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POLICY ON CREDIT FOR SCHOOL HOURS EARNED OFF-SITE

The Board of Registration of Cosmetology and Barbering ("Board") issues this Policy to complement the Board's current regulations.

POLICY

1. A school may permit each student to earn a limited number of the curriculum hours required by the Board's regulations by participating in an event outside the school premises that meets all the following conditions ("off-site event"):
 - (i) The off-site event relates directly to one or more areas in the curriculum required by the Board's regulations;
 - (ii) The off-site event is organized by the school or approved in advance in writing by the school;
 - (iii) Students attending the off-site event are accompanied and directly supervised by one of the school's licensed instructors during the entire event and during any travel that is supplied by the school to and from the event;
 - (iv) The school reports the hours earned by each student in the off-site event as part of the monthly report of student hours required by the Board's regulations;
 - (v) The school must maintain a detailed record of each off-site event, including:
 - i. For conferences, expos, or clinics, the school must retain copies of promotional materials; name and description of the conference; full names of the sponsor of the conference; title and description of each lecture, seminar, workshop, clinic or similar event presentation attended by students; and the names and qualifications of the speakers, lecturers or demonstrators at such presentations;
 - ii. For off-site events at which students provide services on a charitable basis or otherwise, the school must keep a record of the full name and address of the location or facility visited; the name, email address and telephone number of the host or sponsor who is affiliated with the facility or location of the off-site event; a detailed description of all activities in which each student participated at the facility that are related to the curriculum; and the amount of time in which each student was engaged in providing services for which curriculum credit is being sought;
 - iii. Records of all types of off-site events must be similarly detailed;
 - (vi) Students who participate in off-site events in compliance with this Policy may obtain curriculum credit for a maximum of five percent (5%) of the total number of curriculum hours required by the Board's regulations, as follows:



- i. Up to fifty (50) hours of cosmetology or barber curriculum may be earned in off-site events;
 - ii. Up to thirty (30) hours of aesthetics curriculum may be earned in off-site events;
 - iii. Up to five (5) hours of manicuring curriculum may be earned in off-site events; and
 - iv. Time spent in any event outside the school premises that does not meet all the requirements of this Policy shall not be credited to any school curriculum.
- 2. Schools must maintain records indicating that each student has completed the required amount of instruction in each subject. A student's hours in each subject that were earned at off-site events must be identified separately in the records of instruction for that student. Such records must be available for inspection by any member of the Board or agents of the Board.