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Commonwealth of Massachusetts  
**Division of Professional Licensure**  
**Board of Registration of Cosmetology**  
1000 Washington Street 7<sup>th</sup> Fl. • Boston • Massachusetts • 02118

BARBARA ANTHONY  
UNDERSECRETARY, OFFICE OF  
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REGULATION

MARK R. KMETZ  
DIRECTOR, DIVISION OF  
PROFESSIONAL LICENSURE

### IMPORTANT NOTICE

TO: Massachusetts Licensed Cosmetology/Aesthetic/Manicuring Schools  
FROM: Board of Registration of Cosmetology  
DATE: January 11, 2012  
RE: IMPORTANT CHANGES TO BOARD-APPROVED CURRICULUMS

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The Board of Registration of Cosmetology (“Board”) has been reviewing its rules, regulations, and other standards used for the approval of cosmetology/aesthetic/manicuring licensure programs in Massachusetts. Over the years, the Board has allowed schools to teach initial licensing courses which exceed the minimum number of hours required for licensure in Massachusetts. In the course of its review, the Board would like to ensure that there is a reasonable relationship between the length of these “expanded” programs and the entry level requirements for the cosmetology/aesthetic/manicuring profession. Further, though Board regulations mandate that students may take their state Board examination upon achieving the minimum hours required in the regulations (even if not completing an “expanded” program), many students are confused or are not aware that they may do so. Therefore, per the Board’s authority under Massachusetts Law (M.G.L. c. 112, s. 87BB) and regulations (240 CMR 4.04 and 5.07), please be aware of the following:

Effective **May 1, 2012**, Board approval for all basic licensure courses exceeding the minimum hours required for licensure shall expire. Basic licensure courses retaining Board approval have the following hours: Cosmetologist/Operator – 1000 hours, Aesthetician – 300 hours, and Manicurist – 100 hours. Students with signed enrollment agreements prior to May 1, 2012 may continue previously approved expanded courses after May 1, 2012 until their completion, however no new students may be enrolled after that date.

**To eliminate confusion, all schools with affected courses must provide students in courses that will be ending with the attached informational memo immediately for existing students (or upon enrollment in the case of new students through the end of April, 2012).** Please have all students sign and date this form and keep it on file for review in any future Board inspections.

Schools are reminded that, per 240 CMR 6.00, the Board can and will approve advanced school licenses which allow the teaching of advanced courses for licensees. Therefore, any school providing an “expanded” basic licensure program may, with a new license/restructuring, continue to offer advanced courses.



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**IMPORTANT NOTICE**

TO: Students Enrolled in “Expanded” Basic Programs at Licensed  
Cosmetology/Aesthetic/Manicuring Schools

FROM: Board of Registration of Cosmetology

DATE: January 11, 2012

RE: HOW IMPORTANT CHANGES TO BOARD-APPROVED  
CURRICULUMS AFFECT YOU

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You are getting this notice because you are enrolled in an expanded version of a basic course for licensure in a branch of cosmetology (cosmetology includes aesthetics and manicuring). Effective May 1, 2012, the Board will no longer approve basic courses which exceed the minimum number of hours needed for licensure.

As an enrolled student, this change does **NOT** affect you. You are still able to complete the course you enrolled in regardless of when it finishes, and you may be expected to adhere to any agreements you have made with your school (such as for tuition payments). Advanced programs **WILL** be available in the future, just not as part of a basic licensure course. **Please be reminded that, per regulations, you are able to take your State Board Exam as soon as you finish the MINIMUM number of hours required for licensure (Cosmetologist/Operator – 1000 hours, Aesthetician – 300 hours, and Manicurist – 100 hours). You do not need to finish the expanded portion of your courses to be allowed to take the examination.** The Board requests you acknowledge this notice and return a signed copy to your school.

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Signature

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Date