



South Carolina Department of Labor, Licensing and Regulation

South Carolina Board of Cosmetology

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CONTINUING EDUCATION PROVIDERS MUST COMPLETE AND RETURN THE SUBMISSION FORM, APPROPRIATE CHECKLIST, AND THE PROPOSED CONTINUING EDUCATION MATERIALS FOR BOARD REVIEW ON OR BEFORE SEPTEMBER 30TH.

Submissions must be received by September 30th. *Continuing Education submissions received after September 30th will NOT be considered. Submissions timely submitted but lacking required information, proper format, or technical accessibility will be returned to the provider and may be considered at a subsequent Board meeting as the agenda allows.*

GENERAL INFORMATION FOR CONTINUING EDUCATION PROVIDERS

1. The Board approves the curriculum for all continuing education classes. New content cannot be introduced without prior Board approval. Continuing education (CE) content must be specific to Board laws and regulations, client safety, and/or infection control to include sanitation and disinfection. CE content for instructors must be geared toward teaching.
2. All programs shall be completely generic. No mention, promotion or selling of products can take place.
3. The following individuals may instruct continuing education, if their licenses and/or credentials are in good standing: South Carolina instructors, Hair Fashion Committee and/or Hair Designer Guild members, out of state instructors with resume, and guest speakers as approved by the Board.
4. If the program starts late, the end time must be extended accordingly. There shall be no early dismissals other than for emergencies.
5. Adequate space and seating shall be provided for on-site classes so that each attendee shall be able to see and hear all segments of the program.
6. No continuing education on-site classes shall be approved for the day prior to or the day of a scheduled Board meeting.
7. Licensees must provide two forms of identification, one of which must be a government issued photographic identification and the other a LLR issued professional license.
8. Monitors and registrars for continuing education classes are not required to be licensed. Monitors for on-site programs shall be on duty at all times while the program is ongoing, and shall ensure that all

attendees sign a check in and check out sheet. Monitors shall maintain order and ensure that verification of attendance and evaluation forms are completed and signed at the end of the program.

9. The Board will consider an application for changes to approved continuing education classes by any association no more than five times in one year following the September 30th, deadline. Any request for changes must be submitted to the Board in writing.

10. Providers will be notified as to the date by which corrections must be received by LLR staff. Corrections received after that date will result in packages not being finally approved until a subsequent Board meeting.

11. Each provider must submit all information to the University of South Carolina (USC) by the deadline set by USC. This includes verification of attendance and the appropriate fee. The verification of attendance form must include the participant's full name, license number and license type as seen on the participant's Board issued license.

12. Each provider must notify all participants that they must receive their certificates from the University of South Carolina before they can be considered compliant with continuing education requirements for renewal of their license.

13. NO APPROVED CLASS MAY BE CANCELLED without prior Board approval except in the case of an emergency, and approval in that instance must be sought as soon as possible after the cancellation. A lack of pre-registered participants is not considered an emergency. Other than emergency situations, CE additions or changes must be made no less than 45 days prior to the start of the class.

14. Classes held in a salon must be subject to the 15:1 ratio unless approved by the Board.

15. The amount of time a guest speaker may present material is at the Board's discretion.

16. **All on-site classes must be videotaped and available upon request of the Board or its designee.**

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INSTRUCTIONS FOR CONTINUING EDUCATION CLASS PACKAGE **CONTENT AND SUBMISSION**

1. The provider must complete and strictly comply with the CEU documentation checklists.
 - a. There is a checklist for on-site continuing education and one for on-line submissions.
 - b. The provider shall complete and submit the package in compliance with the appropriate checklist and with the submission requirements below.
 - c. Failure to comply will result in the package being returned to the provider and cause a delay in approval and/or possible denial of programs. If a package is returned to the provider for failure to comply with the checklist or with the requirements below, or if content cannot be accessed due to technical failure on the part of the provider, upon resubmission by the provider it may be reviewed at a subsequent Board meeting as the agenda allows.
2. Continuing Education (CE) content must be specific to Board laws and regulations, client safety, and/or infection control to include sanitation and disinfection. CE for instructors must be geared towards teaching.
3. For on-site Continuing Education, the provider must comply with the following:
 - a. Submit one (1) hard copy in a 3-ring binder (no exceptions), and 1 flash drive.
 - b. The flash drive must contain the same information as the hard copy, and the reviewer must be able to access the content thereon. Handwritten class schedules will not be accepted.
 - c. **If the content on the flash drive cannot be reviewed due to technical failure on the part of the provider, the submission will be returned to the provider as noted above.**
 - d. A course outline shall be included in the submission, other information includes but is not limited to the following for on-site CEUs:
 - i. Continuing Education Submission Form (form on Board web site)
 - ii. Complete, follow, and submit On-site CEU Documentation Checklist (form on Board web site)
 - iii. Date, time, locations and instructor's names/qualifications
 - iv. Provide copies of all audio/video tapes or recording, or handouts to be used
 - v. Provide a list of monitors

- vi. Provide a copy of the Excel spreadsheet **and** attach a workable version to the flash drive
4. For on-line Continuing Education, the association/organization must provide the following:
 - a. The provider must submit the Continuing Education Submission Form, checklist and link to the proposed class or classes.
 - b. All actual course content must be available on the linked website and in a notebook (with login information) for Board review.
 - c. **If the content cannot be reviewed due to technical failure on the part of the provider, the submission will be returned to the provider.**
 - d. A course outline shall be included in the submission, other information includes but is not limited to the following for on-line CEUs:
 - i. Continuing Education Submission Form (form on Board web site)
 - ii. Complete, follow, and submit On-line CEU Documentation Checklist (form on Board website)
 - iii. Provide instructor's names/qualifications
 - iv. Statement notifying licensees of time within which they must complete the full 4-hour CE course
 - v. Verification that participant fully completed the course
4. For all proposed instructors, include a clear copy of their current South Carolina Board of Cosmetology instructor's license (the photo on the license should be a passport photo), or for Hair Fashion Committee and Hair Designers Guild members, a clear copy of documentation of current credentials in good standing. To seek approval of an instructor from out-of-state, submit clear copies of their current licensing credentials and a copy of their resume.
5. The classes must adhere to the submitted program format. The agenda and program curriculum must agree or it will be returned.
7. Class time must be recorded in hour increments. Breaks and lunch periods shall not be included in the calculation for time attended.
8. Each provider shall furnish to the Board, with the submission, the number of attendees each proposed location can adequately handle.

CONTINUING EDUCATION SUBMISSION FORM

Request for approval of continuing education programs must meet Cosmetology regulations in the state of South Carolina.

Proposed CE requests must be submitted on or before September 30th.

Name of Course:

Board Approved Cosmetology Association or Organization Conducting CE Program:

I acknowledge that I understand the requirements for CE submission and approval.

Provider Signature

Date

FOR BOARD USE ONLY:

APPROVED: _____

CHAIR

DENIED: _____

CHAIR

DATE: _____