



HAIR 0000 Hair Designer Orientation

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Room:	Salon 1001 and Basic Cosmetology Classroom 1025		
Advisement Hours:	By appointment via email		

Introduction

Welcome to the Hair Designer program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review college policies on the Davis Tech website (www.davistech.edu) or in Student Services.

Program Description

The Hair Designer program prepares students to enter the world of hair design by teaching the required skills for success in a competitive industry. Students will develop communication skills, professional behavior, and the core skills of working in or building a salon business. Hair designer job duties include hair care services such as shampooing, cutting, coloring, styling hair, chemical texture and massaging and treating the scalp. Students will work with salon guests in a modern, well-equipped salon and will perform these skills with the newest techniques, products and equipment in the industry. At the end of the program, students will be qualified to take the Utah State Hair Designer licensure exam (a valid US Social Security Number and Government issued ID is necessary for licensure).

Program Objectives

- Demonstrate effective communication skills with clients and co-workers.
- Demonstrate good study habits.
- Demonstrate how to be professional in hygiene, dress and communication.
- Review the science behind cosmetology including:
 - the disinfection of equipment
 - the anatomy and physiology of the body
 - the chemistry behind salon services and products

- Develop skills in haircutting and hairstyling, treatment of hair, wig and hair extensions, hair coloring, and chemical texture.
- Build salon business skills

General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

Advisement

Teacher advisement is important for your success at Davis Tech. You will be assigned an advisor at the beginning of your program to assist you through your program. Your instructor/advisor will:

- Review your performance and attendance.
- Define and clarify training and career goals.
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior, and communication
- Discuss challenges and Davis Tech support services that can help improve your success.

Scheduling and Work-Based Activities

COSM 1150 Cosmetology I and COSM 1155 Cosmetology II have a defined-start/defined-end schedule. You must be finished with all course requirements before the end date. If you fail to complete a course by the end date, you will be required to re-enroll and repay for the course.

Students may start clinicals after successful completion of COSM 1150 Cosmetology I and COSM 1155 Cosmetology II. The Hair Designer Clinical Levels 01-06 courses have individualized schedules (offered in specific three hour time blocks). Following course enrollment, you will receive a schedule that shows the date (4 months from date of purchase) by which time you must complete the course.

Each clinical will have minimum service requirements that must be completed while you have attended the length of that clinical (100 or 150 hours). If you fail to complete these minimum requirements, you will have to repay for the clinical course again to allow you more time to complete these requirements. **You must fulfill both the minimum required services as well as the attended hours to complete the course.** You must attend a minimum of 15 hours per week and have the same schedule Monday-Friday. Davis Tech scheduling options for the clinic floor may be subject to change.

Campus Technology

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You will learn more about Guest Vision, a salon management system during your time in this program. Your instructor will provide an orientation to this system in your first course.

You can access Canvas from any internet-connected computer at the following URL: <https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructor or email online.support@davistech.edu. If you encounter technical problems while in Canvas, use the Help button in Canvas and the "Report a Problem" link.

Learning Resources

Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

First Aid Supplies

The classroom also includes first aid kit, and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

Students with Disabilities

If you have a disability and have questions about the process of obtaining accommodations or need further explanation of these requirements, please meet with your program counselor at Student Services to discuss your concerns.

If you have a disability that may require some accommodation by the instructor, you should document the disability through a Davis Tech Counselor in Student Services.

Performance Standards

Competency-Based Training

Davis Tech courses are competency based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours.

Skill Demonstration

In your course, an instructor will demonstrate each skill to you. You will observe, practice, and then master a skill. **All skills must be demonstrated at the required competency before the end of each course.** If you demonstrate the skill at a low competency, it will be considered practice. You will not have your modules signed off until the required competency level is reached. If you miss class, you will need to schedule time with the instructor to learn and perform the skill that you missed. You will need to do this outside of your regular class time in your make up clinical which you will be required to purchase.

Attendance

The Hair Designer program requires that you maintain attendance of at least 85%. Attendance requirements may be higher depending on sponsorship or financial aid stipulations.

Per Division of Occupational and Professional Licensing (DOPL) guidelines, students are required to be present for a minimum of 1600 hours.

You are expected to notify the instructor daily via email if you are going to be absent.

The following attendance guidelines apply:

- You are responsible to clock in and clock out each time you attend class, and when you leave for lunch.
- If you clock in between 5 -15 minutes late, you will be marked tardy.
- If you are more than 15 minutes late, you will be marked absent.
- If you leave early, you will be marked absent.
- Classroom breaks are determined by the instructor.
- We cannot excuse absences. If your attendance drops below 85%, you will have to retake the course.
- If you are non-productive (not performing a service or working on an assignment) during your scheduled time, you will be marked absent and disciplinary action will occur.
- If you do not clock out, you will not receive credit for the hours you attended.
- All the absent hours that you acquire in your core courses must be made up before graduation.

The number of allowed absences per course or clinical are shown below. Class absences are measured per three-hour block. Clinical absences are measured in days missed.

Course Hours	Maximum Absences Allowed (Measured in 3 Hour Blocks)
93	4
120	6
150	7
Clinical Hours	Maximum Absences Allowed (Measured in days)
100	3
120	4
150	5

During their clinical hours, students are encouraged to take breaks depending on how long their hours are. Although these breaks are not required, they are suggested to ensure students are not over-working. Suggested break times are listed below:

Hours Worked	Suggested Clock-out Break
3	15 minutes
6	30 minutes
9 or more	1 hour

Grading

You must maintain an 80 percent or better cumulative average on all theory tests and assignments and you must receive a comprehensive score of 100 percent on any skill demonstrations (this means that you must have 100 percent comprehension of the task, not 100 percent perfection) before you will receive credit for module completion. Tests and labs are closed book. You cannot proceed to the next assignment or activity in the class until you pass the test at the required proficiency level. If you do not pass skill demonstrations or tests with the required proficiency level, you may be required to retake the course.

Your grade for this course will be calculated by weighting your work according to the following scale:

50% = Skills Demonstration

50%= Tests

The grading scale used throughout this program will be:

A	94 – 100%	A-	90 – 93%		
B+	87 – 89%	B	85 – 86%	B-	80 – 84%

All students who fail to complete the minimum requirements of a clinical and have to purchase it again in order to complete the minimum requirements will receive 50% progress on that clinical course.

High School Students

Students in high school must achieve an 80 percent or higher to pass each course. If a student does not achieve an 80 percent in a course, they may still receive a letter grade for high school credit; however, they will not be allowed to move forward in their program without retaking the course.

Citizenship grades are determined by adherence to policy and code of conduct. Citizenship grades will be submitted by request of the high school. a

**Please note that some high schools do not use a letter grade from our program and will only accept a pass or fail. See your CTE Coordinator at your high school for questions.*

Testing

Bookwork must be turned in before testing on the scheduled test day. If you do not turn in your bookwork, you will not be allowed to test, and you will receive a test score of zero.

You will be required to take a test after each chapter. Make sure you are aware of test dates posted by the instructor. If your average test score is below 80 percent, you may retake three tests in order to raise your test average. If your average test score is still below 80 percent, you will retake the course.

If you are absent on a test day, coordinate with your instructor. You may make up the test within one week.

Finals will be given at end of each course. An 80% score or higher is required to pass the final and the course. You will be given up to 3 attempts to accomplish this.

A final exam is available on Canvas during clinicals to prepare for the state board theory exam.

Skill Demonstration

Throughout your first four courses of the program, an instructor will demonstrate each skill to you. As you observe, practice and then master a skill, you will demonstrate it to the instructor. **Skills must be demonstrated at required competency.** If you demonstrate the skill at a low competency, it will be considered practice. You will not have your modules signed off until competency level is reached. If you miss days during the time we do practical/hands-on work and you fall behind the class schedule, it will be your responsibility to find time to make up the practical missed. Each practical prepares you for the next one and is necessary for your progress. You may be required to purchase another mannequin that you can practice on to catch up. These mannequins can be purchased from the receptionist. All practical/hands-on work must be signed off before you can complete the live model requirement in your modules.

Once you are on the salon floor, there will be two skills demonstrations - mock state board exams throughout your clinical courses. You will be responsible for providing all the supplies needed to

complete the mock state board exams. You should schedule these exams by the time you reach your fifth clinical course. Attendance, however, is mandatory once you schedule a mock exam.

A Certificate of Program Completion is awarded for those who complete the entire Hair Designer program (1200 hours). A Verification of Graduation will also be given, which is necessary to obtain your license with DOPL (Division of Occupational and Professional Licensing). When you are near completion, please see your advisor for assistance with documentation and the process required to receive the certificates.

Academic Performance & Discipline for High School Students

Your success in this program is important to us. We will work with you to help you succeed, but if we feel that you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve.

High school students must meet minimum standards in grading, progress, and attendance before transitioning in the program as an adult student. These standards are established by the program and may differ across the college. In the Esthetician program, a high school student, who will become an adult student, should meet the following minimum standards:

Attendance: 85 percent Progress: 85 Percent Grade: 80 percent

If you do not meet Davis Tech or Esthetician performance standards, you will be subject to academic discipline. Reasons for academic discipline include but are not limited to violations of Davis Tech or program policies and procedures, violations of academic integrity, failure to maintain minimum attendance standards, failure to maintain progress standards, and repeating a course.

Academic Probation and Termination

Probation, termination or retaking of a course is based on the following:

- **Academic:** Failure to maintain 80% or better on test scores and competency
- **Attendance:** Failure to achieve 85%

If you are put on probation for academic or attendance violations, you will have 30 days to improve, or a designated time as agreed between the instructor or student (except for cheating and stealing, in which case immediate action will take place). If you meet the required performance standards during that time, you will be taken off probation. If you are unable to comply with the required program performance standards, you will remain on probation and a Student Improvement Plan will be developed. The plan will include details of the unsatisfactory performance, outline a plan and timeframe for performance improvement and describe the process that will be used to monitor and evaluate future performance. This Plan will be submitted to Student Services to become part of your student record. The Plan will be signed by you and the instructor.

The instructor and counselor may also evaluate what barriers might prevent your success in the program, this could include a request to test for basic math and English to evaluate if additional tutoring or coursework may help you complete your program. Students, their advisor, and the

Cosmetology Instructional & Salon Manager will discuss next steps, options for additional tutoring or whether other training options should be considered.

If you fail to meet the performance standards outlined in the Student Improvement Plan, you will be required to participate in a Committee Review in order to continue as a student at Davis Tech. The committee will be composed of you, the instructor, the program director, an impartial program director, and a college counselor. The committee will evaluate the corrective actions taken by the college, the Cosmetology program and you to determine a mutually beneficial course of action. Possible options may include but are not limited to continued academic probation, additional assessment, recommended change to another educational program, suspension, or termination from the program.

If conditions do not improve, you may be terminated from the program. Termination will be a minimum of ten (10) weeks. After that period, you will be eligible to re-enter the Hair Designer program subject to the availability of an opening in the class. Only one termination will be allowed.

If you fail to appear for the Committee Review, you may be considered for disciplinary termination. If you have received a Student Improvement Plan or have been placed on academic probation and subsequently leave the institution, you may be considered for disciplinary termination. If you are terminated for academic performance, you must meet with a Career and Academic Advisor to discuss a plan for correction before being permitted to re-enroll at Davis Tech.

Students who are on academic probation may lose federal financial aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

Problem Resolution

If you are not satisfied for any reason with classroom management, grading or academic disciplinary actions taken, discuss your concerns with your instructor. If this does not resolve your concerns, please contact Student Services.

Off Campus Learning

During the clinical course work, you will be required to complete one or more hands-on activities off campus in the following salon experiences:

- **Cutting Crew:** Students and instructors go to different elementary schools every Wednesday and give free haircuts to children. We try to find lower income schools to help benefit those in need.
- **Special Events:** The Davis Tech Fashion Show or the Davis Tech Halloween contest or other community events.

The same Davis Tech performance/attendance rules apply to all our "off-campus" learning opportunities. For your protection, we strongly recommend immunization records for all "off-campus" activities.

Placement Services

Placement services are available to you when you complete your program. These services include resume review, interview skills and job placement assistance.

Student Policies and Procedures

You may find further information on institutional student policies and procedures here:
<http://www.davistech.edu/student-policies>

Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify us of your employment status. If you are already employed, become employed, or if your employment status changes, please notify your instructor. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we don't receive a response from you, a Davis Tech employee will contact you to request your employment status.

Program Safety

You will learn about industrial safety in COSM 1150 and are expected to comply with the following safety standards while in the program:

- If you cut yourself or a client with clippers, a razor or scissors you will be required to do a blood spill procedure. You are always required to have a complete first aid kit in your cart/bag.
- You must always maintain control of your implements, taking care to notice your surroundings and do everything possible to ensure you are not endangering yourself or those around you.
- If a client has permanent solution or color in his/her hair while it is necessary to evacuate, we can go to a back-up salon where we will be allowed to rinse out the hair color.

Instructor Response Time

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

Course Evaluations

At the end of each course your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. Feedback is used for program improvement and professional development.

Student Conduct/Program Policy

Professionalism

Hair Designer is a social and creative environment that allows us to become more personal than most professions. This makes our industry unique, but it also makes it challenging for beauty specialists to maintain professionalism; yet it is an absolute must in the salon/spa workplace.

The policies in our program reflect employers' expectations. Show respect to clients, students, instructors, and ourselves. Relationships are not based on judging or ridiculing people when they are different or seem unfriendly. Instead, it is our responsibility to find a way to create a healthy relationship with all people we associate with.

Student Code of Conduct and Discipline Issues

Your success in this program is important to us. We will work with you to help you succeed. If there are issues related to your conduct in the classroom, the salon or with school activities outside of the classroom. You will receive a verbal and/or written warning outlining the behavior or conduct as well as expected corrected behavior. If additional related issues arise or the conduct continues the issue will be referred to the Director of Student Services in writing to be handled per the Davis Technical College Student Code of Conduct and Discipline Policy and Procedures.

Dress Code

Why do we need a dress policy?

We are preparing you for employment:

- Identifies you to faculty, staff and guests
- Professional dress increases professionalism
- Creates equality
- Ensures appropriate attire for services offered

What is our dress policy?

Our objective is to maintain a professional work environment and to promote clean and appropriate dress for employment and increase clientele by appealing to all categories of people.

What to wear

- Always attend class clean and professional, observe all the rules of good hygiene. This includes personal clothing and client items (capes and aprons).
- Aprons or scrubs must always be worn with visible nametag while on campus. Aprons, scrubs and nametags may be purchased from the Davis Tech Bookstore.
- All clothing must be solid black. This is an industry standard.
- You may wear professional pants, skirts, or dresses. **No exercise pants, leggings, or worn out articles.** If you are uncertain about a garment, check with your instructor *before* wearing it to class.
- **Skirts/dresses can be worn only if they are at calf length due to services provided.**

- Professional shirts must be worn. No tank tops, spaghetti straps, cropped top, hooded sweatshirts, or shirts with lettering are allowed. There should be enough coverage that your underarms and torso are not exposed.
- You can wear jeans on Friday in the Davis Tech Salon by donating one dollar to Skills USA. Denim jeans must be professional looking--no holes or frays.
- You may accessorize with any color. Excessive jewelry and make up are not appropriate. Your accessories should not affect your ability to perform services. Accessories include shoes, jewelry, headbands, belts, scarves, etc.
- No hats or bandannas are allowed without permission of an instructor. (i.e. health or religious reasons)
- You must wear closed-toe, professional shoes. These can be any color and must be clean. Shoes that are too worn are not acceptable. Keep safety in mind as you choose your shoes and choose a quiet shoe while you are in the spa area.
- Body art and piercings must not be overly distracting or offensive. If your body art contains anti-political features, vulgarity, and/or nudity you will be asked to keep it covered. You may be asked to remove excessive piercings.

There may be days where you will be allowed to wear items not in the dress code as a fundraiser or special event. Your instructors will give details.

Failure to adhere to the dress code will result in...

- Being sent home and receiving an absence
- Receiving a written warning

Multiple warnings of policy violation can result in disciplinary action.

Food and Drink Policy

In keeping with federal guidelines, OSHA (Occupational Safety and Health Administration) standards and CLIA (Clinical Laboratory Improvement Amendments) regulations, **no food or drinks will be allowed in the salon area** except on those days when we have a special event. You are not allowed to leave food or drinks anywhere in the classroom. A water bottle with a tightly closed lid is acceptable. Arrangements may be made with an instructor in case of special circumstances.

Clean-up

At the end of each service you will sanitize your work area and implements. When you are signed off at the end of the day. Plan your time so you have ten minutes to do a standard clean up before you leave.

Student-to-Student Services

When performing a student-to-student service, both students must have a ticket. The student performing the service will get a service ticket from the front desk and the student receiving the

service must get a student-to-student service ticket from the instructor on the floor. In order to accommodate the flow of our salon guests, there may be days that student-to-student services are limited or are not allowed. Please check with your instructor prior to performing these services. Please note that if your progress is not maintained at the minimum standard, you will not be allowed to participate in student to student services. Student-to-student services may be performed thirty minutes after the scheduled beginning of your block to accommodate salon guests.

Children/Visitors in the Classroom

Uninvited guests in the classroom are not accepted. Friends, family and children can come and receive a service, but cannot be here to “visit or hang out.”

Cellphone/ Portable Electronic Devices Use

It is vital that we learn to use electronic technology in an appropriate and professional manner. Cellphones may be allowed on the salon floor only in times deemed appropriate by your instructor. This includes timing chemical processes, showing your guest your portfolio, looking at pictures during the consultation, taking before and after photos, etc. **Note: Texting, playing games, taking phone calls, or any other unprofessional behavior is never appropriate or allowed while on the salon floor or in the classroom.** Should you need to take a phone call or text message, you may step into the hallway. Failure to comply with this policy will result in a write-up and a meeting with your advisor for disciplinary action and/or success planning. Headphones or earbuds may be allowed in the **classroom** if approved by your instructor.

Parking

In the west parking lot there are parking stalls designated for our salon guests. They are marked “Cosmetology Patrons Only.” **You are not allowed to park in these stalls**—they are there for the convenience of our salon guests. We lose these guests due to poor parking availability. If your car is found in one of these parking stalls or anywhere else on campus where parking is not allowed, your car may be towed.

Restroom

The restroom located in the Cosmetology Salon is for instructor and salon guest use only. You must go down the hall to use the public restroom.

Special Events

The Davis Tech Salon and Spa hosts a variety of special events designed to give you an opportunity to explore different facets of the beauty industry. In order to create success at these events, your participation is required. You will be given dates for these events by your instructor in advance.

Social Media

One of our favorite methods of communication is through our social media sites. Please be sure to follow us on Facebook, Instagram, and Pinterest. Invite your friends to follow us as well. This is a great way to promote yourself and keep up with what is happening in the program. Make opportunities to participate in videos on YouTube and blog posts.

Your online presence is an extension of you. It is important that you adhere to the school policies and procedures and remain professional in your social media interactions. *Please note that any form*

of online bullying will not be tolerated. If you are having problems, please take appropriate actions with your advisor or Instructional & Salon Manager. If you are unprofessional in our social media interactions, you will meet with your advisor for disciplinary action/success planning.

Transferring Between Cosmetology Related Programs

If you transfer between Cosmetology related programs (Cosmetology, Hair Designer, Esthetician, Master Esthetician, or Nail Technician) your courses, transcripts and/or skill demonstrations will be evaluated individually, and plans will be developed individually for graduation. Courses in your program may not transfer to your new program. You may need additional clinical(s) to ensure your skill level and total training time matches the licensure of your new program.

Transferring into a different program may also impact your financial aid. Before transferring, meet with a financial aid advisor to determine the effects of your decision.

Statement of Responsibility

Must be reviewed and signed WITH instructor.

Hair Designer Code of Conduct

- I understand that I need to show all instructors courtesy and respect. If I disagree with an instructor, I will talk directly to her in a respectful manner to solve my issue or talk to Carol Anderson.
- I agree to be respectful and courteous of others by not using foul language, having inappropriate conversations or spreading rumors.
- I agree to not use, possess, distribute, or be under the influence of alcohol or controlled substances.
- I understand the confidentiality I have toward my clients, and I will not repeat any information they give me.
- I will not spread “rumors” that I hear in the salon/classroom about other students/instructors since this causes a hostile atmosphere. If I have any issues or hear something that is of concern, I will talk to my instructor or Carol Anderson.

Customer Service Conduct

As a student, I realize that customer service is related to my training and is necessary for me to become proficient in all skills pertaining to cosmetology licensure.

All students must follow these Customer Service Rules:

- I will accept all salon guests. Declining to provide a service without an instructor’s approval is inappropriate and will be written up.
- I will not change or move any appointments without an instructor’s approval; it is inappropriate and will be written up.
- I will be in class at my scheduled date and time and arrive fifteen minutes before my appointment.
- I will decide to stay and finish my appointments if they take longer than I expected.
- I will keep my station and chair clean and orderly for each salon guest I serve.
- I will always try to exceed any salon guest's expectations by treating him/her as a 5-star guest.
- I will always educate my guest about what products work for their hair/skin/nails. I will provide them with written instructions and product recommendations for their home maintenance routine.
- I will always greet the salon guest in a friendly manner.
- I will always do a complete consultation with an instructor before I begin and end a service and make sure I have my ticket signed. If I fail to get signed off for a service, I will not

receive credit for that service and may be referred to my advisor for disciplinary action/success planning.

- I will always sanitize my station after each salon guest and clean up after myself. If I fail to do so, I may not receive credit for that service.
- I am committed to always providing my personal best and working hard to meet and exceed my educational goals. I am part of a hard-working team and will support those around me in achieving their goals.

Utah Rules and Regulations

Due to Section 58-11a-301 of the Cosmetology and Associated Professions Licensing Act, a license is required to engage in the practice of beauty services.

Practice of cosmetology/barbering means:

- styling, arranging, dressing, curling, waving, permanent waving, cleansing, singeing, bleaching, dyeing, tinting, coloring, or similarly treating the hair of the head of a person;
- cutting, clipping, or trimming the hair using scissors, shears, clippers, or other appliances;
- arching eyebrows, or tinting eyebrows or eyelashes, perming eyelashes, applying eyelash extensions, or a combination of these procedures;
- removing hair from the face, neck, shoulders, arms, back, torso, feet, bikini line, or legs of a person using depilatories, waxing, or shaving equipment;
- cutting, curling, styling, fitting, measuring, or forming caps for wigs or hairpieces or both on the human head; and
- hair weaving or hair fusing or servicing previously medically implanted hair.

Persons engaging in unlawful conduct, which includes practicing or engaging in or attempting to practice or engage in, activity for which a license is required (Section 58-11-502), are subject to the penalties outlined in Section 58-11-503 of the act. If a citation is issued, the failure of an applicant for licensure to comply with a citation after it becomes final is a ground for denial of license.

Pursuant to R156-11a-503, the following fine schedule shall apply to citations issued under Title 58, Chapter 11a.

The fine for practicing or engaging in, or attempting to practice or engage in activity for which a license is required is:

- First Offense: up to \$1,000
- Second Offense: up to \$2,000
- Any subsequent offense: up to \$2,000 for each day of continued offense

The full text of the Barber, Cosmetologist/Barber, Esthetician, Electrologist and Nail Technician Licensing Act may be accessed at: <http://dopl.utah.gov/laws/58-11a.pdf>.

The full text of the Barber, Cosmetologist/Barber, Esthetician, Electrologist, and Nail Technician Licensing Act Rule R156-11a may be accessed at: <https://rules.utah.gov/publicat/code/r156/r156-11a.htm>.

This program leads to a Utah state licensure that requires a valid Social Security Number (SSN) and Government Issued ID. You will not be able to work in this profession in Utah, unless you have an SSN. For more information, you may visit the following government websites:

- https://www.ssa.gov/ssnvisa/Handout_11_1.html (Social Security Numbers for U.S. Permanent Residents)
- <https://www.ssa.gov/pubs/EN-05-10096.pdf> (Social Security Numbers for Noncitizens)