



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of Adult Career and Continuing Education
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TO: Owners/Directors of Appearance Enhancement Schools

FROM: Carole W. Yates, Director DATE: September 30, 2014

SUBJECT: Completion of Approved Hours for Licensure in Appearance Enhancement Programs

A recent inquiry by the National Accrediting Commission of Career Arts and Sciences caused the Bureau of Proprietary School Supervision (BPSS) to review completion requirements for all appearance enhancement programs.

Accreditation reviews found that some appearance enhancement schools were awarding certificates of completion for cosmetology programs after the completion of 900 hours, not the full 1000 hours of the approved curriculum. Commissioner's Regulations permit latitude across all programs in the completion of curriculum hours for graduation, except for some set by another agency for the purpose of eligibility for licensure by that agency. It has been the practice of the Bureau to permit cosmetology students to graduate after having been offered the full 1000 hours, while the actual attended hours could be fewer than that.

The following information is quoted directly from the Cosmetology Application used by the New York State Department of State for licensing purposes.

Pg. 1 New York State Education and Examinations (eligible for temporary license)
You must complete a 1000-hour, New York State approved course of study and pass both the New York State written and practical examinations to get a license to operate in this state.

On pg. 5, I subscribe and affirm under the penalties of perjury that the above-named school is duly licensed pursuant to §5001 of the Education Law and/or approved by the Board of Regents of the State of New York. The person named on this application has successfully completed an approved course of instruction consisting of at least 1,000 hours of training on *(date)*.

Signature of School Director/Principal* *Date* **School Seal*

NACCAS was reasonable about considering our position and that the schools were following the guidance of their regulatory body. New York State Education Department does not feel that the schools should be penalized for this.

Based on this information, this memorandum will notify all schools offering cosmetology in New York that they must change their attendance policy to require completion of all 1000 hours. This would also apply to any other licensed areas in the appearance enhancement arena, such as nail specialty, esthetics, etc.

This change is effective on **January 1, 2015** and affects all enrollments after this date. Students enrolled before this date are not affected and should be taught out under the current attendance policy.

Should you have any questions regarding this memo, please contact me at (518) 474-3969 or by e-mail, cyates@mail.nysed.gov.