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NOTICE OF OFFICE OF BARBER AND COSMETOLOGY LICENSURE POLICY 14 REVISIONS

TO: COSMETOLOGY SCHOOL DIRECTORS

FROM: LORNA CANDLER, DIRECTOR, DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS

DATE: JULY 26, 2017

SUBJECT: OFFICE OF BARBER AND COSMETOLOGY LICENSURE POLICY 14 REVISIONS

On April 13, 2017, [House Bill 17-1196](#) was adopted as the new law mandating minimum training hours required for applicants for licensure under the Barber and Cosmetologist Act. On July 18, 2017, the Division received notice that the Division of Professions and Occupations (DORA) substantially [revised Policy 14](#) effective July 14, 2017, by removing all previously designated hour requirements for subjects within the various occupations licensed under the Barber and Cosmetologist Act (including barber, cosmetologist, esthetician, hairstylist, and nail technician). Policy 14 also reflects the training hours as amended by the Bill, which are not affected. While Policy 14 still lists the required subject areas that must be taught in an approved educational program prior to obtaining licensure, the revised Policy 14 no longer specifies the number of hours required within each subject area. Therefore, schools now have the ability to revise their educational programs in accordance with the recent statutory and policy revisions, but are not required to do so. The Department of Regulatory Agencies, Division of Professions and Occupations, has stated in a Notice to the Public that, "This change will allow each educational institution the flexibility to work directly with its accrediting body to develop its curriculum and assign the appropriate credit/contact hours to the required 'subject areas' so long as a minimum of 50 credits OR 1500 contact hours is achieved."

As the Division of Private Occupational Schools is charged with authorizing all private occupational programs and courses pursuant to [C.R.S. 12-59-101](#) *et seq.*, we have conferred with our Board (and our legal counsel) to determine whether revisions made in conjunction with the HB 17-1196 and amended Policy 14 will be construed as minor or major changes. DPOS' [Rules and Regulations](#) define minor and major revisions and further distinguish how each type is considered:

Z. "Major program or stand-alone course revision" means changes since the last approval by the Board to the method of delivery; to the occupational objective; and/or increases or decreases since the last approval in the hours exceeding an accumulated 25% of the total hours of the program or stand-alone course approved.

AA. "Minor program or stand-alone course revision" means any revision not meeting the definition of a major program or stand-alone course revision.

See 8 CCR 1504-1.1.Z-AA. During DPOS' Board meeting on, July 25, 2017, the Board announced its will relating to how it will interpret its Rules for the purposes of evaluating any programmatic changes made in conjunction with HB 17-1196 and amended Policy 14.

Major Changes include:

1. Any changes decreasing (or increasing) the total hours of any educational program by more than 25%;
2. Any changes within a program that potentially alter its occupational objective which includes: (a) changes of more than 25% within any of the individual subject areas set forth in the [former Policy 14](#) guidelines (prior to the recent amendment); or (2) changes within a program which eliminate any individual subject areas (or add an unlisted subject area).

Minor Changes include:

1. Any changes decreasing (or increasing) the total hours of any educational program by 25% or less (so long as no individual subject area is changed by more than 25%, as set forth in the former Policy 14 guidelines, and no individual subjects are eliminated or added).

By way of example:

- If a school simply decreases its overall cosmetology program hours from 1800 to 1500, and does not remove or add subjects, and also does not increase or decrease any individual subject area within the Policy 14 guidelines by more than 25%, then, the change is Minor.
- If a school reconfigures its program offering in cosmetology, barber, esthetician, hairstylist, or nail technician, retaining all individual subjects and none of the individual subjects are increased or decreased by more than 25%, then, the change is Minor.
- If a school reconfigures its subjects such that any individual subject area within the program is increased or decreased by more than 25%, then, the change is Major as it may potentially alter the occupational objective.

Major Changes will be evaluated by the Board and consistent with the Rules, require a \$500.00 application fee as well as, submission of evaluator reports in accordance with Division policy, and all other required attachments. Minor Changes will be evaluated by the Division and may be approved administratively. Consistent with the Rules, Minor Changes require a \$125.00 application fee, and do not require evaluator reports.

Again, please be advised that the statutory and Policy changes set forth by the Office of Barber and Cosmetology Licensure do not require a program revision. Rather, schools have been given the option to make changes in accordance with the new revisions made by DORA and in accordance with the guidelines set forth by the Division of Private Occupational Schools.