



South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Cosmetology

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11329 • Columbia • SC 29211-1329

Phone: 803-896-4588 • BoardInfo@llr.sc.gov • Fax: 803-896-4484

www.llronline.com/POL/Cosmetology/



*CONTINUING EDUCATION PROVIDERS MUST COMPLETE AND RETURN THE SUBMISSION FORM, APPROPRIATE CHECKLIST, AND THE PROPOSED CONTINUING EDUCATION MATERIALS FOR BOARD REVIEW ON OR BEFORE **OCTOBER 14th**.*

Submissions must be received by October 14th. Continuing Education submissions received after October 14th will ***NOT*** be considered. Submissions timely submitted but lacking required information, proper format, or technical accessibility will be returned to the provider and may be considered at a subsequent Board meeting as the agenda allows.

GENERAL INFORMATION FOR CONTINUING EDUCATION PROVIDERS

1. The Board approves the curriculum for all continuing education classes. New topics cannot be introduced without prior Board approval.
2. All programs shall be completely generic. No mention, promotion or selling of products can take place.
3. The following individuals may instruct continuing education, if their licenses and/or credentials are in good standing: South Carolina instructors, FEC and/or Hair Designer Guild members, out of state instructors with resume.
4. If the program starts late, the end time must be extended accordingly. There shall be no early dismissals other than for emergencies.
5. Adequate space and seating shall be provided for on-site classes so that each attendee shall be able to see and hear all segments of the program.
6. No continuing education on-site classes shall be approved for the day prior to or the day of a scheduled Board meeting.
7. Licensees must provide two forms of identification, one of which must be a government issued photographic identification and the other a LLR issued professional license.
8. Monitors and registrars for continuing education classes are not required to be licensed. Monitors for on-site programs shall be on duty at all times while the program is ongoing, and shall ensure that all attendees sign a check in and check out sheet. Monitors shall maintain order and ensure that verification of attendance and evaluation forms are completed and signed at the end of the program.

9. The Board will consider an application for changes to approved continuing education classes by any association no more than five times in one year following the October 14, deadline. Any request for changes must be submitted to the Board in writing.

10. Changes requested by the Board upon review will be forwarded by staff to the providers.

Corrections must be received by the Board staff by October 24th, or at least ten (10) business days prior to the regularly scheduled November Board meeting following the October work session.

Corrections received after that date will result in packages not being finally approved until a subsequent Board meeting.

11. Each provider must submit all information to the University of South Carolina no later than fourteen (14) days after the class is held. This includes verification of attendance and evaluation forms, and the appropriate fee.

12. Each provider must notify all participants that they must receive their certificates from the University of South Carolina before they can be considered compliant with continuing education requirements for renewal of their license.

14. NO APPROVED CLASS MAY BE CANCELLED without prior Board approval except in the case of an emergency, and approval in that instance must be sought as soon as possible after the cancellation. A lack of pre-registered participants is not considered an emergency.



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INSTRUCTIONS FOR CONTINUING EDUCATION CLASS PACKAGE CONTENT AND SUBMISSION

1. The provider must complete and strictly comply with the CEU documentation checklist. There is a checklist for on-site continuing education and one for on-line submissions. The provider shall complete and submit the package in compliance with the appropriate checklist and with the submission requirements below. Failure to comply will result in the package being returned to the provider for compliance. If a package is returned to the provider for failure to comply with the checklist or with the requirements below, or if content cannot be accessed due to technical failure on the part of the provider, upon resubmission by the provider it may be reviewed at a subsequent Board meeting as the agenda allows.
2. For on-site Continuing Education, the provider must submit three (3) hard copies in a three ring binder (no exceptions), and 3 CDs or 3 flash drives. The CDs or flash drives must contain the same information as hard copies, and the reviewer must be able to access the content thereon. Handwritten class schedules will not be accepted. **If the content on the CD or flash drive cannot be reviewed due to technical failure on the part of the provider, the submission will be returned to the provider as noted above.**
3. For on-line Continuing Education, the provider must offer at least one (1) Board approved on-site class. The provider must submit the Continuing Education Submission Form, checklist and link to the proposed class or classes. All actual course content must be available on the linked website for Board review. **If the content cannot be reviewed due to technical failure on the part of the provider, the submission will be returned to the provider as noted above.**
4. For all proposed instructors, include a clear copy of their current South Carolina instructor's license (the photo on the license should be a passport type photo), or for FEC and Hair Designers Guild

members, a clear copy of documentation of current credentials in good standing. To seek approval of an instructor from out-of-state, submit clear copies of their current licensing credentials and a copy of their resume.

5. A course outline shall be included in the submission, including but not limited to the following for on-site CEUs:

____ Continuing Education Submission Form (form on Board web site)

____ Complete, follow, and submit On-site CEU Documentation Checklist (form on Board web site)

____ Date

____ Time

____ Location

____ Instructor's Name(s) and summary of qualifications

____ Course outline including lesson plans

____ Copies of all audio/video tapes or recordings, transparencies or handouts to be used

____ List of monitors

____ Number of hours of credit provided upon completion of the class

____ Participant's written evaluation form

____ Completed Excel Spreadsheet regarding class information (the required spreadsheet format can be obtained at the Board website)

____ Fees

6. A course outline shall be included in the submission, included but not limited to the following for on-line CEUs:

____ Continuing Education Submission Form (form on Board web site)

____ Complete, follow, and submit On-line CEU Documentation Checklist (form on Board web site)

____ Instructor's Name and Summary of Qualifications

____ Course outline including lesson plans

____ List of sources for CEU materials

_____Timer

_____Pop-up questions

_____Statement notifying licensee of time within which they must complete the full six hour CEU course

_____Participants evaluation form

_____Fees

7. The classes must adhere to the submitted program format. The agenda and program curriculum must agree or it will be returned.

8. Class time must be recorded in fifteen (15) minute increments. Breaks and lunch periods shall not be included in the calculation for time attended.

9. Each provider shall furnish to the Board with the submission the number of attendees each proposed location can adequately handle.

10. **All online CE providers must submit at least one (1) on-site continuing education packet in addition to submitting online course material.**

11. **All on-site classes must be videotaped and available upon request of the Board or its designee.**

CONTINUING EDUCATION SUBMISSION FORM

Request for approval of continuing education programs must meet Cosmetology regulations in the state of South Carolina.

CEU requests must be submitted on or before October 14th.

Name of Course:

Board Approved Cosmetology Association or Statewide Group:

I acknowledge that I understand the requirements for CE submission and approval.

Provider Signature

Date

FOR BOARD USE ONLY:

APPROVED: _____

CHAIRMAN

DENIED: _____

CHAIRMAN

DATE: _____