

Guidelines for Selecting & Documenting Cosmetology Arts & Sciences Continuing Education (1.2019)

Selecting Continuing Education

The Iowa Board of Cosmetology Arts & Sciences does not pre-approve continuing education courses nor do we have any lists of courses. Call your local schools of cosmetology, barber school, local associations <http://www.cbiowa.org/> or other entities listed in chapter 64 rule 3 for current opportunities.

No matter what a program brochure indicates, it is the responsibility of the licensee to ensure compliance with licensing requirements of the Board as outlined in 645 IAC 64.

645-64.3(2)"a" *The licensee may obtain continuing education hours of credit by:*

- (1) Attending workshops, conferences or symposiums.
- (2) Accessing online training, such as viewing interactive conferences, attending webinars, or completing online training courses.
- (3) Attending programs on product knowledge, methods and systems. Continuing education shall be directly related to the technique and theory specific to the practice of cosmetology arts and sciences. No direct selling of products is allowed as part of a continuing education offering.
- (4) Attending business classes specific to owning or managing a salon are acceptable.

645-64.3(3)"a" Continuing education shall be obtained by attending programs that meet the criteria in subrule 64.3(1). *Individuals or groups may offer continuing education programs that meet the criteria in rule 645—64.3(157,272C) offered by or with express sponsorship in advance of delivery by the following organization(s).*

- (1) National, state or local associations of cosmetology arts and sciences;
- (2) Schools and institutes of cosmetology arts and sciences;
- (3) Universities, colleges or community colleges;
- (4) National, state or local associations of barbers;
- (5) Barber schools or institutes;
- (6) Manufacturers of laser or microdermabrasion products;
- (7) Institutes of laser technology.

Documenting Continuing Education

A percent of licensees are randomly audited following each license renewal cycle. If selected, the licensee must submit to the board office an individual certificate of completion issued to the licensee or evidence of successful completion of the course from the course sponsor.

The certificate of completion must contain: ***the date(s), location, course title, the number of contact hours, presenter(s), sponsor(s) and licensee's name.*** In some instances, licensees will be requested to provide to the board additional information, including program content, objectives, and schedule. Many times an inclusive brochure meets this requirement.

In summary all licensees should:

1. Be familiar with the continuing education requirements of the Iowa Board of Cosmetology Arts & Sciences.
2. Obtain inclusive written materials about continuing education programs from program sponsors for post-renewal auditing purposes.
3. Maintain certificates of completion for four years that include the date(s), location, course title, number of contact hours, presenter(s), sponsor(s) and licensee's name.