

# ARKANSAS

## STATE BOARD OF COSMETOLOGY

(Agency # 035.00)

### PROPOSED RULES AND REGULATIONS



Adopted 1965

Amended  
1974, 1975  
1976, 1978  
1980, 1981  
1985, 1987  
1991, 2006  
2007

Issued by  
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**ARKANSAS STATE BOARD OF COSMETOLOGY  
RULES AND REGULATIONS  
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**RULE NO. 1  
COSMETOLOGY BOARD AND STAFF**

**1.1) Purpose**

Act 358 of 1955 created the Arkansas State Board of Cosmetology and defined the powers of the Board. The Board was created to regulate the vocation of cosmetology and its related occupations; to provide for the licensing of persons to carry on and to teach such vocation; to regulate the conduct and sanitation of cosmetological establishments and schools so as to prevent the spreading of communicable diseases; and, to provide penalties for violation thereof.

**1.2) Board Composition**

The Arkansas State Board of Cosmetology consists of ten (10) members appointed by the Governor. Whenever the word "Board" is used, it refers to the Arkansas State Board of Cosmetology.

**1.3) Administrative Division**

The Administrative Division of the Board is staffed by a Director and clerical personnel. The Administrative Division is responsible for the administrative and day-to-day operation of the Board. The Director will publish annually the contact information for each staff member.

**1.4) Inspection Division**

The Inspection Division of the Board is staffed by persons who have had five (5) years of experience in the licensed practice of cosmetology. Cosmetological establishments are routinely inspected between 2-4 times a year to ensure compliance with the licensing law and rules ~~and regulations~~ promulgated by the Board unless complaints are received by the Board office. The inspectors examine licenses; inspect buildings and equipment; check accumulated hours and number of students in beauty schools; report violations of the law or rules ~~and regulations~~; investigate complaints; rate inspections; and perform yearly initial inspections of new beauty salons.

Any inspector of the Board shall have the authority to enter into and inspect any cosmetological establishment at any time during business hours.

**1.5) Location**

The office of the Board is located at 101 E. Capitol, Suite 108, Little Rock, Arkansas 72201. All matters, which require the Board's attention, should be directed to the Board office by calling 501-682-2168 or by emailing the Board at [Cosmo@arkansas.gov](mailto:Cosmo@arkansas.gov). Information may also be obtained by accessing the Board's Website at [www.arkansas.gov/cos/](http://www.arkansas.gov/cos/).

**1.6) Meetings**

The Board will meet in Little Rock, Arkansas for the purpose of transacting business when deemed necessary. By December of each year, the Director will publish a list of meeting dates scheduled for the upcoming calendar year.

Public comments are welcome at each board meeting; however, any person desiring to appear before the Board to take up any business within the jurisdiction of the Board that would require agenda action shall, at least ten (10) calendar days prior to such meetings, file a written request with the Director in which the nature and purpose of the appearance shall be clearly and concisely stated with sufficient details to fully apprise the Board of the basis and extent of such business.

**1.7) Collection of Fees**

All fees collected by the Arkansas State Board of Cosmetology are payable by check, money order, or cashier's check, or credit card only. Temporary checks and cash are not acceptable. Credit card payments are accepted for online renewal only.

**1.8) 1.7) Fees – Method of Payment**

The Board shall collect fees in accordance with the following fee schedule as authorized through A.C.A. 17-26-209(a):

- |    |   |  |
|----|---|--|
| a. | <u>Enrollment into a cosmetology school</u>   | <del>\$20.00</del> <u>\$10.00 per enrollment</u>                                   |
| b. | <u>Examination for licensing</u>  |  |
|    | <u>1) First-time candidate</u>  |  |
|    | <u>i. Practical - \$65.00 payable to <del>the private testing entity</del></u>  |  |
|    | <u>ii. Written - \$60.00 <del>\$20.00 payable to the private testing entity</del></u>   |  |
|    | <u>2) Retest candidate</u>  |  |
|    | <u>i. Practical - \$65.00 payable to <del>the private testing entity</del></u>  |  |
|    | <u>ii. Written - \$60.00 payable to <del>the private testing entity</del></u>   |  |
|    | <u>3) Reciprocity candidate that has taken a national written and practical exam</u>  |  |
|    | <u>i. State Law - \$60.00 <del>\$25.00 payable to the private testing entity</del></u>  |  |
|    | <u>4) Reciprocity candidate that has not taken a national written and practical exam</u>  |  |
|    | <u>i. Practical - \$65.00 payable to <del>the private testing entity</del></u>  |  |
|    | <u>ii. Written - \$60.00 payable to <del>the private testing entity</del> (State Law exam included)</u>   |  |
| c. | <u>Renewal of a cosmetology, manicure, aesthetics, electrology or instructor license</u>  | <u>\$100.00 biennially</u>   |
| d. | <u>Reciprocity for a cosmetology, manicure, aesthetics, electrology or instructor license when the licensee is duly registered in another state</u>   | <u>\$150.00 one-time fee</u>   |
| e. | <u>New establishment, including new and relocated</u>   | <u>\$150.00 one-time fee</u>   |
| f. | <u>Renewal of an establishment</u>  | <u>\$100.00 annually</u>   |
| g. | <u>New school</u>   | <u>\$1500.00 <del>\$500.00</del> one-time fee</u>                                  |
| h. | <u>Renewal of a school – <del>renewal fee must be accompanied by a bond payable to the State of Arkansas for the protection of the duly enrolled students of the school. Any student may bring an action in the circuit court of the proper county to execute against the bond in the event the cosmetology school in which the student is enrolled should fail to remain licensed by the board and in operation throughout the student's period of enrollment.</del></u> | <u>\$250.00 annually; plus a \$15,000 bond</u>                                     |
| i. | <u>Change of name and/or ownership of a school</u>  | <u>\$500.00 <del>\$15 for one; \$25 for both; plus duplicate license fee</del></u> |
| j. | <u>Name and/or ownership change of an establishment</u>   | <u>\$150.00 <del>\$15 for one; \$25 for both; plus duplicate license fee</del></u> |
| k. | <u>Duplicate license</u>  | <u>\$25.00 per license</u>   |
| l. | <u>Certification of board records</u>   | <u>\$50.00 per license</u>   |
| m. | <u>Reinstatement fee for a practitioner license will apply for licenses not renewed within thirty</u>   | <u>50% of renewal</u>  |

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- (30) days following the birthday of the licensee ~~fee, or \$20.00 bi-annually~~
- n. Reinstatement fee for a salon license will apply for licenses not renewed by January 31 of the following year, or within thirty (30) days following the birthday of the licensee, whichever renewal cycle is chosen by the owner ~~50% of renewal fee, or \$20.00 annually~~
- o. Reinstatement fee for a school license will apply for licenses not renewed by January 31 of the following year, or within thirty (30) days following the birthday of the licensee, whichever renewal cycle is chosen by the owner ~~50% of renewal fee, or \$100.00 annually~~
- p. Lifetime license for a currently licensed practitioner that is 65 years or older and has been actively engaged in the practice or teaching of cosmetology for thirty (30) years or more. Note: Practitioners with an inactive license that otherwise qualifies for the lifetime license will be issued a certificate at no cost to them. ~~\$50.00 for first license; requests for subsequent copy must pay the duplicate license fee of \$25 per license~~
- q. Copying fee ~~No cost for the first 10 pages; \$0.25 per page for each additional copy~~
- r. List fee for licensees and their contact information ~~\$25 for a disk copy; \$50 for a printed copy~~
- q. Hot check fee ~~\$25 service charge, plus all applicable bank fees, for each returned check \$75~~
- r. Demonstrator permit fee ~~\$50.00 annually~~