

Curriculum Review Checklist
Maryland State Board of Cosmetologists

The commitment to teaching the next generation of cosmetology professionals is a great task, Thank you for your dedication to this industry and taking on this endeavor.

To begin the process of opening a Cosmetology school, please click on the following link to MHEC to start the process:

https://mhec.state.md.us/institutions_training/Pages/career/pcs/apprfactsheet.aspx

- Please make sure that your curriculum is submitted in PDF format to avoid delays in response time.
- In the body of your email, please include the following information:
 - Name of the School Owner
 - Address of the School
 - Primary phone number of the school
- If you are using the textbook curriculum, please submit your syllabus to the Board.
- After submitting your curriculum to the Board, please expect a turnaround time of 7-10 business days to be reviewed and approved by the committee.
- Once the curriculum is approved, the Director or Assistant Director will email an approval letter to the owner as well as the Maryland Higher Education Commission. You are expected to return the last page of the letter, Authorization forms. It is imperative that you return the form so we can send it to PSI on your behalf.

The curriculum review process will proceed as follows....

1. Institution sends the curriculum to the Board to be reviewed and approved.
2. Curriculum sent to the Board members for review. (approx. 7-10 business days)
3. Board gives approval
4. Send Curriculum Approval letter Authorization signature for school for completion.
5. Send Curriculum approval letter to MHEC.
6. Authorization signature form received back from school and add to AS400.
7. Send a copy of authorization signature to PSI.
8. New school added to the Board meeting agenda.

Md. Code Regs. 13A.04.19.02

<http://mdrules.elaws.us/comar/13a.04.19.02>

- A. A program of instruction for cosmetology operator shall require a minimum of 1,500 locally determined clock hours of instruction of which:
 - (1) 500 hours shall be theory; and
 - (2) 1,000 hours shall be demonstration and practical application.
- B. The program shall include instruction in each of the following topics with hours as determined by the local school system:
 - (1) Careers in cosmetology;
 - (2) Personal development;
 - (3) Bacteriology, sterilization, and sanitation;
 - (4) Fundamentals of rinsing and conditioning;
 - (5) Fundamentals of fingerwaving and hairstyling;
 - (6) Fundamentals of scalp massage and scalp care services;
 - (7) Care and styling of artificial hair;
 - (8) Fundamentals and techniques of hair cutting;
 - (9) Fundamentals and techniques of chemical reformation;
 - (10) Fundamentals and techniques of thermal pressing and curling;
 - (11) Fundamentals and techniques of hair coloring;
 - (12) Diseases and disorders of the skin, scalp, nails, and hair;
 - (13) Facial massage, skin care, and makeup applications;
 - (14) Fundamentals of hair care services;
 - (15) Superfluous hair;
 - (16) Basic manicuring and pedicuring;
 - (17) Anatomy in beauty culture;
 - (18) Chemistry for cosmetologists;
 - (19) Histology;
 - (20) Electricity and the cosmetologist;
 - (21) Job interviews;
 - (22) Beauty salon management; and
 - (23) State laws and regulations.
- C. Related Instruction.
 - (1) Related instruction, not to exceed 300 hours, may apply toward the 1,500-hour requirement when the cosmetology teacher approves hours for documented student

participation in any of the following activities:

(a) Organizational activities of the Skills USA which are directly related to the subject of cosmetology;

(b) School-sponsored field trips planned for in the cosmetology curriculum; and

(c) Work-study employment, after successful completion of 1,000 hours of cosmetology operator instruction, which is supervised by a senior cosmetologist and conducted under a work-based learning agreement with the school.

(2) The supervisor shall report on all matters concerning the student's progress in work-study employment as described in §C(1)(c) of this regulation to the work-study coordinator, or if none is assigned, to the school's cosmetology teacher.

D. The Cosmetology teacher may certify the student's eligibility for admission to the State licensing examination upon:

(1) Demonstrated competency upon the completion of the required minimum number of hours in the program; and

(2) Certification of successful evaluation of the student's work by the cosmetology teacher.