



**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
PROCEDURES FOR APPROVAL OF SCHOOLS**

This letter is to summarize policies and procedures related to the approval of private, proprietary hairdressing/cosmetology and barber schools in Connecticut. As you may know, Connecticut General Statutes, Section 20-262, requires that Connecticut schools of hairdressing be approved by the Examining Board for Barbers, Hairdressers and Cosmeticians with the consent of the Commissioner of Public Health. Likewise, Connecticut General Statutes, Section 20-236, requires that Connecticut barber schools be approved by the Examining Board for Barbers, Hairdressers and Cosmeticians with the consent of the Commissioner of Public Health.

Please note that the approval required by statute must be obtained before the school begins to deliver a program of study in hairdressing/cosmetology or barbering. No credit toward the 1500-hour instructional requirement for licensure will be granted for any instructional hours students may accrue prior to the school having been awarded approval.

In brief, approval procedures are as described below.

New Schools of Hairdressing/Cosmetology or Barbering

1. The school owner must notify the Department of Public Health in writing of his/her intent to establish a school in this state. Such written notification should be submitted at least 90 days prior to the scheduled date on which the school proposes to begin instruction. The curriculum to be used in the school's instructional program must be submitted at this time along with a list of potential instructors and their hairdressing/cosmetology or barbering license numbers.
2. The Department will conduct a review of the school's curriculum, in accordance with standards for approval jointly adopted by the Examining Board and the Department (see attachment). Results of the Department's review will be reported in writing to the school owner.
3. The Department will schedule an on-site inspection of the school, and will notify the school owner of the inspection date and time.
4. The Department will conduct an on-site inspection of the school, and evaluate its sanitary condition. The Department will also verify that all instructors who will deliver practical instruction and/or supervise the clinic floor hold current, valid licensure as a hairdresser/cosmetician or barber.
5. Please note that the standards utilized in approving the school will be the sanitary condition of the school facility, the compliance with the required curriculum, and the required licensure of practical/clinical instructors.

Additionally, the following documents must be made available to the Department by the school at the time of the on-site inspection:

- a. local fire marshall's inspection report
- b. local health department inspection report, if applicable

- c. floor plan
- d. admission application
- e. school rules and regulations
- f. policies governing tuitions, fees, refunds, and contracts
- g. school catalogue
- h. files of any students to be enrolled in the school, if applicable
- i. affidavit of hours completed, for any transfer students to be enrolled in the school

The file documents referenced above that are collected, such as the school catalogue and rules and regulations (see a through i, above), will be maintained as a resource record in the event of subsequent complaint against a school, but will not constitute a basis for school approval per se.

- 6. The Department will present the results of its review of the school to the Board at its next regularly scheduled meeting. Should the Board determine to approve the school, such will be indicated in the Board minutes, along with the Department's feedback to the Board on the Department's consent to the approval action.
- 7. Approval will be issued in writing by the Department. An effective date of the school's approval will be specified. Credit will not be granted toward licensure for any hours completed by students prior to the effective date of approval.

Existing Schools with Change of Ownership

- 1. The prospective school owner must notify the Department of Public Health in writing of his/her intent to assume ownership of a school in this state. Such written notification should be submitted at least 90 days prior to the proposed date of change in ownership. The curriculum to be used in the school's instructional program must be submitted at this time along with a list of potential instructors and their hairdressing/cosmetology or barbering license numbers.
- 2. The Department will conduct a review of the school's curriculum, in accordance with standards for approval jointly adopted by the Examining Board and the Department. Results of the Department's review will be reported in writing to the school owner.
- 3. The Department will conduct an on-site inspection of the school, and evaluate its sanitary condition. The Department will also verify that all instructors who will deliver practical instruction and/or supervise the clinic floor hold current, valid licensure as a hairdresser/cosmetician or barber.

Please note that the standards utilized in approving the school will be the sanitary condition of the school facility, the compliance with the required curriculum, and the required licensure of practical/clinical instructors.

Additionally, the following documents must be made available to the Department by the school at the time of the on-site inspection:

- a. local fire marshall's inspection report
- b. local health department inspection report, if applicable
- c. floor plan
- d. admission application
- e. school rules and regulations
- f. policies governing tuitions, fees, refunds, and contracts
- g. school catalogue

- h. files of any students to be enrolled in the school, if applicable
- i. affidavit of hours completed, for any transfer students to be enrolled in the school

The file documents referenced above that are collected, such as the school catalogue and rules and regulations (see a through i, above), will be maintained as a resource record in the event of subsequent complaint against a school, but will not constitute a basis for school approval per se.

- 4. The Department will present the results of its review of the school to the Board at its next regularly scheduled meeting. Should the Board determine to approve the school, such will be indicated in the Board minutes, along with the Department's feedback to the Board on the Department's consent to the approval action.
- 5. Approval will be issued in writing by the Department. An effective date of the school's approval under new ownership will be specified. Credit will not be granted for any hours completed by students between the date of change of ownership and the effective date of approval.

Existing Schools with Change of Location

- 1. The school owner must notify the Department of Public Health in writing of his/her intent to move the school to a new location. Such written notification should be submitted at least 90 days prior to the scheduled date on which the school proposes to begin instruction in the new location. The curriculum to be used in the school's instructional program must be submitted at this time along with a list of potential instructors and their hairdressing/cosmetology or barbering license numbers.
- 2. The Department will conduct a review of the school's curriculum, in accordance with standards for approval jointly adopted by the Examining Board and the Department. Results of the Department's review will be reported in writing to the school owner.
- 3. The Department will schedule an on-site inspection of the school, at its new location, and will notify the school owner of the inspection date and time.
- 4. The Department will conduct an on-site inspection of the school, and evaluate its sanitary condition. The Department will also verify that all instructors who will deliver practical instruction and/or supervise the clinic floor hold current, valid licensure as a hairdresser/cosmetician or barber.

Please note that the standards utilized in approving the school will be the sanitary condition of the school facility, the compliance with the required curriculum, and the required licensure of practical/clinical instructors.

Additionally, the following documents must be made available to the Department by the school at the time of the on-site inspection:

- a. local fire marshall's inspection report
- b. local health department inspection report, if applicable
- c. floor plan
- d. admission application
- e. school rules and regulations
- f. policies governing tuitions, fees, refunds, and contracts
- g. school catalogue

- h. files of any students to be enrolled in the school, if applicable
- i. affidavit of hours completed, for any transfer students to be enrolled in the school

The file documents referenced above that are collected, such as the school catalogue and ruled and regulations, will be maintained as a resource record in the event of subsequent complaint against a school, but will not constitute a basis for school approval per se.

- 5. The Department will present the results of its review of the school to the Board at its next regularly scheduled meeting. Should the Board determine to approve the school, such will be indicated in the Board minutes, along with the Department's feedback to the Board on the Department's consent to the approval action.
- 6. Approval will be issued in writing by the Department. An effective date of the school's approval in its new location, will be specified. Credit will not be granted for any hours completed by students between the date of change of location and the effective date of approval.

I hope this information is helpful. Should you have any questions, please contact this office for further assistance.

Please mail all written correspondence to:

Hairdresser/Barber Licensure
Department of Public Health
410 Capitol Avenue, MS# 12APP
P.O. Box 340308
Hartford, CT 06134-0308

**Hairdressing/Barbering Curriculum for Approval of
Hairdressing/Cosmetology and Barbering Schools or Colleges**

1. The total curriculum shall not be less than fifteen hundred (1500) hours of instruction.
2. The first two-hundred (200) hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first two hundred (200) hours but, supervised practice on a clinic floor cannot.
3. The remaining thirteen hundred (1300) hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

Minimum Required Instructional Hours

Content Area	<u>Minimum Theory Hours</u>	<u>Minimum Clinical Hours</u>
1. Sanitation & Hygiene	15	20
2. Anatomy & Physiology	15	0
3. Chemical Procedures	30	200
4. Business & Professional Relations	10	10
5. Hair Care & Treatment	20	200
6. Skin Care, Facials, Make-up, Shaving	15	80
7. Manicuring	15	40
8. Hair Shaping & Styling	75	750
9. State Laws for Barbers & Hairdressers and EEOC Guidelines	<u>5</u> 200	<u>0</u> 1300

HAIRDRESSING/BARBERING CURRICULUM

- I. Sanitation and Hygiene
 - A. Hygiene and good grooming
 1. Personal hygiene
 2. Good grooming
 - B. Sanitation procedures
 1. Definition
 2. Importance
 3. Methods of sanitation
 4. Chemistry as applied
- II. Anatomy and Physiology
 - A. Dermatology
 1. Structure of the skin
 2. Functions of the skin
 3. Conditions of the skin
 4. Disorders of the skin
 - B. Trichology
 1. Structure of hair
 2. Composition of hair

3. Blood and nerve supply
4. Growth and regeneration
5. Color, texture, elasticity and porosity
6. Conditions and disorders

C. Nails

1. Structure and composition
2. Growth and regeneration
3. Nail irregularities

III. Chemical Procedures

A. Hair Coloring and Lightening

1. Purpose and effects
2. Materials and supplies
3. Classifications
4. Safety measures
5. Procedures
6. Corrective measures
7. Fillers
8. Removal of artificial color
9. Special effects
10. Chemistry as applied

B. Chemical Waving

1. Purpose and effects
2. Materials and supplies
3. Scalp and hair analysis
 - a. Hair porosity
 - b. Hair texture
 - c. Hair elasticity
 - d. Hair density
 - e. Hair length
4. Classifications (types) of products
5. Safety measures
6. Procedures
7. Special hair problems
8. Chemistry as applied

C. Chemical Hair Relaxing

1. Purpose and effects
2. Material and supplies
3. Scalp and hair analysis
 - a. Hair porosity
 - b. Hair texture
 - c. Hair elasticity
 - d. Hair density
 - e. Hair length
4. Classifications (types) of products
5. Safety measures
6. Procedures
7. Special problems
8. Chemistry as applied

- IV. Business and Professional Relations
 - A. Professional attitude and salesmanship
 - 1. Personality
 - 2. Salesmanship
 - 3. Patron relations
 - 4. Telephone techniques
 - B. Salon management
 - 1. Business practices
 - 2. Employer-employee relations
 - 3. Salon development
 - 4. Professional ethics
 - 5. Public relations
 - C. Safety Measures
 - 1. Pertaining to shop patrons
 - 2. Pertaining to shop operators
 - 3. Equipment
 - 4. Materials
 - 5. Precautions relative to various services including hair straightening
 - 6. Precautions for electrical devices
- V. Hair Care and Treatment
 - A. Shampoos and Rinses
 - 1. Purpose and effects
 - 2. Materials and supplies
 - 3. Types of shampoos
 - 4. Rinses
 - 5. Procedures
 - 6. Chemistry as applied
 - B. Scalp and Hair Care
 - 1. Purpose and effects
 - 2. Materials and supplies
 - 3. Junctions of nerves, muscles and blood
 - 4. Procedures
 - 5. Safety measures
 - 6. Chemistry as applied
- VI. Skin Care, Facials, Make-up, Shaving
 - A. Facials and Make-up
 - 1. Purposes and effect of massage movements
 - 2. Implements and supplies
 - 3. Function of nerves and muscles
 - 4. Procedure in giving a plain facial
 - 5. Facial cosmetics
 - 6. Special problems
 - 7. Eyebrow arching
 - 8. Lash and brow tinting
 - 9. Shaving
 - 10. Beard and moustache grooming

- VII. Manicuring
 - A. Purpose and effects
 - B. Preparation
 - C. Equipment, supplies and implements
 - D. Procedures and manicuring

- VIII. Hair Shaping and Styling
 - A. Hair Shaping
 - 1. Purpose and effects
 - 2. Materials, supplies and implements
 - 3. Fundamentals
 - 4. Use of implements
 - 5. Designing and procedures
 - a. Traditional barber styles (fine taper)
 - b. Contemporary styles
 - 6. Safety measures

 - B. Hair Styling
 - 1. Purpose and effects
 - 2. Materials and supplies
 - 3. Finger waving and shaping
 - 4. Curl formation
 - a. Pin curls
 - b. Rollers
 - 5. Comb-out techniques

 - C. Thermal Techniques
 - 1. Hair and scalp analysis
 - 2. Materials, supplies and implements
 - 3. Hair pressing
 - 4. Thermal curling
 - 5. Thermal and waving
 - 6. Safety measures

 - D. Care and Styling of Wigs
 - 1. Types of Wigs
 - 2. Cleaning and conditioning
 - 3. Fitting and adjusting
 - 4. Styling
 - 5. Safety measures

State Laws

State Laws and Rules and Regulations concerning Hairdressing, Barbering and EEOC Guidelines for employment.

This proposal has been officially adopted by the Board of Examiners of Barbers, Hairdressers and Cosmeticians on July 26, 1982 and will become effective upon acceptance by the Department of Health Services pursuant to Public Act 81-471.