



Arkansas Department of Health

Cosmetology and Massage Therapy Section

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Cosmetology Telephone (501) 682-2168 • Massage Therapy Telephone (501) 683-1448

Governor Asa Hutchinson

Nathaniel Smith, MD, MPH, Director and State Health Officer

August 7, 2017

Dear School Owner or Representative,

On April 11, 2017, the Section informed you of the 2017 Arkansas General Assembly Bills that were passed and signed by the Governor. These Bills will directly affect cosmetology schools in Arkansas as of August 1, 2017. Many changes have been discussed during meetings with the Cosmetology Technical Advisory Committee and the Cosmetology Technical Advisory Rules Ad-hoc Committee. The Cosmetology Rules and Regulations are currently being amended; however, with the Law in place, all of the ACTS can be implemented immediately. Below you will find a breakdown of all three Acts and the progress that will be followed for implementation.

- **Act 488** – Schools shall be required to teach a one-hour course within the school curriculum for training in domestic violence and sexual assault awareness. The Section is currently working with the Injury Prevention Section within the Arkansas Department of Health to create a one-hour training course that shall be used by all schools. As soon as this course is available it will be distributed to all schools.
- **Act 972** –
 - Effective immediately, Instructor students can take the practical and written test when they have completed 480 hours
 - Effective immediately, Instructors will be required to obtain not less than 8 hours of additional training for biennial license renewal.
- **Act 973** –
 - Schools will administer the Arkansas Department of Health practical examination. The Section has created an examination that shall be used by all cosmetology schools. With guidance from the Arkansas Department of Health Legal counsel, it has been determined that Schools can now begin to administer the examination without changes to the Rules and Regulations. The Section will continue to administer the NIC practical examination for all subjects until January 1, 2018. However, Schools can now choose which test they prefer for students to take. Attached you will find the Arkansas Department of Health Cosmetology Practical Examination, Arkansas Department of Health Manicure Practical Examination, Arkansas Department of Health Aesthetics Practical Examination, and the Arkansas Department of Health Instructor Practical Examination.

Schools that wish to continue submitting students for the NIC practical examination for September, October, November and December, shall use the same processes and applications that are currently in place and available on the Cosmetology website.

Schools that will begin administering the practical examination before the January 2018 end date shall use the forms that are provided with this letter for early testing of the written examination and for the written examination for a completed student. Below you will find an outline of the process for schools.

1. Practical Examination Process:

- a. Schools may charge a practical examination fee; (**fee is not mandatory**) however if a fee is implemented it shall not exceed \$65.00. The fee rate is determined by each individual school and payable to the school.
- b. Schools shall administer the practical examination to reciprocity candidates transferring from other states or countries. The Section will process reciprocity applications and determine which examination is required for the candidate. If the candidate is required to take the practical examination the candidate will receive an approval letter from the Section. The candidate will be required to show the approval letter to the school when scheduling for the practical examination.
- c. Schools will only be required to administer the practical examination on subjects that are taught through the school. Example: Schools that do not teach specialty courses (manicure, esthetics, instructor, or electrology) will not be required to administer the practical examination in that specialty area.

2. Early Written Examination Candidate Process:

- a. School will complete Early Written Examination Form and submit to the Cosmetology Section.
 - i. Cosmetology students completed 1200 hours
 - ii. Manicure and Aesthetic students completed 480 hours
 - iii. Instructor students completed 480 hours
- b. Cosmetology Section will submit candidate information to PSI.
- c. Student will receive verification email from Cosmetology Section to contact PSI for scheduling and payment.
- d. Once training is complete, school will submit Certificate of Training to the Cosmetology Section.
- e. Upon receiving Certificate of Training stating student has completed training, passed the practical examination with a 75% score and has confirmation from SMT that the student has passed the written examination with a 70% score the Cosmetology Section will issue a license.

3. Written examination process for complete training candidates:

- a. School will complete a written examination application and a certificate of training and submit to the Cosmetology Section.
 - b. Cosmetology Section will submit candidate information to PSI.
 - c. Student will receive verification email from Cosmetology Section to contact PSI for scheduling and payment.
 - d. Upon receiving confirmation from SMT that the student has passed the written examination with a 70% score the Cosmetology Section will issue a license.
- o Effective immediately licensed instructors in good standing shall not be required to renew his or her specialty license.
 - o Effective immediately instructor training shall not exceed ten (10) hours per day and six (6) days per week.

This notice has been emailed to all Schools and a hard copy will be mailed to all schools. Should you have any questions or concerns feel free to contact the Section.

Sincerely,



Kelli Kersey

*ADH Cosmetology and Massage Therapy
Section Chief*