

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935
FAX #: (608) 266-22602
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703
E-Mail: DSPSContEducation@wi.gov
Website: <http://dsps.wi.gov>

COSMETOLOGY EXAMINING BOARD

INFORMATION AND STANDARDS FOR CONTINUING EDUCATION COURSE APPROVAL FOR THE 2015-2017 BIENNIUM

Important: Information on this page will be updated as needed; please check this page frequently for updates and prior to submitting a course for approval.

- A completed, signed and dated Continuing Education Course Approval Application (Form #2893) must be submitted to the Department of Safety and Professional Services (DSPS) for each cosmetology continuing education course that requires pre-approval at least 45 business days prior to the first date the course is offered. Please see [Wis. Administrative Code BC 11](#) for a list of providers that are not required to submit courses for pre-approval.
- Electronic submission of completed applications and course materials is preferred to expedite review of your course(s).
 - Email: DSPSContEducation@wi.gov
 - Fax: 608-266-2264 (Attn: Office of Education and Examinations)
- All related course materials submitted along with the application must be clearly labeled so it is easy to determine which application question the materials pertain to. The application including all additional materials must be submitted at the same time.
- Providers will receive notification of the approval decision from DSPS staff via email.

Before submitting an application, review the following information and requirements for approval of Cosmetology continuing education (CE) courses for the 2015-2017 biennium:

Completion of the Continuing Education Course Approval Application

The table below provides clarification on the information that is being requested on the course approval application – form #2893. The numbers in the left column of the table correspond to the numbered sections on form #2893.

1 – 6	The contact information provided in these sections will be posted on the DSPS website and will be available to the public. The licensees will utilize this contact information to contact providers directly to sign up for the course(s) and if they have questions about the course(s) offered by the provider.
7 – 10	The contact information provided in these sections is for internal use only and will not be posted on the DSPS website. Department staff will use this information to contact the providers directly.

Wisconsin Department of Safety and Professional Services

11	<p>Check the box next to each course that you are seeking approval for. For each course, indicate the method of instruction that will be utilized. If classroom and distance learning will both be utilized, check both boxes.</p> <p>*Distance learning courses include those completed online or through independent study.</p>
12	<p>Below are questions to consider and requirements when providing information about the items requested in this section.</p> <ol style="list-style-type: none"> a) <u>Company organizational structure</u> <ul style="list-style-type: none"> • Who are the people involved with the administration of your course (instructors, organizers, planners, company manager/owner)? b) <u>Course registration policies</u> <ul style="list-style-type: none"> • How do licensees register for the course? • What are the registration deadlines? c) <u>Course fee schedule</u> <ul style="list-style-type: none"> • What is the cost of the course? • Is the fee different depending on date of registration? • Refund policy? d) <u>Course advertising materials</u> <ul style="list-style-type: none"> • Provide a copy of all course advertising materials. e) <u>Student records system</u> <ul style="list-style-type: none"> • How will you maintain student records for the course? • Providers must maintain student records for at least 5 years. f) <u>Summary of evaluations conducted</u> <ul style="list-style-type: none"> • Submit a copy of the course evaluation that will be distributed to students. g) <u>Instructor Evaluation.</u> <ul style="list-style-type: none"> • Describe method of evaluating instructors and how complaints concerning an instructor will be handled. • Are questions about the instructors included on the course evaluation that are distributed to students? • If you receive a complaint about an instructor, what is the procedure for handling these complaints? h) <u>Sample certificate of completion</u> <ul style="list-style-type: none"> • Submit a sample certificate of completion. The provider must provide a certificate of completion to the licensee upon successful completion of the course. • The certificate must include the following information: name of the course, sponsor's name, student's name, date of completion, number of hours, and signature from the instructor or provider.

Wisconsin Department of Safety and Professional Services

Subject Material for the Safety, Sanitation and Infection Control Course

The following are possible subjects that may be included for the safety, sanitation and infection control course ([Wis. Administrative Code Ch BC 11.02 \(5\)](#)). It is the provider's responsibility to determine which of these topics they are going to cover in their 3-hour safety, sanitation and infection control course.

- Topics or subjects which pertain to all of the cosmetology professions and which are designed to safeguard the public health, safety and welfare by providing instruction on and increasing knowledge and awareness of the identification, assessment, management, control and prevention of factors that may adversely affect the health, comfort, safety, or well-being of individuals. This could include courses dealing with first-aid, blood-borne pathogens, product selection, infection control, client safety, and proper techniques for cleaning, disinfection, and sterilization of equipment in accordance with acceptable state and federal standards.

Subject Material for the Law Course

The following are possible subjects that may be included for the law course. It is the provider's responsibility to determine which of these topic areas they are going to cover in their 1-hour law course.

- Updates relative to Law/Administrative Code changes
- Duties and responsibilities of owners, managers and practitioners
- Disciplinary matters to include: posting requirements, unlicensed practice, booth rental, establishment license requirements, apprenticeship programs, forfeitures, prohibited substances and ethics/practice standards

Detailed course outline

- A clear breakdown of the allotted time of instruction for each sub-section of the course must be supplied; for example, your timed course breakdown must clearly indicate that topic A will cover 15 minutes, topic B will cover 30 minutes, etc. The timed course breakdown for each course must add up to one hour for Laws and three hours for Safety, Sanitation and Infection Control.
- Courses must include at least 50 minutes of instruction to count as one (1) hour of CE

Course Materials

- Course materials which will be used to provide instruction must be submitted.
- Course material must include proper instruction techniques, not just recite the code book. The instruction shall include amplification, evaluation, examples, and explanation of the course subject matter.

13

Include a list of all instructors and a resume for each, which includes their qualifications to develop and teach the continuing education program.

- According to Wis. Admin. Code Ch. BC 11.04 (1)(b), the courses must be conducted by individuals or entities that have specialized training or experience, and that are considered qualified in the subject matter of the program as determined by the Board.
- Wis. Admin. Code Ch. BC 11.04 (3) states: The Board may approve programs by the following providers: (a) State licensed for certified instructors who have not had any disciplinary actions taken against them in the 3-year period preceding their planned instruction. (b) Product distribution companies, national salon chains, or other providers that offer programs with significant professional educational benefits for licensees as determined by the Board.

14

Wisconsin Department of Safety and Professional Services

DISTANCE LEARNING COURSES (15-18)	
15	<p>For distance learning courses, indicate the method of instruction that will be utilized: DVD, paper, online program, PowerPoint etc) Clearly indicate how the course information will be demonstrated to the student (the course instruction techniques). For example, using a slide show, journal articles, along with a copy of the code book, etc.</p> <ul style="list-style-type: none"> • Course material must include proper instruction techniques, not just recite the code book. The instruction shall include amplification, evaluation, examples, and explanation of the course subject matter.
16	<p>For distance learning courses, five (5) multiple choice examination questions are required for each hour of instruction.</p> <ul style="list-style-type: none"> • Each question should directly test one of the specific sections or subsections in the approved content outline. For each question indicate which section of your outline the question is testing. • Include 4 multiple-choice alternatives for each question. • Furnish answers to DSPS for all questions. • Questions written for this project must be the original work of the item writer, and not published or available to any other person.
17	<p>For distance learning courses, assignments are required to be completed by the licensee and then corrected and/or graded by the provider.</p> <ul style="list-style-type: none"> • Submit a copy of the assignment(s) that will be distributed to licensees for completion. • Provide an explanation on how the licensee will be able to utilize the results from the assignments to prepare for the exam. A copy of the correction or grading shall be returned to the licensee within 5 business days of receipt to provide the licensee an opportunity to incorporate the results into preparing for the examination required for distance learning courses.
18	<p>Below are questions to consider and requirements when providing information about the items requested in this section.</p> <ol style="list-style-type: none"> a) Ensure that instructors, approved by the Board, are available to students to answer questions and address concerns at reasonable times and by reasonable means <ul style="list-style-type: none"> • When will instructors be available to students? • By what means will they be available? i.e. telephone, email, fax b) Distribute collect and score examinations and supplemental materials as well as provide a reasonable level of examination security c) Sufficiently cover the subjects specified for the continuing education courses. d) Provide a reasonable procedure for verifying the enrollees' identity and ensure that the students who take the examination are the enrolled students. e) Provide a reasonable opportunity for student self-evaluation of mastery. f) Report pass/fail information to students and issue certificates of completion. <ul style="list-style-type: none"> • How will students be notified that they have successfully passed the exam and course? • How will certificates of completion being distributed to the students? • After students successfully complete the course, when will they receive the certificate of completion?
21	<p>Click on the following link: Wis. Administrative Code Ch BC 11</p>

Wisconsin Department of Safety and Professional Services

Common Reasons for Denial of CE Courses:

1. Continuing Education Course Approval Application is not submitted, is incomplete or is not signed and dated. Please note: ALL items on the application are required and the application must be completed and ALL supplemental documents submitted along with the application.
2. The application is not submitted at least 45 business days prior to the first date the course is offered.
3. All of the required material is not submitted along with the application; for example, only the course outline is submitted without supplementary course materials or instruction techniques.
4. Course material does not cover the subject material approved by the Cosmetology Examining Board for the law course or the course topics listed in the definition for safety, sanitation and infection control, which are listed in the table above next to #13.
5. Courses are submitted without clearly indicating the allotted time of instruction for each sub-section; for example, 15 minutes covering Topic A, 30 minutes covering Topic B, etc.
6. Hours of instruction do not meet the number of hours required; 1 for the law course and 3 for the safety, sanitation and infection control course. This can be avoided for online courses, by timing and programming the course to prevent students from advancing or 'fast forwarding' through to the end of the course.
7. Course material does not include proper instruction techniques – does not include sufficient amplification, explanation, examples and evaluation of knowledge of course topic. NOTE: Courses in which only a copy of the code book is supplied to the student without the inclusion of sufficient instruction techniques to support the course will be denied.
8. Instructors are not qualified as determined by the Board.