



COLORADO

Division of Private
Occupational Schools

Department of Higher Education

NOTICE

Due to recent changes in the laws governing the Colorado Office of Barber and Cosmetology Licensure, specifically [Policy 14](#) *(credit to clock hour conversion), the Division of Private Occupational Schools (“Division”) is auditing its school files for all Cosmetology and related Programs and/or Stand Alones Courses previously submitted to the Division for approval.

We are requesting at this time that your school provide the following documentation in accordance with the Divisions minimum standards and statutory mission to ensure the quality of education being delivered to students.

NOTE: ALL SCHOOLS MUST SUBMIT THE ITEMS BELOW EVEN IF THE CURRICULUM IS ALREADY APPROVED TO BE OFFERED BY THE SCHOOL. All cosmetology and related schools will need to submit current [Program and Stand Alone forms](#) found on the Division’s website including all the required attachments (ADDITIONAL FEES ARE NOT REQUIRED). Cosmetology will no longer be excluded from providing course syllabi, course schedules and evaluator reports.

Documentation requested:

Program curriculum (this includes a Program form with all the required Attachments listed on the form for any Program currently approved including **Barber, Cosmetologist, Esthetician, Hairstylist** and/or **Nail Technician**)

Stand Alone curriculum (this includes a Stand Alone form with all the required Attachments listed on the form for the following Stand Alone Courses: **Cosmetic Resurfacing Exfoliation, Microdermabrasion, Electric Files, Hair Removal by Waxing** for Nail Technicians, and **Permanent Makeup**)

Additional Attachments include:

1. Course syllabus including course schedule
2. Catalog or Catalog addendum (make sure the course descriptions are clearly outlined in the catalog)
3. Evaluator reports w/ resumes or bios for each Program and/or Stand Alone

If not contained within the Course Syllabus:

4. A complete physical inventory of equipment to be used for the course.
5. A list of textbooks used which include titles, publishers, and copyright dates.
6. A list of reference materials used.
7. A list of teaching aids, materials and supplies used.

*If your school is serving students who entered an enrollment agreement prior to July 1, 2015, you may continue to train these students reflecting credit hours. All students who have entered an enrollment agreement on or after July 1, 2015, must reflect clock hours with the appropriate conversions detailed in [Policy 14](#).

SPECIAL NOTE FOR SCHOOLS RENEWING IN 2016

All cosmetology and related training programs/courses up for renewal in 2016 will need to provide the requested information along with their renewal materials in order for the Board to consider the renewal of the school’s Certificate of Approval. This information must be on file with the Division prior to renewal. In addition, please make sure your schools program/course descriptions are also clearly outlined in the schools catalog.