salon shall be conducted or advertised as a school.

5.04: Instructors

(1) Every school shall at all times be in the charge of and under the immediate supervision of licensed instructors.

(2) Instructors in schools shall be licensed instructors competent to impart instruction in the branches of aesthetics or skin care which they teach. Instructors shall not be permitted to perform any work on a paying customer on school premises.

(3) Every school must regularly employ or have in attendance during the school hours at least one registered instructor for every 12 students or less.

(4) A person who is licensed as an aesthetician, who has at least two years of practical experience as a Type 6 aesthetician, and who meets the requirements for licensure as an instructor in aesthetics in Massachusetts, may be authorized by the Board to instruct in aesthetics without supervision by a licensed instructor until the announcement of the results of the first examination for instructors given after such person has filed an application for an instructor's license with the Board.

5.05: Premises

School premises shall contain the following:

(1) A clinic room of no less than 600 square feet, to be used exclusively for the teaching of aesthetics, and containing all necessary equipment for clinical training.

(2) A lecture room of no less than 400 square feet, with arm chairs or desks and chairs for a minimum of 12 students. The lecture room must be available for at least one period per day for exclusive use for instruction in aesthetics.

(3) A reception area and an office area.

5.06: Equipment

Every school shall have, and shall maintain in good working condition, appropriate and sufficient equipment for its entire student body. A list of all equipment shall first be submitted to the Board for its approval. The following equipment is the minimum required for an aesthetics school and, unless otherwise noted, for every six students enrolled in an aesthetics course:

brush massage unit for face, neck, décolletage, body treatment, abrasive treatment and peeling (one unit for every 12 students)

two cold light magnifying lamps

two infra-red lamps

two treatment chairs

one unit for iontophoresis and desincrustation for every 12 students

two vaporizer machines

UV sterilizer for complete disinfection of instruments or hot-air sterilizer

depilator for wax melting for depilation of the face and body

240 CMR: BOARD OF REGISTRATION OF COSMETOLOGY

5.06: continued

one high frequency unit with electrodes for every 12 students
sink with hot and cold running water

5.07: Course of Study

- (1) Each school teaching aesthetics shall maintain a course of study of not less than 300 hours, extending over a period of not less than eight weeks.
- (2) No student shall be required to attend classes more than five days per week (Monday through Saturday).
- (3) New students shall be enrolled on a monthly basis. Transfer students may be enrolled at any time.
- (4) Every school shall maintain regular class hours with a daily schedule, to be submitted to the Board for its approval.
- (5) Each school shall include the following subjects as part of its basic aesthetics course of study:

<u>Subject</u>	<u>Schedule of Hours</u>
Anatomy and Physiology	10
Diseases and Disorders of the Skin	10
Cosmetic Chemistry Ingredients and Product Knowledge	25
Sterilization, Sanitation and Bacteriology	30
Management, Laws, Communication and Ethics	20
Massages	35
Application of Makeup and Sales Product Knowledge	25
Electricity and Aesthetics Equipment	10
Depilation and Waxing, Eyebrow and Eyelash Tinting	30
Clinical Practice, Record Keeping and Treatment	
<u>Procedures</u>	<u>105</u>
Total	300

Each school shall submit to the Board for its approval a copy of the program curriculum.

5.08: Records

- (1) Each school shall keep a daily record of the attendance of each student and a record of studies completed and shall record earned credits and hold examinations before issuing diplomas.
- (2) Each school shall maintain records indicating the amount of instruction completed by each student in each subject.
- (3) All school records shall be made available for inspection by the Board or its designated agents.

5.09: Sanitary Conditions

- (1) Each school shall follow procedures to ensure that school premises, equipment and personnel meet reasonable sanitary and safety conditions. All sanitary regulations applicable to salons (240 CMR 3.00) shall in every respect apply to schools.
- (2) Each school shall provide each student with a separate locker large enough to keep the student's effects.

240 CMR: BOARD OF REGISTRATION OF COSMETOLOGY

5.09: continued

- (3) No students shall be permitted to enter a classroom unless their attire complies with the dress code established by the school.
- (4) Every school shall maintain separate lavatories for men and women.

5.10: Performance of Services by Students

- (1) No school shall, directly or indirectly, accept any remuneration or make any charge for services rendered by its students in the course of their practical training. However, a school may impose a reasonable charge for materials used only.
- (2) No school shall permit any student to practice aesthetics on a person paying for the work.
- (3) Every school shall display in conspicuous places or at each of its entrances, signs in display lettering at least two inches in height stating the following:

ALL WORK IN THIS SCHOOL IS DONE BY STUDENTS. CHARGE FOR MATERIALS
USED ONLY. NO CHARGE FOR SERVICES.

- (4) Any and all injuries to a person which occur as a result of services rendered or as a result of the application of products shall be reported to the Board immediately.
- (5) Students who have graduated from an approved school may work in licensed salons pending examination only after obtaining a temporary permit from the Board to do so.

5.11: Minimum Hours for Examination Qualification

Students successfully completing the minimum required number of earned credit hours for an aesthetics program (300 hours) must be permitted to take the Board examination for licensure as an aesthetician. Completion of any additional program hours above the required minimum 300 hour course of study may not be required of a student prior to being granted access to the licensure examination.

REGULATORY AUTHORITY

240 CMR 5.00: M.G.L. c. 112, §§ 87BB and 87CC.