

**Louisiana State Board of Cosmetology
Shop Application**

****A copy of your operator's license must be submitted with this application.****

Please complete the following information:

Type of Salon:

- Cosmetology
- Manicuring
- Esthetics
- Home Care

- Initial
- New Location
- Reopening
- New Ownership

Opening Date _____

Inspector _____

Initial License: A \$55.00 money order will be collected by the inspector at the time of the initial inspection (\$25.00 for the inspection and \$30.00 for the shop license).

Initial License for out-of-state owner: A \$115.00 money order will be collected by the inspector at the time of initial inspection (\$25.00 for the inspection, \$65.00 for the license, and \$25.00 for a manager's license).

PLEASE PRINT

Name of Shop

Name of Owner

Shop Telephone Number

Owner's Social Security Number

Current Operator License #/year

Shop Physical Address

Parish

Shop Mailing Address

City, State, Zip Code

Directions for locating your shop: _____

****To schedule your initial inspection, contact your inspector to set up an appointment for your shop. To avoid delay in processing, please have this form and money order completed prior to the inspector's arrival for your scheduled inspection. If you have any questions, please contact the Louisiana State Board of Cosmetology office at (225) 756-3404 for more information.**

Qualifications for Licensing

- A. No person or entity shall operate a beauty shop or salon in the state of Louisiana without a Certificate of registration issued by the Board.
- B. In order to obtain a certificate of registration for a beauty shop or salon, the owner of such business shall do the following:
 - 1) Certify that all persons employed at such a facility are appropriately licensed by their respective licensing board.
 - 2) Demonstrate that the required physical, sanitary, and administrative facilities have been established.
 - 3) Submit an initial application for a new shop location along with the appropriate fee specified in R.S. 37:599.
 - 4) Include the words "beauty shop" or "salon" in any sign or advertisement for cosmetology services.
 - 5) Designate, by placing a sign containing at least four-inch lettering, areas of his beauty shop or salon as areas where only cosmetology shall be practiced and areas where only barbering shall be practiced.

Quarters

- A. No person, firm, corporation, or association of individuals shall establish or maintain a beauty shop in a home or in connection with a business where food is handled unless a separate room is provided therefore.
 - 1) The owners and managers of beauty shops established in homes or in connection with places where food is handled shall permanently close a door leading to the living quarters or place where food is handled and establish a separate outside entrance leading directly into the shop.
 - 2) Every beauty shop shall be well lighted, well ventilated and kept in a clean, orderly and sanitary condition at all times.
 - 3) The practice of cosmetic therapy shall be carried on only in quarters especially equipped therefore and for which a shop owner's certificate has been issued.
 - 4) Floors, walls and fixtures must be kept in a clean and sanitary condition at all times, and no carpet or floor cloth shall be used in the work area.
 - 5) The owner and manager of every beauty shop shall see that it is supplied with an adequate supply of running water, both hot and cold, at all times.
 - 6) Manicuring salons must have adequate ventilation.

Equipment Required for a Cosmetology Salon

A. No person, firm, corporation or association of individuals shall open or operate a beauty shop in the practice of cosmetic therapy until the following industrial and sanitary products and equipment have been secured and made ready for use in a said shop:

- 1) One shampoo bowl for shop purpose only
- 2) One utility chair
- 3) One dryer
- 4) Small manicuring sterilizer
- 5) Covered waste container for each station
- 6) Cabinet for accessories
- 7) Cabinet for clean linens
- 8) Covered container for soiled linens
- 9) Sufficient trays for facial supplies
- 10) Covered containers for hair pins
- 11) One manicure table
- 12) One wet and dry sterilizer per station or electric sterilizer
- 13) Soap dispenser
- 14) Blood spill kit containing fluid shield mask, latex gloves, bleach, and disposable towels (see attached letter)
- 15) One Cosmetology Handbook (see attached order form)

B. No person, firm, corporation or association of individuals shall open or operate a skin care salon in the practice of esthetics until the following industrial and sanitary products have been secured and made ready for use in said shop:

- 1) One lavatory bowl
- 2) One facial chair or cushion massage table
- 3) Covered waste containers for each work station or table
- 4) Cabinet for accessories
- 5) Cabinet for clean linens with a fumigant sanitizer
- 6) Covered container for soiled linens
- 7) Sufficient trays for facial supplies
- 8) One dry sterilizer per each station or one electric sterilizer
- 9) Soap dispenser
- 10) One each electric apparatus for facials

Equipment for Operators (Each Station)

- A. Every owner of a beauty shop where the practice of cosmetic therapy is conducted shall provide for each cosmetologist in the establishment in which she or he is practicing, the following items of industrial and sanitary supplies and equipment (operators may be charged for these items):
- 1) One shampoo cape
 - 2) One manicuring nipper
 - 3) One waste basket covered at each station (other baskets do not need to be covered)
 - 4) One nail file
 - 5) One cuticle pusher
 - 6) One eyebrow tweezer
 - 7) Twelve finger waving combs
 - 8) Twelve towels
 - 9) Twelve emery boards
 - 10) One orangewood stick
 - 11) Six hairbrushes
 - 12) Forty-eight cold wave rods and necessary accessories
 - 13) Sanitized receptacle for roller storage

Responsibility of Shop Owners

- A. Shop owners shall be responsible for all persons and actions of persons performed upon the licensed premises, as well as the individual violating these provisions.
- 1) Shop owners are held responsible, that all operators have identifying pictures on their licenses, and said licenses shall be posted in a conspicuous place.
 - 2) Shop owners absent from their respective shops, on a regular basis, more than two working days out of every week are required to employ a manager.
 - 3) To qualify as a manager, applicant must be licensed.
 - 4) Shops must require the following uniform dress: An operator's uniform shall consist of regulation dress uniform. Male operator's uniform shall consist of uniform jacket and long trousers. All uniforms must be of washable fabrics.

Sanitation

- A. Combs and brushes must be thoroughly cleansed with soap and water after each patron has been served and then immersed in one to one-tenth solution of chloride or of some equally efficient disinfectant for at least five minutes, then rinsed in water and dried. All combs and brushes should be kept in sterilizer apart from appliances which have not been disinfected and must not be kept in the pocket of the operator's uniform.
- B. Instruments and appliances, except curling instruments and clippers shall be thoroughly cleansed with alcohol then disinfected by being subjected to steam or by immersion for at least five minutes in boiling water or in some disinfecting solution after each patron has been served. They should be kept in some closed container apart from appliances, which have not been disinfected.

- C. Shampoo boards and bowls must be kept clean at all times.
- D. Head coverings, hair pins, bobby pins, rollers, etc. must be washed or otherwise sterilized after each separate use and placed in a closed container.
- E. Towels used for each patron shall be clean and freshly laundered.
- F. Soiled towels should be kept in a closed container.
- G. Head rest of every cosmetologist chair shall be protected with fresh clean paper, or cloth before its use for any patron.
- H. Hands of every cosmetologist shall be washed with soap and fresh water immediately before serving each patron.
- I. Fluids and powders must be applied to patron from a shaker type dispenser so as to prevent the bottle or shaker from contacting the patron's head.
- J. Hair or neck duster, common powder puffs, and sponges are prohibited and must not be used in a cosmetology salon.

Requirements for a Manicuring Salon

- A. No person, firm, corporation, or association of individuals shall establish or maintain a shop, operate or practice manicuring until the following industrial and sanitary products and equipment have been secured and made ready for use in said shop offering manicuring services:
 - 1) One small manicuring sterilizer
 - 2) Covered waste containers for each station
 - 3) Cabinet for accessories
 - 4) Cabinet for clean linens
 - 5) Covered container for soiled linens
 - 6) One manicuring table
 - 7) One soap dispenser
 - 8) One lavatory with hot and cold running water
- B. Every owner of a manicuring salon shall provide for each manicurist or cosmetologist in the establishment in which he or she is practicing, the following items of industrial and sanitary supplies and equipment (operators may be charged for these items):
 - 1) One manicuring nipper
 - 2) One nail file
 - 3) One cuticle pusher
 - 4) Twelve emery boards
 - 5) Twelve towels
 - 6) One orangewood stick
 - 7) Base coat
 - 8) Top coat

Procedures for Manicuring Services

- A. All manicurists and cosmetologists performing manicuring services shall:
- 1) Wash his or her hands using antimicrobial wash prior to performing any manicuring service
 - 2) Require the customer to wash area on which service is to be performed with an antimicrobial wash prior to any service being performed
 - 3) Wash all implements with antimicrobial wash prior to sterilization
 - 4) Wash all towels and linens in disinfecting detergent
 - 5) Place all used disposable items in a closed, bagged trash container

Equipment Required in Salons Offering Esthetics Services

- A. Equipment. Esthetics shall not be performed in any salon unless the following items are available for use:
- 1) Flexible treatment bed or chair, capable of multipositions for customer and skin care therapist
 - 2) Stool for therapist
 - 3) Trolleys or utility table, large enough to support cosmetic preparations and bowls
 - 4) Small sterilizer for implements (i.e. tweezers, extractors, small equipment)
 - 5) Magnifying lamp for skin analysis (five dipodic recommended)
 - 6) Closed storage cabinet with a wash basin or sink for hand washing and towel storage
 - 7) Facial steamer
 - 8) The following basic implements:
 - a. Two stainless steel bowls
 - b. Covered waste bin
 - c. Non-sterile cotton pads, cloths, or disposable sponges
 - d. Towels, clinic gowns, head bands, washable blanket
 - e. Tissue cotton tipped swabs, spatulas, gauze
 - f. Containers with lids for storage or disposable items
 - g. Tweezers
 - h. Sheets
 - i. Mask brushes
 - j. Cleansers, astringents, and treatment creams
 - k. Lancets, leak and puncture proof container for disposal of lancets, and gloves (disposable PVC)
- B. Waxing. If waxing is offered, the following items shall be available for use:
- 1) Wax pot and wax
 - 2) Disposable applicators
 - 3) Wax remover for skin and ointment
 - 4) Cleanser for skin
 - 5) Wax equipment cleansers
 - 6) Comb and scissors for trimming

Procedures for Esthetics Services

- A. Exfoliation. Cosmetologists, estheticians and persons authorized to perform microdermabrasion shall not exfoliate or perform any procedure which will affect the dermis or skin below the epidermis. Cosmetologists, estheticians and persons authorized to perform microdermabrasion shall only exfoliate or perform services which affect the epidermis.
- B. Procedures. Cosmetologists performing esthetics services, estheticians and persons authorized to perform microdermabrasion shall:
 - 1) Wash his or her hands using an antimicrobial skin wash prior to coming into contact with any client
 - 2) Wash all implements with antimicrobial wash prior to sanitization or sterilization
 - 3) Wash all towels and linens in disinfecting detergent
 - 4) Place all used disposable items in a closed, bagged, trash container

Requirements for a Home Care Salon

- A. The following guidelines will enable a cosmetologist to practice his or her art at the residence or domicile of a customer who is chronically ill or disabled:
 - 1) Persons who have been awarded Social Security Disability or Supplemental Security Income Disability benefits. This may be verified by an award letter from the Social Security Administration or a check which is issued monthly for benefits.
 - 2) Persons who receive services generally indicate a high level of disability. In the case of persons 60 years or older, the typical recipient of home-delivered meals would have a significant limitation in activities of daily living.
 - 3) Other persons, not qualifying by virtue of Paragraphs 1 or 2 above, but certified by a community agency or appropriate medical practitioner could become eligible for the home cosmetology service program based on their limitations of activities of daily living
- B. The home care salon must follow the sanitation guidelines as established in section 701 of this chapter in the administrative rule book to protect the safety and welfare of the general public.
- C. When establishing an initial restricted home care salon, the owner must contact the inspector in his/ her area to set up an appointment prior to opening. The applicable fee for the license is \$30.00 with an initial inspection fee of \$25.00. Subsequent routine inspections will be by appointment. The inspector in the area will contact the owner to set up follow-up inspections.
- D. No person, firm, corporation, or association of individuals shall open or operate a beauty shop in the practice of cosmetic therapy until the following sanitary products and equipment have been secured and made ready for use:
 - 1) Wet and dry sterilizer
 - 2) Covered sterile containers
 - 3) Disinfectant solution, alcohol, etc.
 - 4) Disposable surgical gloves
 - 5) Folding chair for shampooing
 - 6) Shampoo tray and shampoo board
 - 7) Shampoo sprayer and hose
 - 8) Sterile towels and shampooing capes

- 9) Folding chair and haircutting capes
- 10) Folding table for bed bound persons
- 11) Sterile towels, hair cutting scissors, hair cutting combs, razors, shears, and clippers
- 12) Portable hair dryer
- 13) Blow dryers
- 14) Curling irons
- 15) Roll about table for equipment
- 16) Sterilizing covered container for implements for manicuring
- 17) Folding manicure table
- 18) Tray for polish and accessories
- 19) Closed container for soiled towels
- 20) Container for permanent rods

Boothrenter Shops

- A. A registered cosmetologist shall be deemed an employee of a salon unless:
 - 1) A written agreement exists between the cosmetologist and the salon specifying that the cosmetologist is an independent contractor
 - 2) The cosmetologist has a booth rental permit issued by the board.
 - 3) The cosmetologist pays a percentage of his gross receipts as rent or a flat fee to the salon.
 - 4) The salon maintains complete records of all rental payments to the salon, and all distribution to the cosmetologist.
- B. No cosmetologist meeting the requirements set forth in paragraphs A. 1 through 4 shall be recognized as an employee of a salon by the Louisiana Department of Revenue and Taxation or the Louisiana Department of Employment in Training.
- C. Booth rental permits; issuance by the board: The board shall issue on a nondiscriminatory basis a booth rental permit to a cosmetologist as described in R.S. 37:501 (B) (1) upon application by such cosmetologist provided all of the following requirements are met:
 - 1) Louisiana State Board of Cosmetology will furnish contractual agreement for a nominal fee to be used between the cosmetologist and the salon from whom such cosmetologist is to rent a booth stating the following:
 - a. The cosmetologist is an independent contractor and not an employee of the salon
 - b. The salon has no right to control the methodology used by the cosmetologist to produce a given result.
 - 2) A statement indicating the basis of the cosmetologist compensation
 - 3) A copy of the written agreement shall be submitted to the board at the time of application for a booth rental permit
 - 4) The rent paid by the cosmetologist to the salon shall be calculated as a fixed percentage of the cosmetologist's gross receipts, or a flat monthly rate
 - 5) The cosmetologist pays a booth rental permit fee of \$25.00 and an inspection fee of \$25.00 to the board