



## OHIO STATE COSMETOLOGY AND BARBER BOARD

To protect and support the public through regulation and education, while promoting the integrity of the cosmetology and barbering industries.

1929 GATEWAY CIRCLE GROVE CITY, OHIO 43123

PHONE: (614) 466-3834 [WWW.COS.OHIO.GOV](http://WWW.COS.OHIO.GOV)

### Continuing Education Provider Course Approval Instructions

#### SEMINAR, WORKSHOP, DEMONSTRATION COURSES

**Course application and required documentation must be received by the Board at least 45 days prior to initial course offering to allow for the approval process to be completed.**

**Course approval will be valid for the licensing period beginning  
February 1, 2023 through January 15, 2025.**

**Licensees are required to have CE hours completed by January 15, 2025.**

#### **NOTICE TO PROVIDERS**

The Board requires all Continuing Education (CE) providers to submit course applications, fee payments, course date notifications, and class attendance records through the CE Broker website. If you are currently an approved CE course provider for the Board, please contact CE Broker to gain access to your account. New providers are required to set-up an account on the CE Broker website.

**CE Broker Contact Information:** [www.cebroker.com](http://www.cebroker.com)

To contact the CE Broker support center: Monday-Friday, 8AM-8PM at 877-434-6323 or email [support@cebroker.com](mailto:support@cebroker.com)

#### **Provider Requirements**

CE Programs/Courses can only be approved by the Board if operated by an employee, officer, or director of a nonprofit professional association, college or university, proprietary continuing education institution providing programs approved by the Board, vocational school, postsecondary proprietary school of cosmetology licensed by the Board, salon licensed by the board, or manufacturer of supplies or equipment used in the practice of a branch of cosmetology.

**NOTE: Individuals that do NOT meet the requirement above are not eligible to provide continuing education courses.**

#### **Continuing Education Hours Requirements for Active or Expired Licensees**

Individuals that hold a cosmetology or branch of cosmetology license and/or instructor license are required to complete the following hours of continuing education per license held for the **2023-2025** renewal period:

- **One (1) hour: Board laws and rules Class: Free class only offered by the Board.**
- **Three (3) hours: Safety and Infection Control**

#### **Boutique Service Registrants – CE Requirement**

Individuals that hold a Boutique Service Registration are required to complete the following hours of continuing education for the **2023-2025** renewal period:

- **One (1) hour: Board laws and rules Class: Free class only offered by the Board.**
- **Three (3) hours: Safety and Infection Control**

Licensees/Registrants are required to have CE hours completed by January 15, 2025.

CE Providers are required to submit class attendance records within **10 days** of class completion. CE Providers are not permitted to include Board laws and rules in CE courses.

## **Lapsed License Requirements**

A license is changed to a **Lapsed** status if the licensee does **NOT** renew the license for two (2) consecutive renewal periods. Once the license is lapsed, the CE requirement will be sixteen (**16**) or twenty-four (**24**) hours based on the number of years the license has not been renewed. Four (**4**) of these hours are required to be on Infection Control and Safety.

Due to the volume of lapsed licensees, there is a need to have sixteen (**16**) and twenty-four (**24**) hour course packages available to licensees that are attempting to reinstate their license. The packages will need to be available for the following license types:

- Cosmetologists
- Estheticians
- Manicurists
- Hair Designers
- Natural Hair Stylist

Lapsed course packages must contain a **minimum** of four (**4**) hours on Infection Control and Safety. The remaining hours can include, but not limited to, topics such as personal wellness, business development, Human Trafficking, Domestic Violence, how to deal with difficult people, etc. **Any scope specific information included must pertain to the license type listed on the course.**

When submitting a **Lapsed Course Package** for approval, the title **MUST INCLUDE** the word **LAPSED**.

### **Reminder For Lapsed Course Packages**

Lapsed courses designed for Cosmetologists or Estheticians that include education on chemical, mechanical, or electrical services, such as microdermabrasion or chemical peels must include manufacturer's information/ MSDS to ensure the machine and/or product is within the scope of practice permitted by the Board. **This information must be submitted with the course application.**

Cosmetologists and Estheticians must adhere to the following guidelines:

Exfoliate stratum corneum cells only. Any chemical, mechanical, or electrical service that only exfoliates cells of the stratum corneum may be used.

Services using any device that produces or amplifies electromagnetic radiation at wavelengths equal or greater to one hundred eighty (180) nanometers are not permitted.

Chemical peels performed by an esthetician or cosmetologist shall be mixed and used at an ingredient concentration of **thirty per cent solution or less at final formulation with a pH value not less than three**, unless all the following conditions are met:

- (1) The chemical peel preparation is a commercially available product approved for use by cosmetologists and/or estheticians.
- (2) The licensee can provide documentation from the manufacturer that the specific product does not penetrate below the stratum corneum when used as directed.
- (3) The licensee can provide documentation of training and/or certification in the use of the product.
- (4) The licensee follows all manufacturer's directions in the use of the chemical peel preparation.
- (5) The preparation is stored according to the manufacturer's specifications and is discarded after its expiration date.

**Estheticians and Cosmetologist shall not provide services that ablate, damage, or alter any living cells. This includes, but is not limited to, cryosculpting/coolsculpting, removal of skin tags, moles, or angiomas, microneedling, and plasma/fibroblast skin tightening.**

**Items 1-4 must be submitted for initial CE course approval:**

1. **Course Application** – Must be completed through the CE Broker website.
2. **Course Fee \$100.00 (per course) Fee is Non-Refundable**
3. **Course Outline(s) Requirements**
  - Must include a **full course description**.
  - Outline of course material including timeframes.
  - Must be comprised of whole hour intervals.
  - Hours can only be given for educational time (Registration, promotions, printing/passing out certificates, hard sell of products, etc.) **shall not** be included in CE hours given.
  - Outline(s) must include a **full course description including time frames**.

4. **Educator(s) Resume/Bio**

- Credentials to support the qualifications of each educator and person developing the course shall be submitted.
- Credentials must be directly related to the submitted course curriculum.

## **After CE Course Approval**

### **Electronic Class Date Submission - Required**

- Class date notification for approved courses must be submitted to CE Broker at least fifteen (15) days **prior** to any offering.

### **Electronic Attendance Record Submission - Required**

- **The Board (6) digit license number with prefix is required for each individual listed on an attendance record. Example: COS.111111 and BTQR.111111**
- License/Registration numbers for individuals can be verified at: [https://elicense.ohio.gov/oh\\_homepage](https://elicense.ohio.gov/oh_homepage)
- Attendance record(s) must be submitted to CE Broker within ten (10) days of class completion.
- Record(s) of attendance must be maintained by the course provider for a minimum of four (4) years.

### **Course Approval Numbers**

Course approval numbers and/or tracking numbers **shall not** be published on any advertisements, websites, correspondence books, etc. Approval numbers shall only be provided to a licensee upon completion of the approved course.

Upon course approval, the CE provider will receive an approval email that will include the CE Broker course **TRACKING NUMBER** and the **Ohio COURSE APPROVAL NUMBER**. The **Course Approval number and the Tracking number** must be used on the certificates of completion. The **TRACKING** number is required when reporting attendance records to CE Broker.

The approval and tracking number are valid until the expiration date listed in the approval email.

### **Certificate of Completion – Required**

Provider must give any licensee completing a CE class a “certificate of completion” **immediately upon conclusion of class**. Each certificate of completion must contain the following:

CE course tracking number	Number of CE hours
Title of CE course	Date of course
Name/address of course provider	Name/Ohio license # of attendee

**It is the responsibility of the CE provider to maintain attendance records for a minimum of four years. Providers must be able to give a licensee who has lost or misplaced their certificate of completion a duplicate.**

Licensees may be required to provide this information to the Board as proof of attendance.

**A full version of the Board's Laws and Rules can be located at: [www.cos.ohio.gov](http://www.cos.ohio.gov)**

### **Contact Information:**

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