

## 240 CMR: BOARD OF REGISTRATION OF COSMETOLOGY AND BARBERING

### 240 CMR 7.00: OPERATION OF MANICURING SCHOOLS

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#### 7.01: Definitions

As used in 240 CMR 7.00:

School. Means a school or other institution or program privately owned and conducted for the purpose of teaching manicuring, and shall include "post-secondary institution" as defined by M.G.L. c. 112, § 87T.

#### 7.02: Application for Licensure

- (1) No person or entity shall operate a manicuring school without a license issued by the Board.
- (2) Each applicant for a license to operate a manicuring school shall submit to the Board:
  - (a) A certificate of occupancy or other authentic form issued by the appropriate city or town approving the premises to be used as a school, and such certificate or form shall be submitted to the Board prior to final inspection and approval by the Board;
  - (b) A bond of \$10,000 which bond shall be subject to the approval of the Board;
  - (c) A detailed outline of the school curriculum;
  - (d) A proposed schedule of hours;
  - (e) A detailed professional floor plan;
  - (f) A copy of the school catalog;
  - (g) A copy of the school enrollment agreement, including a refund policy that complies with M.G.L. c. 255, § 13K;
  - (h) An initial enrollment report signed by the applicant, which shall contain a list of enrolled students; and
  - (i) A completed application, licensure fee and such other information as the Board may require.

#### 7.03: Licensure and Approval

- (1) A cosmetology school which is currently licensed by the Board shall not be required to obtain a separate license to operate a manicuring school or offer a manicuring program. 240 CMR 7.00 shall not apply to cosmetology schools.
- (2) Each school shall be required to renew the school license every two years and pay the required renewal fee.
- (3) A school license is valid only for the location named in the license (including any Annex in compliance with 240 CMR 4.02(12)) and is not transferable. School licensees must notify the Board by submitting an application for a new license at least 30 days in advance of the sale or change in location or ownership, or immediately notify the Board in case of closure of a school or program. Each school shall display its license in a conspicuous place.
- (4) No school shall be conducted or advertised as a shop, and no shop shall be conducted or advertised as a school.

7.04: Instructors

- (1) Every school shall at all times be in the charge of, and under the immediate supervision of, instructors currently licensed by the Board.
- (2) Instructors in schools shall be currently licensed cosmetology instructors, licensed manicuring instructors, or lecturers, and shall be competent to impart instructions in manicuring. Instructors shall not be permitted to perform any work on paying customers on school premises except incidentally to instruct a student.
- (3) Every school must regularly have in attendance during school hours at least one instructor for every 12 students or less. Use of demonstrators or lecturers shall not reduce the ratio of one instructor for every 12 students.

7.05: Premises

School premises shall contain, at a minimum, the following:

- (1) A clinic room of not less than 600 square feet, to be used exclusively for the teaching of manicuring and containing all necessary equipment for practical training;
- (2) A lecture room of not less than 400 square feet, with a minimum of 12 arm chairs or desks and chairs, and the lecture room must be available for at least one period per day for exclusive use for instruction in manicuring;
- (3) A reception area; and
- (4) An office area.

7.06: Equipment

- (1) Every school shall have and maintain in good working condition appropriate and adequate equipment for its entire student body. The following equipment is the minimum equipment required for a school and, unless otherwise noted, for every 12 students enrolled in a manicuring course:
  - (a) 12 manicuring tables with lamps, drawers and chairs/stools;
  - (b) 12 wet hospital-grade sanitizers;
  - (c) one FDA-approved heat sterilizer;
  - (d) three sinks with hot and cold running water;
  - (e) 12 covered waste containers;
  - (f) one first aid kit;
  - (g) 12 finger bowls;
  - (h) 12 nail brushes;
  - (i) one electrical hand-held manicuring tool with bits;
  - (j) one hot oil manicuring unit;
  - (k) four dozen towels; and
  - (l) 12 foot basins.
- (2) Every school shall provide students with supplies that adequately support the curriculum.

7.07: Course of Study

- (1) Each school shall maintain a course of study of not less than 100 hours.
- (2) New students shall be enrolled on a weekly basis. After a school's first class has graduated, transfer students may be enrolled at any time.
- (3) Each school shall maintain a daily schedule of regular class hours.

7.07: continued

(4) Each school shall include the following curriculum as part of its course of study:

Curriculum	Hours
Safety/Sanitation	Ten Hours
Artificial Nail Techniques	25 Hours
First Aid	2.5 Hours
Basic Manicuring with Hand and Arm Massage	40 Hours
Professional Ethics/Salon Management/State Laws	12.5 Hours
Oral-written-practical Examinations Hygiene and Anatomy	Ten Hours
Total	100 Hours

(5) Board approval of curriculum and schedule of hours shall not be considered permanent and may be subject to expiration and re-approval as prescribed by the Board.

7.08: Records

- (1) Each school shall keep a daily record of the earned hours of each student. This record shall be submitted to the Board on a monthly basis.
- (2) Each school shall maintain records of satisfactory progress for each student throughout the course of study.
- (3) All school records shall be made available for inspection by the Board or its designated agents.

7.09: Sanitary Conditions

- (1) Each school shall follow proper procedures to ensure that school premises, equipment and personnel meet the safety and sanitary conditions required by the Board. All sanitary regulations (240 CMR 3.00: *Cosmetology Salons*) applicable to salons shall apply to schools.
- (2) Each school shall provide each student with an individual secure space sufficiently large to store the student's effects.
- (3) Each school may establish the attire to be worn by students and require its students to dress in conformance with school requirements.
- (4) Each school shall maintain lavatories as required by applicable laws and regulations, and shall provide an adequate supply of hospital grade antibacterial soap which must be used by all students before any manicuring procedure.

7.10: Performance of Services by Students

- (1) No school may, directly or indirectly, accept any remuneration or charge any fee for services by its students in the course of their practical training. A school may impose a reasonable charge for materials used and clinic operation costs.

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7.10: continued

(2) Every school shall display in conspicuous places or at each of its entrances, signs with lettering at least two inches in height stating the following:

ALL WORK IN THIS SCHOOL IS DONE BY STUDENTS.  
CHARGES ARE FOR MATERIALS USED AND CLINIC OPERATION COSTS ONLY.  
NO CHARGE FOR SERVICES.

REGULATORY AUTHORITY

240 CMR 7.00: M.G.L. c. 112, §§ 87V, 87BB and 87JJ.