TITLE 4. PROFESSIONS AND OCCUPATIONS

CHAPTER 10. BOARD OF COSMETOLOGY

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Sections, Parts, Exhibits, Tables or Appendices codified in this supplement. The list provided contains quick links to the updated rules.

This Chapter contains rule Sections that were filed to be codified in the Arizona Administrative Code between the dates of October 1, 2020 through December 31, 2020 (Supp. 20-4).

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The release of this Chapter in Supp. 20-4 replaces Supp. 17-4, 1-18 pages
Please note that the Chapter you are about to replace may have rules still in effect after the publication date of this supplement. Therefore, all superseded material should be retained in a separate binder and archived for future reference.
PREFACE

Under Arizona law, the Department of State, Office of the Secretary of State (Office), accepts state agency rule filings and is the publisher of Arizona rules. The Office of the Secretary of State does not interpret or enforce rules in the Administrative Code. Questions about rules should be directed to the state agency responsible for the promulgation of the rule.

Scott Cancelosi, Director
ADMINISTRATIVE RULES DIVISION

RULES

The definition for a rule is provided for under A.R.S. § 41-1001. “‘Rule’ means an agency statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedures or practice requirements of an agency.”

THE ADMINISTRATIVE CODE

The Arizona Administrative Code is where the official rules of the state of Arizona are published. The Code is the official codification of rules that govern state agencies, boards, and commissions.

The Code is separated by subject into titles. Titles are divided into chapters. A chapter includes state agency rules. Rules in chapters are divided into Articles, then Sections. The “R” stands for “rule” with a sequential numbering and lettering outline separated into subsections.

Rules are codified quarterly in the Code. Supplement release dates are printed on the footers of each chapter. First Quarter: January 1 - March 31 Second Quarter: April 1 - June 30 Third Quarter: July 1 - September 30 Fourth Quarter: October 1 - December 31 For example, the first supplement for the first quarter of 2019 is cited as Supp. 19-1.

Please note: The Office publishes by chapter, not by individual rule section. Therefore there might be only a few sections codified in each chapter released in a supplement. Historical notes at the end of a section provide an effective date and information when a rule was last updated.

AUTHENTICATION OF PDF CODE CHAPTERS

The Office began to authenticate chapters of the Administrative Code in Supp. 18-1 to comply with A.R.S. § 41-1012(B) and A.R.S. § 5302(1), (2)(d) through (e), and (3)(d) through (e).

A certification verifies the authenticity of each Code chapter posted as it is released by the Office of the Secretary of State. The authenticated pdf of the Code includes an integrity mark with a certificate ID. Users should check the validity of the signature, especially if the pdf has been downloaded. If the digital signature is invalid it means the document’s content has been compromised.

HOW TO USE THE CODE

Rules may be in effect before a supplement is released by the Office. Therefore, the user should refer to issues of the Arizona Administrative Register for recent updates to rule Sections.

ARIZONA REVISED STATUTE REFERENCES

The Arizona Revised Statutes (A.R.S.) are available online at the Legislature’s website, www.azleg.gov. An agency’s authority note to make rules is often included at the beginning of a chapter. Other Arizona statutes may be referenced in rule under the A.R.S. acronym.

SESSION LAW REFERENCES

Arizona Session Law references in a chapter can be found at the Secretary of State’s website, under Services-> Legislative Filings.

EXEMPTIONS FROM THE APA

It is not uncommon for an agency to be exempt from the steps outlined in the rulemaking process as specified in the Arizona Administrative Procedures Act, also known as the APA (Arizona Revised Statutes, Title 41, Chapter 6, Articles 1 through 10). Other agencies may be given an exemption to certain provisions of the Act.

An agency’s exemption is written in law by the Arizona State Legislature or under a referendum or initiative passed into law by Arizona voters.

When an agency files an exempt rulemaking package with our Office it specifies the law exemption in what is called the preamble of rulemaking. The preamble is published in the Register online at www.azsos.gov/rules, click on the Administrative Register link.

Editor’s notes at the beginning of a chapter provide information about rulemaking sections made by exempt rulemaking. Exempt rulemaking notes are also included in the historical note at the end of a rulemaking Section.

The Office makes a distinction to certain exemptions because some rules are made without receiving input from stakeholders or the public. Other exemptions may require an agency to propose exempt rules at a public hearing.

EXEMPTIONS AND PAPER COLOR

At one time the office published exempt rules on either blue or green paper. Blue meant the authority of the exemption was given by the Legislature; green meant the authority was determined by a court order. In 2001 the Office discontinued publishing rules using these paper colors.

PERSONAL USE/COMMERCIAL USE

This chapter is posted as a public courtesy online, and is for private use only. Those who wish to use the contents for resale or profit should contact the Office about Commercial Use fees. For information on commercial use fees review A.R.S. § 39-121.03 and 1 A.A.C. 1, R1-1-113.

Rhonda Paschal, managing rules editor, assisted with the editing of this chapter.
TITLE 4. PROFESSIONS AND OCCUPATIONS

CHAPTER 10. BOARD OF COSMETOLOGY

Editor’s Note: The Board of Cosmetology repealed or renumbered Sections with the old Administrative Code numbering scheme and adopted new Sections under the current numbering scheme (Supp. 96-2). The old and new Sections cannot be shown in numerical order because of the two Articles; therefore the old numbers are not shown here. Please refer to this Chapter as published in Revised Format 6-92 for historical note information on the old numbered Sections.

ARTICLE 1. GENERAL PROVISIONS

Article 1, consisting of Sections R4-10-01 thru R4-10-19, repealed; Section R4-10-27 renumbered to R4-10-105; and Sections R4-10-101 thru R2-10-112 adopted effective April 9, 1996 (Supp. 96-2).

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ARTICLE 1. GENERAL PROVISIONS

R4-10-101. Definitions
The definitions in A.R.S. §§ 32-501, 32-516, and 32-572 apply to this Chapter. Additionally, in this Chapter unless otherwise specified:

1. “Accredited” means approved by any regional or national accreditation organization.

2. “Administrative completeness review” means the Board’s process for determining that an applicant has provided all information and documents required by Board statute or rule for an application.

3. “Applicant” means an individual or any of the following seeking licensure by the Board:
   a. If a corporation, any two officers of the corporation;
   b. If a partnership, any two of the partners; or
   c. If a limited liability company, the designated corporate contact person, or if no contact person is designated, any two members of the limited liability company.

4. “Application packet” means the forms and documents the Board requires an applicant to submit.

5. “Bracing” means to use a support that helps to steady or strengthen while performing a procedure.

6. “Certification of hours” means a document that states the total number of hours completed at a school, including:
   a. A written statement of the hours or credits a student received in the licensed school, signed by the administrator of the agency authorized to record hours in the jurisdiction in which the applicant received certified or accredited vocational or academic training, affixed with the agency’s official seal; or
   b. If a student is transferring from one Arizona school to another under A.R.S. § 32-560, a transfer application that reflects the hours or credits a student received, signed by the administrator of the school where the applicant received certified or accredited training.

7. “Certification of licensure” means the status of the license, signed by the administrator of the agency authorized to issue cosmetology, hairstyling, nail technician, aesthetics, or instructor licenses in the jurisdiction in which the applicant received a license, affixed with the agency’s official seal.

8. “Classroom” means an area in which instruction or demonstration is provided regarding theory and practice on models.

9. “Clinic” means the area where a student practices cosmetology, hairstyling, nail technology, or aesthetics on the general public for a fee.

10. “Course” means an organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification is given.

11. “Credit” means one earned academic unit of study based on:
   a. Completing a high school’s required number of class sessions per calendar week in a course; or
   b. Attending a one-hour class session per calendar week at a community college, an accredited college or university, or a high school.

12. “Crossover hours” means hours of training obtained by a licensed aesthetician, cosmetologist, hairstylist, or nail technician that a school licensee accepts as hours of training required for licensure in a different profession.

13. “Days” means calendar days.

14. “Graduation” or “graduated from a school” means completion of the criteria established by a cosmetology, hairstyling, aesthetics, or nail technology school for the course in which the applicant was enrolled including completion of the required curriculum hours.

15. “High school equivalency” means:
   a. A high school diploma from a school recognized by the basic education authority or the Department of Education in the jurisdiction in which the school is located,
   b. A passing score on a high school equivalency general educational development test or its equivalent as required by the Department of Education,
   c. An associate degree or 15 academic credits from a junior college recognized by the basic education authority in the jurisdiction in which the college is located, or
   d. Any degree from a college or university recognized by the basic education authority in the jurisdiction in which the college or university is located.

16. “Hour” means one clock hour.

17. “Instructor training” means the courses specified in R4-10-302.

18. “Licensed in another state of the United States or foreign country” means:
   a. A governmental regulatory agency in the state or country is authorized to examine the competency of individuals who graduate from a licensed cosmetology, hairstyling, nail technology, or aesthetics school, or instructors for these disciplines; and
   b. The governmental regulatory agency issues licenses over which the state or country has regulatory and disciplinary jurisdiction.

19. “Licensed salon or licensed school” means an establishment for which the Board has issued a license to a person under A.R.S. § 32-541 or 32-551, as applicable.

20. “Manager” means an individual who is responsible for ensuring an establishment complies with A.R.S. §§ 32-501 et seq. and this Chapter.

21. “Model” means an individual or mannequin on which an applicant performs demonstrations for the practical section of a licensing examination.

22. “Personal knowledge” means actual observation of an individual who practiced aesthetics, cosmetology, hairstyling, or nail technology in any state or country.

23. “Practice” means engaging in the profession of aesthetics, cosmetology, hairstyling, nail technology, or instructor.

24. “Reciprocity” means the procedure for granting an Arizona license to an applicant who received the required hours from a school licensed in another state of the United States or a foreign country or is currently licensed in another state of the United States or a foreign country.

25. “Salon suite” means multiple individually operated and licensed salons that share a physical address except for suite number.

26. “Substantive review” means the Board’s process for determining whether an applicant for licensure meets the requirements for the license for which application is made including, if applicable, taking and passing an examination required by the Board.

27. “Tenth grade equivalency” means:
   a. Ten high school credits, including two in English, from any school recognized by the basic education authority or the Department of Education in the jurisdiction in which the credits were obtained;
CHAPTER 10. BOARD OF COSMETOLOGY

R4-10-102. Fees and Charges

A. Under the specific authority provided by A.R.S. § 32-507 and subject to R4-10-103, the Board establishes and shall collect the following fees:

1. Initial personal license: $60.00
2. Personal licensing renewal fees: $60.00
3. Delinquent personal license renewal: $60 for personal license renewal as specified under subsection (A)(2) plus $30 for delinquent renewal for every two years or portion of two years that the license is inactive to a maximum of 10 years.
4. Personal reciprocity or universal recognition license: $60.00
5. Salon initial license: $110.00
6. Salon renewal: $50.00
7. Salon delinquent renewal: $80.00
8. School license: $600.00
9. School renewal: $250.00
10. Delinquent school renewal: $350.00

B. An applicant for licensure by examination shall pay directly to the Board administers educational classes: $25.00
1. Certification of licensure or hours: $30.00
2. For use of an alternative method of payment: $3.00 per transaction
3. For copying public documents: 50¢ per page
4. For audiotapes, videotapes, computer discs, or other media used for recording sounds, images, or information: $15 per tape, disc, or other medium
5. For a list of licensees’ names and addresses: 25¢ per name

D. As authorized by A.R.S. § 44-6852, the Board shall charge a service fee of $20.00 for the return of a dishonored check or the failure of any other means of payment to be honored plus the actual charges assessed by the financial institution dishonoring the check or other means of payment.

Historical Note

R4-10-103. Payment of Fees

A. A fee is not considered paid until the Board receives the amount required. The Board shall not provide services, administrate examinations, or issue certifications or licenses until it receives the required fee.

B. The Board shall accept personal check, money order, or credit card only.

C. If a check for a license renewal is returned because it is dishonored, the renewal application is incomplete, and any license renewal issued is void effective the date the Board mails written notice to the licensee that the license is void.

D. An applicant or licensee whose fee payment to the Board is dishonored is not entitled to a further service, certification, or license until the Board receives the following:
1. The amount of the fee for which the payment was dishonored;
2. The service charge provided in R4-10-102 (D); and
3. If applicable, the delinquent fee for each year or part of a year the license was inactive for the type of license to be renewed.

E. Fees are nonrefundable except if A.R.S. § 41-1077 applies.

F. The Board shall not refund fees tendered for $5.00 or less over the amount specified in R4-10-102, except the Board shall refund fees paid over the amount specified as the maximum fee in A.R.S. § 32-507.

Historical Note

R4-10-104. Application for License by Examination

A. An applicant for an aesthetics, cosmetology, hairstyling, nail technology, or instructor license by examination shall submit to the Board:
1. The fee required for an initial personal license in R4-10-102; and
2. An application provided by the Board that contains:
   a. A passport quality photo of the applicant;
   b. The applicant’s name, address, e-mail address, telephone number, Social Security number, gender, and birth date;
   c. The name and address of each licensed school attended by the applicant;
   d. The name of course completed, the name of the school where completed, and the starting date and date of graduation;
   e. If previously licensed by the Board, type of license, license number, license expiration date, and the name used on the license;
   f. A statement of whether the applicant has ever had an aesthetics, cosmetology, hairstyling, nail technology, or instructor license suspended or revoked in any state of the United States or foreign country;

b. Proof the prospective student is at least 18 years old.
Satisfactory proof of age is shown by a government-issued driver’s license or identification card, birth certificate, or passport; or

c. High school equivalency.

28. “Transfer application,” as used in A.R.S. § 32-560, means an application that documents the transfer of a student from one Arizona cosmetology, hairstyling, nail technology, or aesthetics school to another and contains the student’s name, address, identification number, telephone number, and number of hours of instruction received.

29. “Virtual learning” means the use of technology to teach students who may or may not be physically present in a classroom.

Historical Note
C. In addition to complying with the requirements in subsection (B), an applicant for an aesthetics, cosmetology, hairstyling, or nail technology license by examination shall:

1. Comply with A.R.S. § 32-510, 32-511, 32-512, or 32-512.01 by submitting documentation of 10th grade equivalency;
2. Comply with A.R.S. § 32-510, 32-511, 32-512, or 32-512.01 by submitting a copy of one of the following:
   a. If the applicant graduated from a course presented by a school licensed by the Board, a written statement signed by the administrator of the school that documents proof of graduation and completion of all required hours;
   b. If the applicant attended more than one licensed school in Arizona, a copy of a transfer application or certification of hours from each school attended that includes the starting and ending dates, and a written statement signed by the administrator of each school that documents proof of the total number of hours completed at the school, and, if applicable, proof of graduation;
   c. If the applicant completed an apprenticeship program as described under A.R.S. § 32-511(3)(e), ensure the Department of Economic Security provides notice to the Board that the applicant completed the described program; and
   d. Comply with R4-10-102 regarding examination fees.

B. In addition to complying with the requirements in subsection (A), an applicant for an instructor license by examination shall:

1. Comply with A.R.S. § 32-510, 32-511, 32-512, or 32-512.01 by submitting documentation of 10th grade equivalency;
2. Comply with A.R.S. § 32-510, 32-511, 32-512, or 32-512.01 by submitting a copy of one of the following:
   a. If the applicant graduated from a course presented by a school licensed by the Board, a written statement signed by the administrator of the school that documents proof of graduation and completion of all required hours;
   b. If the applicant attended more than one licensed school in Arizona, a copy of a transfer application or certification of hours from each school attended that includes the starting and ending dates, and a written statement signed by the administrator of each school that documents proof of the total number of hours completed at the school, and, if applicable, proof of graduation;
   c. If the applicant completed an apprenticeship program as described under A.R.S. § 32-511(3)(e), ensure the Department of Economic Security provides notice to the Board that the applicant completed the described program; and
   d. Comply with R4-10-102 regarding examination fees.

C. In addition to complying with the requirements in subsection (A), an applicant for an instructor license by examination shall:

1. Comply with A.R.S. § 32-531 by submitting the following:
   a. Documentation, as specified in subsection (C)(3), of required work experience;
   b. Proof of current licensure in the profession in which work experience was gained;
   c. Proof of licensure during the period work experience was gained; and
   d. Proof of attainment of 18 years of age; or
   e. Proof of high school equivalency;
2. If qualifying under A.R.S. § 32-531(3)(a), submit a copy of the following:
   a. Certification of graduation from a licensed school, on a form supplied by the Board, including the starting and ending dates, total number of hours completed, and signature of the administrator of the school; and
   b. If the applicant attended more than one licensed school in Arizona, a copy of a transfer application or certification of hours from each school attended, including the starting and ending dates, total number of hours completed, and signature of the administrator of the school; and
3. Documentation of the work experience required by A.R.S. § 32-531, which shall be signed by an owner or manager of a licensed salon, an individual, or a supplier of cosmetology products with personal knowledge of the applicant’s licensed experience in the profession for which the applicant seeks an instructor license. The person providing the documentation verifying the applicant’s experience shall also indicate the following:
   a. Profession in which applicant gained the experience;
   b. Starting and ending dates of applicant’s experience in the profession;
   c. Name of licensed salon and address where applicant gained experience in the profession; and
   d. License number and name of the licensed individual completing the form; or
   e. Name, address, and telephone number of the individual providing the information.

Historical Note

R4-10-105. Application for License by Reciprocity; Application for License by Universal Recognition

A. An applicant for an aesthetics, cosmetology, hairstyling, nail technology, or instructor license by reciprocity shall submit the applicable fee required in R4-10-102 and all of the following to the Board:

1. An application provided by the Board and signed by the applicant that contains:
   a. The applicant’s name, address, e-mail address, telephone number, gender, Social Security number, and birth date;
   b. A passport quality photo of the applicant;
   c. If previously licensed by the Board, the type of license, license number, license expiration date, and the name used on the license;
   d. A statement of whether the applicant has ever had an aesthetics, cosmetology, hairstyling, nail technology, or instructor license suspended or revoked in any state of the United States or foreign country; and
   e. A statement by the applicant verifying the truthfulness of the information provided by the applicant;
2. A certification of hours and proof of graduation or licensure in another state of the United States or foreign country that shows the number of hours received in a school or the initial and final dates of licensure; and
3. Documentation specified under A.R.S. § 41-1080 indicating the applicant’s presence in the United States is authorized under federal law.

B. An applicant for an aesthetics, cosmetology, hairstyling, nail technology, or instructor license by universal recognition, as described at A.R.S. § 32-4302, shall submit the applicable fee required in R4-10-102 and all of the following to the Board:

1. An application provided by the Board and signed by the applicant that contains:
   a. The applicant’s name, address, e-mail address, telephone number, gender, Social Security number, and birth date;
   b. A passport quality photo of the applicant;
   c. A statement by the applicant verifying the truthfulness of the information provided by the applicant;
2. A list of all states in which the applicant is currently licensed and certification from the licensing states that the applicant’s license is in good standing.
3. Proof of Arizona residency; and
4. Documentation specified under A.R.S. § 41-1080 indicating the applicant’s presence in the United States is authorized under federal law.

Historical Note

R4-10-106. Licensing Time Frames

A. The overall, administrative completeness, and substantive review time frames described in A.R.S. § 41-1072 for each type of license granted by the Board are listed in Table 1. The applicant and Executive Director of the Board may agree in writing to extend the overall time frame. The substantive review time frame may not be extended by more than 25 percent of the overall time frame.

B. The administrative completeness review time frame begins when the Board receives an application packet.
1. If an application packet is incomplete, the Board shall send to the applicant a written notice specifying the missing document or incomplete information. The administrative completeness review time frame and the overall time frame are suspended from the postmark date of the notice until the date the Board receives a complete application packet from the applicant.
2. If an application packet is complete, the Board shall send a written notice of administrative completeness to the applicant.
3. If the Board grants a license during the administrative completeness time frame, the Board shall not issue a separate written notice of administrative completeness.

C. The substantive review time frame begins on the postmark date of notice of administrative completeness.
1. As part of the substantive review for a license to operate a school, the Board shall conduct an inspection that may require more than one visit to the school.
2. During the substantive review time frame, the Board may make one comprehensive written request for additional information or documentation. If the applicant has applied for licensure by examination, the Board shall request evidence of passing the examination required under R4-10-108. The time frame for the Board to complete the substantive review is suspended from the postmark date of the comprehensive written request for additional information or documentation until the Board receives the additional information or documentation.
3. If an applicant meets the requirements of A.R.S. Title 32, Chapter 5 and this Chapter, the Board shall send written notice granting a license to the applicant.
4. If an applicant does not meet the requirements of A.R.S. Title 32, Chapter 5 and this Chapter, the Board shall send a written notice denying a license to the applicant. The Board shall include in the notice of denial the basis for the denial and an explanation of the applicant’s right to appeal under A.R.S. Title 41, Chapter 6, Article 10.

D. The Board shall consider an application withdrawn if within 180 days from the application submission date the applicant fails to supply the missing information under subsection (B)(1) or (C)(2).

E. An individual shall not practice as an aesthetician, cosmetologist, hairstylist, instructor, or nail technician until the individual receives and posts the license at the individual’s place of employment.

F. If the last day of a time frame falls on a Saturday, Sunday, or a legal holiday, the Board shall consider the next business day the last day of the time frame.

Historical Note

R4-10-107. License Renewal

A. An aesthetician, cosmetologist, hairstylist, nail technician, or instructor licensee shall postmark or electronically submit an application for renewal to the Board on or before the licensee’s birthday every two years.
1. If a licensee’s birthday falls on a Saturday, Sunday, or legal holiday, the licensee may file the renewal application on the next business day following the licensee’s birthday.
2. A renewal application consists of:
   a. A form provided by the Board that contains the licensee’s name, address, e-mail address, Social Security number, and signature;
   b. A copy of a government-issued identification containing a photograph of the licensee;
   c. If the documentation previously submitted under R4-10-104(A)(3) or R4-10-105(3) did not establish citizenship in the United States or was not a non-expiring work authorization, documentation specified under A.R.S. § 41-1080 that the licensee’s presence in the United States continues to be authorized under federal law;
   d. A statement of whether the licensee has changed the licensee’s name since the previous application and, if name has changed, a copy of a legal document, such as a marriage license or divorce decree, showing the name change; and
   e. The fee required in R4-10-102.

B. An establishment licensee shall annually postmark or electronically submit to the Board an application for renewal on or before the license renewal date.
1. If the license renewal date falls on a Saturday, Sunday, or legal holiday, the licensee may file the application on the next business day following the license renewal date.
2. A renewal application consists of:
   a. A form provided by the Board that contains:
      i. The establishment’s name;
      ii. The licensee’s license number; and
      iii. If the licensee is an individual or partnership, the signature and tax identification number of the licensee or if the licensee is a corporation or limited liability company, the signature of the authorized signer and the tax identification number of the corporation or limited liability company; and
   b. The fee required in R4-10-102.

Historical Note
Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-107 renumbered to R4-10-110; new Section adopted by final rulemaking at 5 A.A.R. 1791,
A cosmetology, hairstyling, nail technology, aesthetics, or nail technology instructor license that has been inactive for more than two years, but less than 10 years, may be reactivated by the inactive licensee paying the delinquent renewal fee.

M. If an applicant passes the examination but fails to complete the licensure process within one year after the date of the examination, the Board shall void the examination scores.

N. The Board or national professional organization with which the Board contracts to administer the licensing examination shall conduct the practical section of the licensing examination in English and an applicant shall submit answers in English. The written section of the licensing examination is conducted in languages specified by the national professional organization and chosen by the applicant.

**Historical Note**


R4-10-109. Repealed

**Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-109 renumbered to R4-10-112; new Section R4-10-109 renumbered from Section R4-10-105 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Section repealed by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1).
C. If a cosmetology, hairstyling, nail technology, aesthetics, or instructor license has been inactive for more than 10 years, the inactive licensee shall pay 10 years of delinquent renewal fees and comply with all application requirements in R4-10-104 before practicing or teaching cosmetology in Arizona.

**Historical Note**
Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-110 renumbered to Section R4-10-113; new Section R4-10-110 renumbered from Section R4-10-107 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1).

**R4-10-111. Display of Licenses and Signs**
A. An establishment licensee shall ensure the name on the establishment’s sign, advertising, and publications is the same as the name on the license to operate the establishment issued by the Board. The establishment’s sign shall be prominently posted.

B. A school licensee shall:
1. Prominently post a course schedule that lists the names of instructors and courses; and
2. Display the licenses of the school licensee and all instructors near the school entrance, visible to the public.

C. A salon licensee shall:
1. Prominently post the license of the salon licensee, and
2. Ensure that the personal license of each licensee performing services in the salon is posted at the licensee’s work station.

D. A licensee performing mobile services shall prominently display in the area where mobile services are provided:
1. A photocopy of the licensee’s personal license or the licensee’s Board-issued, wallet-size license card, and
2. A photocopy of the Board-issued license to operate a salon or Board-issued, wallet-size license card to operate a salon.

E. A copy of R4-10-112 shall be prominently posted in each establishment.

F. If applicable, a salon licensee shall prominently post a sign that reads: “These services are not regulated by the Arizona Board of Cosmetology” and include a list services provided but not regulated.

**Historical Note**
Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-111 renumbered to Section R4-10-114; new Section R4-10-111 renumbered from R4-10-108 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1).

**R4-10-112. Infection Control and Safety Standards**
A. An establishment licensee shall ensure the establishment has and maintains the following minimum equipment and supplies:
1. Non-leaking, solid-side waste receptacles with liners, which are emptied, cleaned, and disinfected daily;
2. Ventilated, covered, containers for soiled linens including towels and capes;
3. Covered, clean containers or cabinets to hold clean linens including towels and capes;
4. Covered, wet disinfectant container that:
   a. Is set up with disinfectant solution at all times the establishment is open, and
   b. Is changed as determined by the manufacturer’s instructions or when visibly cloudy or contaminated; and
5. An Environmental Protection Agency (EPA)-registered bactericidal, virucidal, or fungicidal, disinfectant effective against HIV and human hepatitis B virus, which shall be mixed and used according to manufacturer’s directions on all tools, instruments, and equipment.

B. Procedure for disinfecting non-electrical equipment. A licensee or student shall disinfect non-electrical equipment by:
1. Cleaning with soap or detergent and warm water, rinsing with clean water, and patting dry; and
2. Totally immersing in the wet disinfectant required under subsection (A)(5) following manufacturer’s recommended directions.

C. Procedure for storing tools and instruments. A licensee or student shall:
1. Place a tool or instrument that has been used on a client or soiled in any manner in a covered receptacle that is labeled “dirty”; and
2. Place a disinfected instrument in a disinfected, dry, covered container that is labeled “ready to use” and isolate the disinfected instrument from contaminants.

D. Procedure for disinfecting electrical equipment, which shall be in good repair, before each use. A licensee or student shall disinfect electrical equipment by:
1. Removing all foreign matter from the equipment;
2. Cleaning and spraying or wiping with an EPA-registered bactericidal, virucidal, or fungicidal disinfectant, compatible with electrical equipment, as required in subsection (A)(5), ensuring the electrical equipment is in contact with the disinfectant for the time specified on the disinfectant label;
3. Storing the disinfected electrical equipment in a clean place separated from cords for the electrical equipment; and
4. If the electrical equipment has removable parts, disinfecting the removed parts as described in subsection (B).

E. Tools, instruments, and supplies. A licensee or student shall:
1. Dispose of all tools, instruments, or supplies that come into direct contact with a client and cannot be disinfected (for example, cotton pads, sponges, porous emery boards, and neck strips) by placing them in a waste receptacle immediately after use;
2. Not store or carry disinfected tools and instruments in a leather or cloth pouch or pocket;
3. Dispose of a sharp cosmetology tool or instrument by sealing the tool or instrument in a rigid, puncture-proof container and disposing in a manner that keeps licensees, students, clients, and sanitation workers safe;
4. Not place clips or other tools and instruments in the mouth, pocket, or other holder that cannot be cleaned and disinfected;
5. Sharpen pencil cosmetics before each use and clean and disinfect the sharpener after each use; and
6. A client’s personal cosmetology tools and instruments that are brought into and used in the establishment shall comply with these rules.

F. If there is exposure to blood or other body fluids during a service, a licensee or student shall stop the service and:
1. If the wound is on the licensee’s or student’s hand, the licensee or student shall:
   a. Clean the wound with an antiseptic solution;
   b. Cover the wound with a sterile bandage; and
   c. Cover the wounded area with a glove or finger cover;
2. Discard all blood-stained tissue or cotton or other blood-contaminated material;
3. Disinfect all equipment, tools, and instruments that came in contact with blood or other body fluids as discussed in subsections (A)(5) and (B); and
4. Disinfect electrical equipment as discussed in subsection (D).

H. Personal cleanliness. A licensee or student shall:
   1. Thoroughly wash his or her hands with soap and warm water or any equally effective hand sanitizer immediately before providing services to each client, before checking a student’s work on a client, or after smoking, eating, or using the restroom;
   2. Wash a client’s skin on which services will be performed with soap and warm water or wipe the skin with waterless hand sanitizer approved for use on skin before a nail technology service, including a pedicure service, is provided; and
   3. Wear clean, fluid-proof, single-use, protective gloves while performing any service if any bodily discharge is present from the licensee, student, or client or if any discharge is likely to occur from the client because of services being performed. Discard gloves immediately after use.

I. Disease and infestation. A licensee or student shall not perform a service on an individual:
   1. Who has a contagious disease that may be transmitted by the performing of the service on the individual; or
2. Who is exhibiting a sign of infection such as reddened, erupted, or open skin.

J. Client protection. A licensee or student shall:
   1. Protect a client’s clothing from direct contact with shampoo bowls or headrests by using clean linens, capes, robes, or protective neck strips;
   2. Maintain infection control and perform services safely;
   3. Use bracing around a client’s eyes, ears, lips, fingers, and toes; and
   4. Provide a client a pre- and post-analysis that includes appropriate instructions for follow-up.

K. Care and storage of linens including towels, robes, and capes. An establishment licensee shall ensure:
   1. Clean linens are provided for each client and laundered after each use;
   2. Soiled linens are stored in a ventilated receptacle;
   3. Laundering includes washing linens using detergent and bleach; and
   4. Clean linens are stored in covered containers or closets.

L. Care and storage of products including liquids, creams, powders, cosmetics, chemicals, and disinfectants. An establishment licensee shall ensure:
   1. No cosmetic products containing hazardous substances are on the establishment premises;
   2. All products containing poisonous substances are distinctly marked;
   3. When only a portion of a cosmetic product is to be used, the portion is removed from the container in a way that does not contaminate the remaining product; and
   4. Once dispensed, a product is not returned to the original container.

M. Prohibited hazardous substances and use of products. An establishment licensee shall ensure:
   1. No cosmetic products containing hazardous substances banned by the U.S. Food and Drug Administration (FDA) for use in cosmetic products, including liquid methyl methacrylate monomer and methylene chloride, are on the establishment premises;
   2. All products are used only in a manner approved by the FDA, EPA, or other regulatory agency; and
   3. Instructions on the manufacturer’s label are followed at all times.

N. Care of headrests, shampoo bowls, and treatment tables. An establishment licensee shall ensure:
   1. Headrests of chairs and treatment tables are disinfected at least daily;
   2. Treatment tables are covered with a clean linen or paper sheet for each client;
   3. Shampoo bowls and neck rests are cleaned with soap and warm water or other detergent and disinfected after each use and kept in good repair; and
   4. Shampoo neck rests are disinfected with a solution listed under subsection (A)(5) before each use.

O. Prohibited devices, tools, or chemicals; invasive procedures. An establishment licensee shall ensure:
   1. Except as provided in this subsection and subsection (O)(2), all of the following devices, tools, or chemicals are not present in or used in a salon:
      a. A devise, tool, or chemical designed or used to pierce the dermis; and
      b. A low-frequency, or low-power ultrasonic, or sonic device except one intended for skin cleansing, exfoliating, or product application.
2. A licensee that provides an invasive procedure, using a device, tool, or chemical described in subsection (O)(1), that is otherwise allowed under Arizona law, complies with statutes and rules governing the procedure, training, or supervision as required by the relevant, regulatory authorities.

P. Skin peeling. A licensee shall:
1. Except as provided in subsection (O)(2), remove only the non-living, uppermost layer of skin, known as the epidermis, by any method or means and only for the purpose of beautification;
2. Not use a skin removal technique or practice that affects the dermal layer of the skin;
3. Not mix or combine skin removal products except as required by manufacturer instructions and approved by the FDA; and
4. Use only commercially available products for the removal of epidermis for the purpose of beautification.

Q. Restricted use tools and instruments. A licensee shall use:
1. Nippers only to remove loose cuticles; and
2. Pre-sterilized, disposal lancets only to dilate follicles and release sebaceous debris from the follicle.

R. An establishment licensee shall maintain cleanliness and repair of the establishment according to the following guidelines:
1. Discard hair and nail clippings immediately after each client;
2. Clean and disinfect shampoo bowls using a disinfectant listed under subsection (A)(5) and ensure drains are free running;
3. Disinfect counters and all work areas after each client by using a disinfectant discussed in subsection (A)(5).

S. An establishment licensee, including the licensee of a salon in a residence, shall ensure compliance with the following building standards:
1. There is an entrance into the establishment from the outside. If the establishment is a salon in a residence, the entrance may be through living quarters;
2. Except for a salon in a residence, an establishment shall not be used for residential or other living purposes;
3. The establishment has a restroom open and available for employees’ and clients’ use during business hours. The restroom has a wash basin, running water, liquid soap, and disposable towels; is kept clean and sanitary at all times; and is in close enough proximity to the establishment to ensure safety for cosmetology procedures during use;
4. Extra material stored in the establishment restroom is locked in a cabinet;
5. The establishment, including a mobile unit, has sufficient hot and cold running water; and
6. The establishment has a natural or mechanical ventilation and air filtration system that provides free flow of air to each room, prevents the build-up of emissions and particulates, keeps odors and diffusions from chemicals and solutions at a safe level, and provides sufficient air circulation and oxygen.

T. An establishment licensee shall ensure compliance with the following general requirements.
1. A first-aid kit that contains, at a minimum, bandages, gauze, antiseptic, and antibiotic cream; is present in the establishment and easily accessible;
2. Only fish in aquariums and service animals, are allowed in the establishment; and
3. The establishment complies with federal and state requirements.

Historical Note
Section R4-10-112 renumbered from former Section R4-10-33 and amended effective April 9, 1996 (Supp. 96-2). Former Section R4-10-112 renumbered to Section R4-10-115; new Section R4-10-112 renumbered from Section R4-10-109 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 11 A.A.R. 4239, effective December 5, 2005 (Supp. 05-4). Amended by final rulemaking at 14 A.A.R. 2083, effective July 5, 2008 (Supp. 08-2). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

R4-10-113. Establishment Management
A. The manager of an establishment shall ensure:
1. Licenses, notices, and the Board’s most recent inspection sheet are prominently displayed;
2. The establishment and all licensees in a salon, school, or a mobile service area have current licenses;
3. Infection control and safety standards are maintained.

B. The Board shall hold the establishment licensee and manager or director responsible for all violations of requirements enumerated in subsection (A) that occur within the establishment.

C. If a salon licensee rents or leases space within the salon to a person who obtains a separate license to operate a salon, the Board shall hold the second licensee and manager responsible for all violations of requirements enumerated in subsection (A) that occur within the portion of the salon the second licensee is licensed to operate.

Historical Note
New Section R4-10-113 renumbered from Section R4-10-110 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

R4-10-114. Board Inspection
A. A licensee or manager of an establishment shall permit a Board inspector or representative to inspect the premises of the establishment regardless of whether the establishment has been identified in a complaint.

B. A Board inspector or representative may inspect the premises of a location alleged to be operating as a salon or school without a license from the Board.

C. Board action is required to dismiss a complaint.

Historical Note
New Section R4-10-114 renumbered from Section R4-10-111 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

R4-10-115. Rehearing or Review of a Board Decision
A. The Board shall provide for a rehearing or review of its decisions under A.R.S. Title 41, Chapter 6, Article 10 and the rules established by the Office of Administrative Hearings.

B. Except as provided in subsection (H), a party is required to file a motion for rehearing or review of a Board decision, within 30 calendar days after service of the decision, to exhaust the party’s administrative remedies.

C. A motion for rehearing or review may be amended at any time before it is ruled on by the Board. A response may be filed within 15 calendar days after service of a motion or amended motion by any party. The Board may require the filing of written briefs regarding the issues raised in the motion and may provide for oral argument.

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D. The Board may grant a rehearing or review for any of the following causes materially affecting the moving party’s rights:
1. Irregularity in the administrative proceedings or any order or abuse of discretion that deprived the moving party of a fair hearing;
2. Misconduct of the Board or its staff, an administrative hearing officer, or the prevailing party;
3. Accident or surprise that could not have been prevented by ordinary prudence;
4. Newly discovered material evidence that could not with reasonable diligence have been discovered and produced at the original hearing;
5. Excessive penalties;
6. Error in the admission or rejection of evidence or other errors of law occurring at the administrative hearing or during the progress of the proceedings; or
7. A decision that is not justified by the evidence or is contrary to law.

E. The Board may affirm or modify the decision or grant a rehearing or review to any of the issues for any of the reasons in subsection (D). The Board shall specify the particular grounds for any order modifying a decision or granting a rehearing or review. If a rehearing is granted, the Board shall hold the rehearing within 60 days after the date on the order granting the rehearing.

F. No later than 30 calendar days after the date of a decision and after giving the parties notice and an opportunity to be heard, the Board may, on its own initiative, order a rehearing or review of its decision for any reason for which it might have granted a rehearing or review on motion of a party. The Board may grant a motion for rehearing or review, timely served, for a reason not stated in the motion. An order granting a rehearing or review shall specify the grounds on which the rehearing or review is granted.

G. When a motion for rehearing or review is based on affidavits, they shall be served with the motion. An opposing party may, within 20 calendar days after service, serve opposing affidavits. This time may be extended for an additional period not exceeding 20 calendar days by the Board when there is a showing of good cause or written stipulation of the parties. Reply affidavits may be permitted.

H. If the Board makes a specific finding that a particular decision needs to be effective immediately to preserve public peace, health, or safety and that a rehearing or review of the decision is impractical, unnecessary, or contrary to the public interest, the Board may issue the decision as a final decision without an opportunity for rehearing or review.

I. A Board order is final on expiration of the time for filing a motion for review or rehearing or on denial of a motion for review or rehearing, whichever is later. A party that has exhausted the party’s administrative remedies may appeal a final order of the Board under A.R.S. Title 12, Chapter 7, Article 6.

J. A person that files a complaint with the Board against a licensee:
1. Is not a party to:
a. A Board administrative action, decision, or proceeding; or
b. A court proceeding for judicial review under A.R.S. Title 12, Chapter 7, Article 6; and
2. Is not entitled to seek rehearing or review of a Board action or decision under this Section.

Table 1. Time Frames (in days)

<table>
<thead>
<tr>
<th>Type of Approval</th>
<th>Statutory Authority</th>
<th>Overall Time Frame</th>
<th>Administrative Completeness Time Frame</th>
<th>Substantive Review Time Frame</th>
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<tr>
<td>License by Examination</td>
<td>A.R.S. §§ 32-510, 32-511, 32-512, 32-512.01, 32-531</td>
<td>90</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>License by Reciprocity or Universal Recognition</td>
<td>A.R.S. §§ 32-513, 32-532, 32-4302</td>
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<td>30</td>
</tr>
<tr>
<td>School License</td>
<td>A.R.S. § 32-551</td>
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<td>30</td>
<td>60</td>
</tr>
<tr>
<td>License Renewal</td>
<td>A.R.S. §§ 32-517, 32-535, 32-544, 32-564</td>
<td>75</td>
<td>45</td>
<td>30</td>
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<tr>
<td>Salon License</td>
<td>A.R.S. §§ 32-541, 32-542</td>
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<td>30</td>
<td>60</td>
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<tr>
<td>License Reactivation</td>
<td>A.R.S. § 32-518</td>
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Historical Note
New Section R4-10-115 renumbered from Section R4-10-112 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

ARTICLE 2. SCHOOLS

Editor’s Note: The Board of Cosmetology repealed or renumbered Sections with the old Administrative Code numbering scheme and adopted new Sections under the current numbering scheme (Supp. 96-2). The old and new Sections cannot be shown in numerical order because of the two Articles; therefore the old numbers are not shown here. Please refer to this Chapter...
R4-10-201. Application for a License to Operate a School; Renewal

A. An applicant for a license to operate a school shall submit the documents required in A.R.S. § 32-551 and:

1. An application, on a form provided by the Board, which is signed by the applicant and provides the following information:
   a. The applicant’s name, address, e-mail address, federal tax identification number, and telephone number;
   b. If the applicant is a partnership, each partner’s name, address, and an identification of whether each is a limited or general partner;
   c. If the applicant is a corporation, the state of incorporation and name, title, and address of at least two officers of the corporation and the statutory agent;
   d. If the applicant is a limited liability company, name and address of each member, manager, and statutory agent;
   e. If the applicant is an Arizona school district or community college:
      i. Office address of the school district or community college, and
      ii. Number of the school district and name of the superintendent, or
      iii. Name of the community college dean;
   f. The name under which the school will be operated as registered with the Arizona Secretary of State;
   g. The name and Board-issued license number of the instructor in charge of the school;
   h. If an existing school, the date the applicant will be assuming ownership;
   i. If a new school, the scheduled date for opening the school; and
   j. A statement by the applicant verifying the truthfulness of the information provided by the applicant;

2. The following evidence of business organization, as applicable:
   a. Copy of the partnership agreement for a partnership;
   b. Copy of the articles of incorporation and a Certificate of Good Standing from the Arizona Corporation Commission for a corporation, or
   c. Copy of the articles of organization for a limited liability company.

3. A signed statement that the establishment has the equipment required by statute and rule for a school;

4. An unexecuted student-school contract form, as required under A.R.S. § 32-558;

5. An operating schedule that includes the hours of each day and each day of a calendar week during which the school will be open for instruction;

6. A proposed schedule of courses to be taught at the school;

7. The name, address, e-mail address, and telephone number of a bonding company, as required under A.R.S. § 32-551 and a copy of the bond;

8. A copy of all school policies and procedures;

9. A school catalog that contains the information required under A.R.S. § 32-559 and:
   a. The number of days during course enrollment necessary to complete the course hours;
   b. The days and hours of operation, vacation periods, and holidays;
   c. Policies regarding leaves of absence, refunds, and vacation approval for students;

10. Demonstrate evidence of compliance with A.R.S. §§ 32-551 through 32-575 and these rules through a school inspection conducted by the Board; and

11. The fee required in R4-10-102.

B. In addition to the requirements in R4-10-107, when renewing a license, a licensee shall submit:

1. A statement that indicates:
   a. Any modifications, additions, or deletions to the previously submitted catalog;
   b. Any changes that have occurred regarding the school’s accrediting or approving organization; and
   c. The school continues to maintain all equipment required by statute and rule;

2. A subject description for each new course, if applicable;

3. The name, address, and e-mail address of a new statutory agent if the statutory agent will change beginning with the new license year;

4. The name and license number of the instructor in charge of the school; and

5. The name, address, e-mail address, and telephone number of the bonding company, the bond number, expiration date of the bond, and a copy of the bond.

C. The school licensee shall submit to the Board the terms and conditions of any management contract entered into for the school after the contract is executed;

D. Within five days after a change occurs during the license year, the school licensee shall submit to the Board a subject description of any new course; the name of any new statutory agent; a description of a change to the catalog or school policies, procedures, or hours of operation, a copy of the student-school contract, or a copy of the bond.

Historical Note

R4-10-202. School Closure

A. For purposes of A.R.S. § 32-563, the Board may consider a school to be closed if the school licensee fails for five consecutive school days to ensure instruction is provided in accordance with the schedule of operations on file with the Board.

1. The school licensee shall notify all enrolled students and employees in writing of a pending closure at least five calendar days before closure of the school, unless the time of closure could not have been anticipated. A copy of the notice shall be sent to the Board at the time it is delivered to students and employees.

2. The licensee of a closed school shall release students’ and employees’ personal belongings, including equipment, tools, and instruments immediately when requested.

3. As required under A.R.S. § 32-563, the licensee of a closed school shall electronically deliver or otherwise send the following student records to the Board within 10 calendar days after the school closes:
   a. As specified in R4-10-204, copies of hour sheets documenting all student hours and the current time cards or time records received by the student after the last monthly report before the school closed;
   b. As specified in R4-10-204, a copy of the file of each student who was enrolled the last school day before closure. If a teach-out was arranged with another
school, the licensee of the closed school shall transfer the student’s file to that school; and

B. The licensee shall not pay an enrolled student for time while the student is taking courses or receiving credit.

C. The school licensee may offer a postgraduate or advanced continuing education aesthetics, cosmetology, hairstyling, or nail technology course to currently licensed individuals without a licensed instructor present and to students currently enrolled in the school with a licensed instructor present. The school licensee shall not report postgraduate credit hours to the Board or apply the hours toward graduation.

G. The school licensee shall not allow enrolled students to perform services on a person without a licensed instructor present.

H. A school licensee may enroll an individual licensed by the Board in the school for a refresher course as a current student and shall submit to the Board a record of hours received in the refresher course.

I. A school licensee shall establish a periodic grading schedule and ensure student transcripts are kept current.

J. A school licensee shall schedule a minimum of four hours of theory courses each week for each full-time student and a minimum of two hours of theory courses each week for each part-time student.

K. A school licensee shall ensure safety and infection control measures relating to each subject are taught in conjunction with that subject.

L. A school licensee shall not solicit students for enrollment at other school sites.

M. A school licensee shall ensure that while teaching, instructors wear a tag indicating the instructor’s name and courses taught.

N. A school licensee shall ensure compliance with the following:

1. A student does not attend school more than 56 hours in any one week.

2. A student operates only safe equipment in good repair.

3. A student of aesthetics, cosmetology, hairstyling, or nail technology performs services within the enrolled course, on the public or fellow students, only in the presence of a licensed instructor and, except for shampooing, only after completing the basic training specified in R4-10-303, R4-10-304, R4-10-304.1, or R4-10-305.

4. A student is not prevented or discouraged from making a complaint to the Board.

5. A student is not dismissed from a scheduled theory instruction or written or practical examination to perform clinical services for the public.

6. While in school, each student wears a tag indicating the student’s name and the course in which the student is enrolled; and

7. If the school has a distant classroom, the equipment in the distant classroom is the same as that required under this Section; and

a. Private postsecondary and public educational facilities do not extend beyond Arizona boundaries.

b. A photocopy of the Board-issued license to operate a school or Board-issued, wallet-size license card to operate a school shall be posted in each distant facility;

c. Duplicate instructor licenses are not required in a distant classroom; and

d. No clinic or public services are allowed in a distant classroom.
CHAPTER 10. BOARD OF COSMETOLOGY

A. A school licensee shall ensure the following are maintained:
1. A complete and accurate record of the time devoted by each student to the enrolled course of study, including hours devoted to alternative learning and field trips;
2. A complete and accurate record that shows the basis for certification of the student hours. A school licensee shall certify only hours of training the student receives at the licensee’s school or hours the school licensee accepts as received in another state or country;
3. A complete and accurate individual student file for each student enrolled containing:
   a. Executed student-school contract;
   b. Financial aid transcript;
   c. Proof of 10th grade equivalency for a student enrolled in an aesthetics, cosmetology, hairstyling, or nail technology course or proof of high school equivalency or 18 years of age for a student enrolled in an instructor course;
   d. Proof of one year of licensed work experience for a student instructor;
   e. A statement signed by a school administrator and the student that provides a list of the supplies contained in the training kit provided to the student and the following information:
      i. When the training kit will be distributed to the student;
      ii. The retail value of the training kit; and
      iii. A statement that substitutions made after the statement is signed, will be of comparable value; and
   f. A record of completed hours, including proof of cosmetology, hairstyling, nail technology, aesthetics, or instructor hours earned in another state or country and accepted by the school licensee; and
4. Complete and accurate academic transcripts and attendance and hour records or time cards.

D. A school licensee shall electronically deliver to the Board a complete and accurate monthly report, containing the following information, no later than the 10th day of each month:
1. Only for each student enrolled since the prior monthly report:
   a. Name;
   b. Enrollment date;
   c. Address and e-mail address;
   d. Telephone number;
   e. Type of educational documentation that meets the requirements of R4-10-104;
   f. Proof of hours received from another school for which the Board issued a license to operate or a school in another state or country and certified by the school licensee, if applicable;
   g. Acceptance of crossover hours, if applicable; and
   h. Birth date.
2. The enrollment category of each student;
3. The name, license number, and work schedule of the instructor in charge of the school and name of the custodian of records;
4. The name, license number, and work schedule of each instructor employed by the school licensee;
5. The signature of the instructor who prepares and certifies the report is correct;
6. The name, scheduled attendance, and Board-issued license number for each student instructor;
7. For each demonstration given, the name of the demonstrator, name of the observing instructor, name of the process or product demonstrated, number of students in attendance, and name of the course in which the demonstration was given;
8. Hours received by each student for the prior month, the current month, and total cumulative hours. The school licensee shall not amend total hours without satisfactory proof of error;
9. Signature of each student verifying approval of the certified hours;
10. The school licensee’s certification of the students who meet graduation requirements, including the day, month, and year of graduation; and
11. The notation “transferred,” “withdrawn,” or “leave of absence” for students who discontinue training, and the day, month, and year training was discontinued.

E. A school licensee shall credit a student with additional hours earned after graduation if the student completes the required hours for graduation, registers for the required examination, and stays in school until the date of the examination.
F. A school licensee is not required to maintain a student file for licensed individuals.

Historical Note

R4-10-205. Aesthetic School Requirements

A. The licensee of a school that provides aesthetics 600-hour training for students, 350-hour training for instructors, or both, shall ensure the following minimum facilities, equipment, supplies, and materials are provided in addition to those required under R4-10-203 and R4-10-204:
1. A work station for each student in attendance to perform aesthetics services to the public for a fee, each having:
   a. A facial chair or table;
   b. A supported table top;
   c. A dry, disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112, and
   d. A labeled receptacle for contaminated tools and instruments as specified under R4-10-112.
2. One steamer machine for each group of four students in attendance during classroom instruction and each group of four students in attendance during clinic instruction;
3. One microdermabrasion machine to be used at a non-invasive level;
4. One magnifying lamp of at least 5 diopters for each group of two students in attendance during classroom instruction and each group of four students in attendance during clinic instruction;
5. Cleansers;
6. Massage medium;
7. Toner; and
8. Exfoliants and masks.

B. A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled aesthetics student:
1. A complete and accurate record of the time devoted by each student to the enrolled course of study, including hours devoted to alternative learning and field trips;
2. A complete and accurate record that shows the basis for certification of the student hours. A school licensee shall certify only hours of training the student receives at the licensee’s school or hours the school licensee accepts as received in another state or country;
3. A complete and accurate individual student file for each student enrolled containing:
   a. Executed student-school contract;
   b. Financial aid transcript;
   c. Proof of 10th grade equivalency for a student enrolled in an aesthetics, cosmetology, hairstyling, or nail technology course or proof of high school equivalency or 18 years of age for a student enrolled in an instructor course;
   d. Proof of one year of licensed work experience for a student instructor;
   e. A statement signed by a school administrator and the student that provides a list of the supplies contained in the training kit provided to the student and the following information:
      i. When the training kit will be distributed to the student;
      ii. The retail value of the training kit; and
      iii. A statement that substitutions made after the statement is signed, will be of comparable value; and
   f. A record of completed hours, including proof of cosmetology, hairstyling, nail technology, aesthetics, or instructor hours earned in another state or country and accepted by the school licensee; and
4. Complete and accurate academic transcripts and attendance and hour records or time cards.

D. A school licensee shall electronically deliver to the Board a complete and accurate monthly report, containing the following information, no later than the 10th day of each month:
1. Only for each student enrolled since the prior monthly report:
   a. Name;
   b. Enrollment date;
   c. Address and e-mail address;
   d. Telephone number;
   e. Type of educational documentation that meets the requirements of R4-10-104;
   f. Proof of hours received from another school for which the Board issued a license to operate or a school in another state or country and certified by the school licensee, if applicable;
   g. Acceptance of crossover hours, if applicable; and
   h. Birth date.
2. The enrollment category of each student;
3. The name, license number, and work schedule of the instructor in charge of the school and name of the custodian of records;
4. The name, license number, and work schedule of each instructor employed by the school licensee;
5. The signature of the instructor who prepares and certifies the report is correct;
6. The name, scheduled attendance, and Board-issued license number for each student instructor;
7. For each demonstration given, the name of the demonstrator, name of the observing instructor, name of the process or product demonstrated, number of students in attendance, and name of the course in which the demonstration was given;
8. Hours received by each student for the prior month, the current month, and total cumulative hours. The school licensee shall not amend total hours without satisfactory proof of error;
9. Signature of each student verifying approval of the certified hours;
10. The school licensee’s certification of the students who meet graduation requirements, including the day, month, and year of graduation; and
11. The notation “transferred,” “withdrawn,” or “leave of absence” for students who discontinue training, and the day, month, and year training was discontinued.

E. A school licensee shall credit a student with additional hours earned after graduation if the student completes the required hours for graduation, registers for the required examination, and stays in school until the date of the examination.
F. A school licensee is not required to maintain a student file for licensed individuals.

Historical Note
R4-10-206. Cosmetology School Requirements

A. The licensee of a school that provides cosmetology 1600-hour training for students, 350-hour training for instructors, or both, shall ensure the following minimum facilities, equipment, supplies, and materials are provided in addition to those specified under R4-10-203 and R4-10-204:

1. Access to an electronic or standard textbook for professional aestheticians;
2. Access to an electronic or hard copy of the Arizona Board of Cosmetology statutes and rules;
3. One disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112; and
4. One container for contaminated tools and instruments as specified under R4-10-112.

Historical Note

Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

R4-10-206.1. Hairstyling School Requirements

A. The licensee of a school that provides hairstyling 1000-hour training for students, 350-hour training for instructors, or both, shall ensure the minimum facilities, equipment, supplies, and materials listed under R4-10-206(A)(1) through (6) are provided in addition to those specified under R4-10-203 and R4-10-204.

B. A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled hairstyling student:

1. Access to an electronic or standard textbook for professional hairstylists;
2. Access to an electronic or hard copy of the Arizona Board of Cosmetology statutes and rules;
3. One disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112; and
4. A container for contaminated tools and instruments as specified under R4-10-112.

Historical Note
New Section made by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4).

Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

R4-10-207. Nail Technology School Requirements

A. The licensee of a school that provides nail technology 600-hour training for students, 350-hour training for instructors, or both, shall ensure the following minimum facilities, equipment, supplies, and materials are provided, in addition to those specified under R4-10-203 and R4-10-204:

1. A work station to perform nail technology services for the public for a fee, each having:
   a. A mirror for client services;
   b. A table top or counter;
   c. A client chair;
   d. A dry, disinfected, covered receptacle to store disinfected tools and instruments as specified under R4-10-112; and
   e. A container for contaminated tools and instruments as specified under R4-10-112;
2. One shampoo basin for each group of 10 students in attendance during classroom or clinic instruction;
3. One hand-held hair dryer for each student in attendance during classroom or clinic instruction;
4. Two electric clippers in the school;
5. Chemical hair straighteners;
6. One nail technology table for each group of 10 students in attendance during practical instruction;
7. A facial work station for each group of 10 students in attendance and receiving classroom or clinic aesthetics instruction;
8. A receptacle large enough to completely immerse two feet for each group of 10 students in attendance during classroom or clinic nail technology instruction;
9. One electronic nail file for filing and buffing; and
10. Nail products for acrylics, gels, tips, wraps, and polish.

B. A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled nail technology student:

1. Access to an electronic or standard textbook for professional nail technologists;
2. Access to an electronic or hard copy of the Arizona Board of Cosmetology statutes and rules;
3. One disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112; and
4. A container for contaminated tools and instruments as specified under R4-10-112.

Historical Note

Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).
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R4-10-208. Combined School Requirements
A. A school licensee that provides the curriculum specified in subsections (A)(3) through (A)(8) only shall have the minimum records, facilities, equipment, supplies, and materials required under:
1. Aesthetics course - 600 hours,
2. Aesthetics instructor course - 350 hours,
3. Cosmetology course - 1600 hours,
4. Cosmetology instructor course - 350 hours,
5. Hairstyling course – 1000 hours,
6. Hairstyling instructor course – 350 hours,
7. Nail technology course - 600 hours, and
8. Nail technology instructor course - 350 hours.
B. A school licensee that provides training in all of the above courses shall have the minimum records, facilities, equipment, supplies, and materials required under:
1. R4-10-203,
2. R4-10-204,
3. R4-10-205 except subsection (A)(1) is one work station for each two nail technology students in attendance,
4. R4-10-206,
5. R4-10-206.1, and
6. R4-10-207 except subsection (A)(1) is one work station for each two nail technology students in attendance.
C. A school licensee that provides the curriculum specified in subsections (A)(3) through (A)(8) only shall have the minimum records, facilities, equipment, supplies, and materials required under:
1. R4-10-203,
2. R4-10-204,
3. R4-10-206,
4. R4-10-206.1, and
5. R4-10-207 except subsection (A)(1) is one work station for each two nail technology students in attendance.
D. A school licensee that provides the curriculum specified in subsections (A)(1) through (A)(6) only shall have the minimum records, facilities, equipment, supplies, and materials required under:
1. R4-10-203,
2. R4-10-204,
3. R4-10-205 except subsection (A)(1) is one work station for each two aesthetics students in attendance,
4. R4-10-206, and
5. R4-10-206.1.
E. A school licensee that provides the curriculum specified in subsections (A)(1), (A)(2), (A)(7) and (A)(8) only shall have the minimum records, facilities, equipment, supplies, and material required under:
1. R4-10-203,
2. R4-10-204,
3. R4-10-205, and
4. R4-10-207.

Historical Note

R4-10-209. Demonstrators; Exclusions
A. A school licensee shall ensure only an individual who holds an instructor license or a student instructor is allowed to teach in a school.
B. A school licensee shall ensure an unlicensed individual who demonstrates a process, product, or appliance to enrolled students presents the demonstration only when a licensed instructor is present and observing the demonstration.
C. A school licensee shall ensure an unlicensed individual who conducts a demonstration on a model, confines the demonstration to an explanation of the products, procedures, and appliances being promoted.

Historical Note

R4-10-210. Changes Affecting a License to Operate a School
A. A licensee shall apply for a new license to operate a school when any of the following occurs:
1. The school address changes;
2. The name of the school changes;
3. If the school licensee is a corporation, the controlling ownership is transferred or the corporation is reorganized; or
4. If the school licensee is a corporation, limited liability company, or partnership, a corporate officer, partner, or statutory agent changes.
B. A school licensee and the instructor in charge shall ensure a Board-issued license to operate a school, indicating the correct ownership of the license, is posted in the school before the school is opened for business.

Historical Note
New Section made by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

ARTICLE 3. STUDENTS

R4-10-301. Instruction; Licensed Individuals
A school licensee that provides a course for individuals licensed under this Article shall:
1. Keep a record of the:
   a. Date, time, title, and name of the provider of the course; and
   b. Names and license numbers of all attendees;
2. Ensure the course consists of professional development related to scope of practice as specified under A.R.S. § 32-501; and
3. Ensure hours are not granted toward licensing unless the hours are part of a course required for licensing and provided by or in the presence of a licensed instructor.

Historical Note

R4-10-302. Instructor Curriculum Required Hours
A. A school licensee shall ensure each student in an aesthetics, cosmetology, hairstyling, or nail technology instructor course completes 350 curriculum hours that include the following:
1. Orientation and review of the Arizona Board of Cosmetology statutes and rules;
2. Theory, preparation, and practice curriculum development. This includes:
   a. Developing and using educational aids;
   b. Practical and written presentation principles;
   c. Classroom management evaluation, assessment, and remediation methods;
   d. Diversity in learning including cultural differences;
   e. Methods of teaching;
   f. Professional development including ethics; and
   g. Alternative learning;
3. Classroom and clinic oversight.

B. A school licensee may allow a student in an instructor course to satisfy, in part, curriculum hours required under subsection (A)(2) by completing a course at an accredited college or university or an educational institution described under R4-10-101(15)(c) and (d). Hours obtained under this subsection are subject to the following limits:
1. No more than nine credit hours for cosmetology, hairstyling, or aesthetics;
2. No more than six credit hours for nail technology; and
3. Each credit hour equals no more than 30 of the clock hours required under subsection (A).

C. A school licensee may allow a student in an instructor course to satisfy the curriculum hours required under subsection (A)(2) by participating in virtual learning.

D. A school licensee shall ensure all instruction given by a student instructor is under the direct supervision and observation of a licensed instructor.

E. A school licensee shall not allow a student instructor to instruct students or check student services performed on the public until the student instructor has received at least 80 hours of instructor training.

HISTORICAL NOTE

R4-10-303. Cosmetology Curriculum Required 1600 Hours
A. Each student in a cosmetology course shall complete the following curriculum:
1. Theory of cosmetology, infection control, anatomy, physiology and histology of the body, diseases and disorders, and Arizona Board of Cosmetology statutes and rules; and
2. Clinical and classroom cosmetology including theory that involves nails, hair, and skin:
   a. Principles and practices of infection control and safety;
   b. Recognition of diseases and the treatment of disorders of the skin;
   c. Interpersonal skills and professional ethics;
   d. Clinical and classroom practice that includes face and body;
   e. Morphology and treatment of skin, including face and body, by hand and machine;
   f. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
   g. Cosmetology machines, tools, and instruments and their uses;
   h. Alternative skin technology;
   i. Client pre- and post-service consultation, documentation, and analysis;
   j. Spa body modalities;
   k. Exfoliation modalities;
   l. Body and face massage and manipulations;
   m. Body and facial hair removal except by electrolysis;
   n. Introduction to electricity and light therapy for cosmetic purposes including laser/Intense Pulsed Light (IPL) procedures and devices;
   o. Cosmetic enhancement applications; and
   p. Required industry standards and ecology, including monitor duties.

B. A school licensee may allow a student in an aesthetics course to satisfy the curriculum hours required under subsection (A)(1) by participating in virtual learning.

C. A school licensee shall not receive remuneration for an aesthetics student performing clinical services for the public until the student has received at least 120 hours of aesthetics training.

D. A school licensee shall ensure each student is evaluated for progress and suggestions are provided to the student for remediating deficiencies.

HISTORICAL NOTE

R4-10-304. Aesthetics Curriculum Required 600 Hours
A. Each student in an aesthetics course shall complete the following curriculum:
1. Theory of aesthetics, infection control, anatomy, physiology and histology of the body, diseases and disorders, Arizona Board of Cosmetology statues and rules; and
2. Clinical and classroom aesthetics including theory that involves nails, hair, and skin:
   a. Principles and practices of infection control and safety;
   b. Recognition of diseases and the treatment of disorders of the skin;
   c. Interpersonal skills and professional ethics;
   d. Clinical and classroom practice that includes face and body;
   e. Morphology and treatment of skin, including face and body, by hand and machine;
   f. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
   g. Aesthetics machines, tools, and instruments and their uses;
   h. Alternative skin technology;
   i. Client pre- and post-service consultation, documentation, and analysis;
   j. Spa body modalities;
   k. Exfoliation modalities;
   l. Body and face massage and manipulations;
   m. Body and facial hair removal except by electrolysis;
   n. Introduction to electricity and light therapy for cosmetic purposes including laser/Intense Pulsed Light (IPL) procedures and devices;
   o. Cosmetic enhancement applications; and
   p. Required industry standards and ecology, including monitor duties.

HISTORICAL NOTE
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A school licensee may allow a student in a cosmetology course to satisfy the curriculum hours required under subsection (A)(1) by participating in virtual learning.

C. A school licensee shall not receive remuneration for a cosmetology student performing clinical services, except shampooing, for the public until the student has received at least 300 hours of cosmetology training; and

D. A school licensee shall ensure each student is evaluated for progress and suggestions are provided to the student for remediating deficiencies.

Historical Note

R4-10-304.1. Hairstyling Curriculum Required 1000 Hours

A. Each student in a hairstyling course shall complete the following curriculum:

1. Theory of hairstyling, infection control, anatomy, diseases and disorders, and Arizona Board of Cosmetology statutes and rules; and

2. Clinical and classroom instruction in hairstyling including theory that involves hair:
   a. Principles and practices of infection control and safety;
   b. Recognition of diseases and the treatment of disorders of the hair and scalp;
   c. Morphology and treatment of hair;
   d. Interpersonal skills and professional ethics;
   e. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
   f. Hairstyling machines, tools, and instruments and their uses;
   g. Chemical texturizing;
   h. Changing existing hair color;
   i. Hair and scalp care;
   j. Fundamentals of hairstyling including braiding and extensions;
   k. Neck and scalp massage and manipulations;
   l. Hair cutting fundamentals;
   m. Clinical and classroom practice that includes hair;
   n. Alternative hair technology;
   o. Client pre- and post-service consultation, documentation, and analysis;
   p. Hairstyling technology;
   q. Facial hair removal except by electrolysis; and
   r. Required industry standards and ecology, including monitor duties.

B. A school licensee may allow a student in a hairstyling course to satisfy the curriculum hours required under subsection (A)(1) by participating in virtual learning.

C. A school licensee shall not receive remuneration for a hairstyling student performing clinical services, except shampooing, for the public until the student has received at least 300 hours of hairstyling training; and

D. A school licensee shall ensure each student is evaluated for progress and suggestions are provided to the student for remediating deficiencies.

Historical Note

R4-10-305. Nail Technology Curriculum Required 600 Hours

A. Each student in a nail technology course shall complete the following curriculum:

1. Theory of nail technology; infection control; diseases and disorders of the nails and skin; anatomy; physiology and histology of the limbs, nails, and skin structures; and Arizona Board of Cosmetology statutes and rules; and

2. Clinical and classroom instruction in nail technology including theory that involves nails, skin, and limbs:
   a. Principles and practices of infection control and safety;
   b. Recognition of diseases and the treatment of disorders of the nail and skin;
   c. Massage and manipulation of the limbs;
   d. Interpersonal skills and professional ethics;
   e. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
   f. Nail technology machines, tools, and instruments and their uses;
   g. Clinical and classroom practice that includes nails, skin, and limbs;
   h. Client pre- and post- treatment consultation, documentation, and analysis;
   i. Manicuring, including use of nippers;
   j. Pedicuring, including use of nippers;
   k. Artificial nail enhancements (application and removal);
   l. Alternative nail technology;
   m. Electric file use;
   n. Pedicure spa modalities;
   o. Exfoliation modalities on limbs or the body; and
   p. Required industry standards and ecology, including monitor duties.

B. A school licensee may allow a student in a nail technology course to satisfy the curriculum hours required under subsection (A)(1) by participating in virtual learning.

C. A school licensee shall not receive remuneration for a nail technology student performing clinical services for the public until the student has received at least 80 hours of nail technology training; and

D. A school licensee shall ensure each student is evaluated for progress and suggestions are provided to the student for remediating deficiencies.

Historical Note

R4-10-306. Curricula Hours

A. A school licensee shall ensure hours of training received in an aesthetics, cosmetology, hairstyling, or nail technology course are not applied toward hours required to obtain an instructor’s license.

B. A school licensee shall ensure hours of training received in an instructor course are not applied toward hours required to obtain an aesthetician, cosmetologist, hairstylist, or nail technician license. Hours received in an instructor course may apply toward hours required to requalify for an instructor’s, cosmetology, hairstyling, or nail technology license if the instructor hours are received after inactive status occurs.
C. When evaluating an application for licensure, the Board shall accept crossover hours. The Board shall accept an hour of training as a crossover hour only once.

D. A school licensee shall ensure that when a student completes a course of instruction, the cumulative hours for the student equal, at a minimum, those specified in this Article, as applicable.

E. A school licensee shall ensure that infection control, disinfection procedures, and safety issues are taught with every subject and every procedure.

F. Alternative learning hours are hours a school licensee may authorize to enable a student to pursue knowledge of cosmetology in an alternative format or at a location other than a salon. A school licensee shall ensure a student is not credited with more than 20 percent of the total hours required for graduation as alternative learning hours. The school licensee shall ensure the record of alternative learning hours required under R4-10-204(C) is maintained.

G. A school licensee that authorizes alternative learning hours under subsection (F) shall include details of the alternative learning format or location in the school policies and procedures in the school catalog.

H. A school licensee may grant a maximum of 16 hours obtained during field trips toward the hours required for graduation if the field trips are provided by or in the presence of a licensed instructor. The school licensee shall ensure the record of field trip hours required under R4-10-204(C) is maintained.

I. If a school is physically closed while alternative learning hours or a field trip is provided, the school licensee shall ensure:
   1. A notice visible to the public and students is posted; and
   2. A notice is sent to the Board indicating the time and location of the alternative learning hours or field trip.

J. A student instructor may obtain classroom hours in a licensed school other than the licensed school in which the student instructor is enrolled if the student:
   1. Has available proof of enrollment in a licensed school to show to a Board inspector, and
   2. Earns no more than the classroom hours required under R4-10-302.

Historical Note

ARTICLE 4. SALONS

R4-10-401. Application for a License to Operate a Salon
An applicant for a license to operate a salon shall submit:
1. An application on a form provided by the Board, which is signed by the applicant and provides the following information:
   a. The applicant’s name, address, e-mail address, telephone number, federal tax identification number, and signature;
   b. If the applicant is a partnership, each partner’s name, address, and an identification of whether each is a limited or general partner;
   c. If the applicant is a corporation, the state of incorporation and name, title, and address of each officer of the corporation and the statutory agent;
   d. If the applicant is a limited liability company, name and address of each member, manager, and statutory agent;
   e. The name under which the salon will be operated as registered with the Arizona Secretary of State;
   f. If the location of the salon is changing, the previous address;
   g. A history of the salon including:
      i. If the location was previously licensed by the Board, the name of the previous establishment;
      ii. The name of each business operating at the salon address; and
      iii. A statement of whether a cosmetology license of the applicant or any partner, corporate officer, or member or manager of the applicant has ever been suspended or revoked by any state or foreign country;
   h. A statement of the kind of salon to be operated: cosmetology, aesthetics, hairstyling, or nail technology;
   i. A statement by the applicant verifying the truthfulness of the information provided by the applicant.
2. The following evidence of business organization, as applicable:
   a. Copy of the partnership agreement for a partnership,
   b. Copy of the articles of incorporation and a Certificate of Good Standing from the Arizona Corporation Commission for a corporation, or
   c. Copy of the articles of organization for a limited liability company.
3. A signed statement that the establishment is in compliance with all Board statutes and rules and has all of the following in the salon:
   a. Wet disinfectant;
   b. A dry, closed, disinfected container to store disinfected tools and instruments;
   c. A sink or shampoo bowl with hot and cold running water that is not also used as a dispensary or restroom sink as required under R4-10-403;
   d. A work station;
   e. A restroom that meets the standards specified under R4-10-112(S); and
   f. The notice required under R4-10-111(F); and
4. The fee required in R4-10-102.

Historical Note

R4-10-402. Changes Affecting a License to Operate a Salon
A. A licensee shall apply for a new license to operate a salon and pay the fee for an initial salon license specified in R4-10-102 when any of the following occur:
   1. The salon address changes;
   2. The name of the salon changes;
   3. If the salon licensee is a corporation, the controlling ownership is transferred or the corporation is reorganized; or
   4. If the salon licensee is a corporation, limited liability company, or partnership, a corporate officer, partner, or statutory agent changes.
A. If a salon licensee provides mobile services as an extension of the salon, the salon licensee shall advertise the mobile service using the name of the salon on the Board-issued license. The salon licensee and manager shall ensure mobile services comply with the Arizona Board of Cosmetology statutes and rules.

1. A salon licensee providing mobile cosmetology, hairstyling, or aesthetics services shall ensure that the vehicle has the same equipment as specified under R4-10-403 and complies with safety and infection control requirements specified under R4-10-112.

2. If mobile services are provided in a location other than a retrofitted motor vehicle, the salon licensee and manager shall ensure equipment is disinfected before use and stored as specified under R4-10-112.

B. If a retrofitted motor vehicle is used exclusively as a mobile facility dispatched from an establishment address, the salon licensee and manager of the mobile facility shall:

1. Comply with all salon requirements, including infection control and equipment requirements, specified in this Chapter;

2. Maintain a complete and current list of appointment locations at the establishment address and ensure the list is displayed as specified in the application for a license to operate a salon and available to an inspector at all times when the retrofitted motor vehicle is open for business.

3. Comply with the Arizona Board of Cosmetology statutes and rules.

**Historical Note**


**R4-10-405. Shampoo Assistants**

A. A salon licensee may hire an individual who is not licensed by the Board as a shampoo assistant to shampoo and apply conditioner to an individual’s hair, comb the hair to remove tangles, and remove rollers.

B. A salon licensee shall ensure a shampoo assistant does not:

1. Apply hair color or permanent wave solution or neutralizer; or

2. Remove rods, tint, relaxers, or chemical solutions from the hair.

**Historical Note**

New Section R4-10-405 renumbered from Section R4-10-404 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

**R4-10-404. Mobile Services**

A. If a salon licensee provides mobile services as an extension of the salon, the salon licensee shall advertise, indicating the correct ownership of the license, is posted in the salon before the salon is opened for business.

**Historical Note**


**R4-10-403. Salon Requirements and Minimum Equipment**

A. A salon licensee shall ensure all services performed at the salon for the public are consistent with the type of license issued to the licensee. A salon licensee shall ensure that, except as provided in R4-10-405, all services are performed for the public by an individual who holds a Board-issued license.

B. A salon licensee shall ensure the salon has enough equipment, materials, supplies, tools, and instruments to control infection and protect the safety of the public and employees.

C. A salon licensee shall ensure the salon has:

1. A work station for each licensee using space within the salon;

2. If licensees using space in the salon are performing cosmetology or hairstyling services, at least one shampoo bowl and one hair dryer, which may be a blow dryer; and

3. If licensees using space in the salon are performing aesthetics or nail technology services, at least one sink in addition to the restroom.

D. A salon licensee shall ensure licensed aestheticians, cosmetologists, hairstylists, and nail technicians have enough equipment, materials, supplies, tools, and instruments to provide services, control infection, and disinfect between clients.

**Historical Note**