

STATE OF COLORADO

Department of Higher Education
DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS



Jim Parker
Director

MEMORANDUM

From: Director, Division of Private Occupational Schools (DPOS)
To: All Private Occupational Schools offering Barber and Cosmetology training
Date: February 8, 2006
Re: New and Revised Curriculum Due for the following--
Permanent Make Up
Advanced Peels
Waxing by Manicurists (New Policy posted on OBC website, effective 1/01/06)

All programs and courses offered at private cosmetology-related schools must adhere to current guidelines of the Colorado Office of Barber and Cosmetologist Licensing (OBC). As you know, OBC has made several changes in the past couple of years. For specific information, please refer to the OBC website:
www.dora.state.co.us/barbers_cosmetologists/.

To ensure these recent changes are implemented in your curriculum, schools offering any of the above-listed courses must submit the required paperwork to DPOS. Please note: It is permissible for school's to offer total hours different than those listed below as long as you at least meet the required OBC minimum.

1. **Schools submitting revisions of previously-approved Stand Alone Course curriculum (Permanent Make Up and/or Advanced Peels):**
 - Submit revised Stand Alone Course Approval form(s)
 - Submit your revised catalog or a catalog "addendum" indicating the Course revision(s)
 - DPOS administrative approval (Board approval not required)
 - \$150 course revision fee waived
 - Deadline to DPOS: March 20, 2006
2. **Schools submitting revisions of previously-approved Program curriculum (Cosmetologist and/or Esthetician Programs that included Permanent Make Up and/or Advanced Peels):**
 - Submit revised Program and applicable revised Course Approval forms
 - Submit your revised catalog or a catalog "addendum" indicating the Program revision(s)
 - DPOS administrative approval (Board approval not required)
 - \$150 course revision fee waived
 - Deadline to DPOS: March 20, 2006
3. **Schools submitting new curriculum (Waxing by Manicurists):**
 - Submit Stand Alone Course Approval form with applicable *attachments*.
 - Submit your revised catalog or a catalog "addendum" indicating the addition of new Course
 - Submit required 3-4 Evaluator reports
 - Board approval required
 - \$150 application fee required
 - Deadline to DPOS: 1st working day of the month you wish to go before the Board

NOTE: The specific hair removal by waxing procedures now considered to be in the scope of practice for manicurists were not added to the OBC requirements for Manicurist "licensure." However, waxing may be included within the "manicuring and pedicuring" course in your "Manicurist Program".

Schools desiring to add hair removal by waxing to Manicurist Program curriculum are required to submit to DPOS a revised Program as in No. 2 above.

We have included *Stand Alone Course* forms for your use. Simply complete the applicable number of hours for each subject as taught in theory and lab at your school. Schools revising Esthetician, Cosmetologist and/or Manicurist *Programs*, are responsible for completing the forms independently.

PERMANENT MAKE UP

The distribution of the required 132 hours must follow the guidelines set in effect January 2005:

<u>COURSE TOPIC</u>	<u>HOURS</u>
Sanitation, Sterilization, and Safety	12
Skin Analysis	8
Equipment and Supplies	8
Color Theory and Effects	32
Client Consultation	8
Application of Pigment	<u>64</u>
TOTAL	132

ADVANCED PEELS

The subject names within the Course (language added) must match the guidelines set in effect January 2005:

<u>COURSE TOPIC</u>	<u>HOURS</u>
Skin Analysis, Conditions, Contraindications & Aftercare Hours	8
Products Ingredients of Cosmetic Resurfacing Exfoliating Substances	8
Chemical Peel Treatment Procedures & Treatment of Reactions	<u>8</u>
TOTAL	24

WAXING BY MANICURISTS

OBC policy guidelines set January 2006:

<u>COURSE TOPIC</u>	<u>HOURS</u>
1. Skin Histology	1
Anatomy of the Skin	
Functions on the Skin	
Disorders on the Skin	
2. Client Safety and Protection	1
Client Consultation	
Contraindications of Hair Removal	
Minor contraindications: sensitive skin, sunburn, pustules and papules, chemical peels, botox or collagen injection, surgery	
Major contraindications: Retin-A, Renova, hydroquinone, blood-thinning medications, topical or ortisone medication, Accutane	
Release Forms	
Product Testing	
3. Types of Products for Hair Removal and Application Techniques	3
Tweezing	
Dipilatories (e.g., Neet and Hair)	
Waxing:	
Hard wax	
Soft wax	
Sugaring	
4. Disinfection, Sanitation, State Rules, & Safe Work Practices	<u>1</u>
TOTAL	6

cc: Colorado Office of Barber and Cosmetology Licensing

Enclosures (8):

Partially completed Stand Alone Course Approval forms (3) --can be e-mailed upon request
Blank Program/Course forms Evaluation Instruction/Report forms
Board Meeting Schedule