

CHAPTER 2642
DEPARTMENT OF COMMERCE
COSMETOLOGY; SALONS

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2642.0010 DEFINITIONS.

Subpart 1. Scope. For the purposes of this chapter, the terms defined in this part have the meanings given them, unless their context clearly requires otherwise.

Subp. 2. Accommodate or to be accommodated. "Accommodate" or "to be accommodated" means the maximum number of students present on the school premises at any one time and for which the school has the required physical and program resources. In most cases this will be the maximum number of day student enrollees.

Subp. 3. Advanced training. "Advanced training" means instruction conducted by a recognized expert in the field, offered to licensed individuals for the purpose of providing information or skills supplemental to that required for initial licensure.

Subp. 4. Advertising. "Advertising" means any written or graphic representation designed to elicit enrollment or the sale of goods or services and includes signs, displays, circulars, brochures, and recruitment materials.

Subp. 5. Application of artificial nails. "Application of artificial nails" includes the application, construction, and repair of sculptured nails, of nail tips, and nail wrapping.

Subp. 6. Beauty coloring product. "Beauty coloring product" means foundation color, skin tints, eye color, mascara, eye liner, eyebrow color, and lip color.

Subp. 7. Clean. "Clean" means free from all soil and dirt, washed with soap or detergent and hot water.

Subp. 8. Clinic. "Clinic" means the portion of a cosmetology school where cosmetology services are offered to the public and which are performed by students and for which compensation is given.

Subp. 9. Communicable disease. "Communicable disease" means a contagious or infectious disease or condition.

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Subp. 10. Community education. "Community education" means a program of personal grooming, taught by a licensed cosmetologist, manicurist, or esthetician of less than ten hours duration, offered on a periodic basis.

Subp. 11. Compensation. "Compensation" means a monetary or nonmonetary remuneration for services.

Subp. 12. Demonstration. "Demonstration" means a presentation of less than eight hours duration, conducted by a recognized expert in the field, for the purposes of training cosmetology students or specialization by current licensees. The same demonstration may be repeated successive times that total more than eight hours. Demonstrations pursuant to nonretail sales are exempt from this chapter.

Subp. 13. Documentation. "Documentation" means a signed, notarized statement attesting the truth of the facts stated in it.

Subp. 14. Evidence. "Evidence" means written proof.

Subp. 15. Good repair. "Good repair" means that an item is clean, with no holes, frayed wires, or tears in coverings, and fully operational for the purpose intended.

Subp. 16. Licensed services. "Licensed services" means those services defined as the practice of cosmetology under Minnesota Statutes, section 155A.03, subdivision 2 and includes the fitting of wigs and hair pieces on the head and the dressing of wigs and hair pieces while on the head.

Subp. 17. Department. "Department" means the Department of Commerce.

Subp. 18. Retail sale. "Retail sale" means a sale directly to unlicensed individuals.

Subp. 19. Staff. "Staff" means the personnel of the Department of Commerce.

Subp. 20. Unregulated service. "Unregulated service" means those services not defined as the practice of cosmetology under Minnesota Statutes, section 155A.03, subdivision 2 and includes ear piercing, body wrapping, permanent depilation, tattooing, artificial tanning of the skin; personal services incidental to performance in theatrical or musical productions or media appearances; any personal services performed incidental to mortuary practice; and massage services.

Subp. 21. Wet disinfectant. "Wet disinfectant" means a receptacle containing a disinfectant solution.

Statutory Authority: *MS s 45.023; 155A.05*

History: *L 1983 c 289 s 114 subd 1; L 1984 c 655 art 1 s 92; 10 SR 474; 11 SR 389; 13 SR 1056*

UNREGULATED SERVICES, ADVERTISING, AND INSPECTIONS

2642.0100 UNREGULATED SERVICES.

All services not licensed as the practice of cosmetology offered within a salon or school clinic shall be clearly identified as "unregulated services" and listed on a sign conspicuously posted in the reception area. The sign shall contain lettering at least two inches high and shall state: "Unregulated services. The following services offered by (salon or school name) are not regulated by the state of Minnesota:

_____”

Statutory Authority: *MS s 155A.05*

History: *11 SR 389; 13 SR 1056*

2642.0110 ADVERTISING.

The following provisions govern all advertising relating to the education, licensing, or practice of cosmetology:

A. It is a violation of chapter 2642 or 2644 to advertise in any manner that is misleading or inaccurate with respect to any services or policies offered by the licensee.

B. No advertisement shall state or imply favorable consideration by the Department of Commerce other than to state that the salon or school is licensed by the department.

C. Any salon or school advertisement shall list the licensed name of the establishment and the type of license held.

D. No salon or school advertisement stating licensure by the state of Minnesota shall include reference to any unregulated services.

E. A school advertisement of cosmetology services shall clearly and conspicuously state that all services are performed by students, in boldface type of the same size as the most-used type size in the ad.

F. No school may advertise that its students will earn a commission, salary, or pay of any kind, other than gratuities, on cosmetology services performed in the school clinic.

Statutory Authority: *MS s 155A.05*

History: *L 1983 c 289 s 114 subd 1; L 1984 c 655 art 1 s 92; 10 SR 474; 13 SR 1056*

2642.0120 INSPECTIONS.

Subpart 1. Department staff to conduct. Salons and schools shall be inspected by the department staff. Advance notice of inspections shall not be given.

Subp. 2. Grading. Inspectors shall grade items "S" for compliance with Minnesota Statutes, chapter 155A and these rules and "U" for noncompliance.

All items graded "U" shall be corrected within ten business days, and written notification of the correction shall be sent to the department within that time.

Failure to correct a noncompliance item may be grounds for suspension or revocation of the salon or school license, and of the individual license of the manager and the cosmetologist, manicurist, esthetician, or instructor involved.

Subp. 3. Business hours and location. Each salon owner shall provide the department with an accurate schedule of the hours that the salon is open for business. If the salon is open by appointment only, the salon owner shall designate one-half day a month when he or she shall be available at the salon for inspection of the salon.

For country shops, owners shall supply a detailed map indicating the salon's exact location and directions for driving to that salon.

Subp. 4. Cost and frequency of inspections. Each cosmetology salon and school shall be inspected annually. Additional inspections may be made as necessary to confirm correction of previous noncompliance. The cost of the annual inspection shall be included in the licensing fee. The cost of additional inspections to confirm correction of previous noncompliance shall be assessed to the school or salon.

Subp. 5. Results. Inspectors shall discuss the results of the inspection at its conclusion, in private, with the salon or school owner, manager, or a responsible person so designated in writing by the manager. A written report shall also be given or sent to the manager.

Subp. 6. Posting reports. The most recent inspection report shall be posted in the dispensary area. A five inch by seven inch notice shall be posted in the reception area stating in boldface letters: "THIS (SALON OR SCHOOL) HAS BEEN LICENSED AND INSPECTED BY THE STATE OF MINNESOTA. A

COPY OF THE MOST RECENT INSPECTION REPORT IS AVAILABLE FOR YOUR REVIEW UPON REQUEST.”

Statutory Authority: *MS s 155A.05*

History: *10 SR 474; 11 SR 389; 13 SR 1056*

2642.0130 EXAMINATION ADMINISTRATION.

Subpart 1. **Schedules and sites.** Examination schedules and sites shall be determined by the department.

Subp. 2. **Exam space.** Each school shall make space available on its premises for the performance of the licensing examinations upon request by the department, if the request is reasonable and timely.

Subp. 3. **Instructor examination.** Instructor examination:

A. The department shall have access to the clinic area of a licensed school no more than once per year and to licensed instructors no more than twice per year for assistance in conducting the practical examination for instructors.

B. Each examinee is responsible for providing the model for the practical examination and shall be responsible for insuring the suitability of that model for the examination. Models shall be over 16 years of age. The model shall not be a licensed cosmetologist or a cosmetology student.

Subp. 4. **Reexam limit.** A passing exam score is valid for 12 months.

Subp. 5. **Exam administered in English.** Examinations shall be administered and conducted in English. A reader may be used if documentation is provided that substantiates a reading disability. Documentation must be adequate so as to allow the commissioner to identify the reading disability, verify its existence as to the examination applicant, and confirm that it prevents the applicant from taking the examination in the prescribed manner. Use of a reader must be approved by the commissioner prior to application for the examination.

Statutory Authority: *MS s 45.023; 155A.05*

History: *10 SR 474; 11 SR 389; 13 SR 1056*

2642.0140 APPLICANTS FOR INDIVIDUAL LICENSE.

Applications for licensure shall be made in writing and contain the requirements of items A to C.

A. The applicant shall provide evidence of completion of high school or a general educational development certificate.

B. The applicant shall demonstrate by examination minimal skills and knowledge necessary for the license sought. The applicant shall successfully complete a written examination demonstrating knowledge of professional, health, and safety methods and procedures and knowledge of Minnesota statutes and rules pertinent to the practice of cosmetology at the level of the license sought.

C. The applicant shall pay the required examination and license fees. Applicants whose professional training is documented under parts 2642.0150, items B and C, and 2642.0170 shall also pay the processing fee.

Statutory Authority: *MS s 155A.05*

History: *10 SR 474; 13 SR 1056*

2642.0150 COSMETOLOGISTS, MANICURISTS, AND ESTHETICIANS.

In addition to the requirements of part 2642.0140, the applicant shall provide documentation of having completed the following professional training, within three years prior to this application:

A. successful completion of a full course of training in a Minnesota licensed school of cosmetology, as indicated by documentation from the school, of at least 1,550 hours for a cosmetologist, 350 hours for a manicurist, and 600 hours for an esthetician. The documentation shall include a certification of skills; or

B. successful completion, as documented by the school and including a certification of skills, of a full course of training of at least the same number of hours in a state other than Minnesota. If an applicant has received training in another state, but has not completed that state's prescribed course of training, or if that course is less than the number of hours required by this rule, completion of training and certification of skills in a Minnesota school shall be attained. The applicant shall receive credit for all hours of training earned in the non-Minnesota school. He or she shall then attend a Minnesota school until the required number of hours has been completed; or

C. current licensure from another state, District of Columbia, territory, or country. A certified statement from the licensing body that the applicant is currently licensed shall be attached to the application. If the other jurisdiction does not issue a license, the applicant shall provide documentation of lawful practice for at least 1,800 hours within three years prior to the application. Applicants claiming training and experience in a foreign country shall supply official English language transcripts of all documentation and evidence submitted to the department.

Statutory Authority: *MS s 155A.05*

History: *10 SR 474; 11 SR 389; 13 SR 1056*

2642.0160 MANAGERS.

In addition to the requirements of part 2642.0140, the applicant shall provide documentation of a current cosmetologist, esthetician, or manicurist license, and at least 2,700 hours of licensed practice, in a licensed salon and supervised by a licensed manager, within the three years prior to this application. An individual wishing to manage a school shall also successfully complete an examination covering Minnesota laws and rules related to schools. The applicant shall pay the processing fee.

Statutory Authority: *MS s 155A.05*

History: *11 SR 389; 13 SR 1056*

2642.0170 REACTIVATION OF LICENSE.

An individual who has an "inactive" Minnesota license and/or whose most recent active license has expired by more than three years who wishes to resume the practice of cosmetology shall document completion of a refresher program of a minimum of 155 hours for a cosmetologist, 60 hours for an esthetician, or 35 hours for a manicurist in a licensed school of cosmetology. The documentation shall include a certification of skills.

Statutory Authority: *MS s 155A.05*

History: *13 SR 1056*

2642.0180 LICENSE RECIPROCITY WITH OTHER JURISDICTIONS.

Subpart 1. License issued. A license shall be issued to an individual applying from another jurisdiction if the requirements of subparts 2 and 3 are met.

Subp. 2. Compliance with state rules. The applicant shall demonstrate compliance with part 2642.0140, items A and C, and shall successfully complete a written examination demonstrating knowledge of Minnesota statutes and rules pertinent to the practice of cosmetology at the level of the license sought.

Subp. 3. Evidence of experience. An applicant with more than three years of licensure shall provide documentation of at least 1,800 hours of experience as a licensed practitioner at the level for which a Minnesota license is sought within three years prior to the application. The documentation must be from an employer or, in the case of self-employed applicants, from a reliable source.

Statutory Authority: *MS s 45.023; 155A.05*

History: *10 SR 474; 11 SR 389; 13 SR 1056*

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2642.0190 MAINTAINING INDIVIDUAL LICENSES.

Subpart 1. **Compliance with applicable law.** The licensee shall continuously comply with all applicable provisions of Minnesota Statutes and rules.

Subp. 2. **Change of name or address.** The licensee shall advise the department of a change of name or address in writing, including both new and old name and address, within 30 days of the change, and pay the duplicate license fee.

Subp. 3. **Renewal.** The licensee shall renew the license as required by part 2642.0200 or 2644.0170 prior to its expiration date.

Subp. 4. **Display of license.** The licensee shall post his or her license as required by part 2642.0380, item Y.

Subp. 5. **Additional requirements for manager.** In addition to the requirements of subparts 1 to 4, the manager shall ensure that all salon or school personnel comply with all applicable statutes and rules, and that the salon or school which he or she manages is in compliance with all applicable statutes and rules.

Statutory Authority: *MS s 155A.05*

History: *10 SR 474; 11 SR 389; 13 SR 1056*

2642.0200 LICENSE RENEWAL FOR INDIVIDUALS.

Subpart 1. **Application.** All licenses expire on December 31 of the year due and each licensee is responsible for renewing his or her license. An individual who does not renew his or her license by December 31 of the year in which it is due is considered unlicensed as of January 1. A postmark of December 31 constitutes timely renewal. Failure to receive a notice of renewal from the department does not constitute a valid excuse for not renewing the license.

Subp. 2. **Practical and educational requirements.** The licensee shall establish that his or her knowledge and skills are up to date, by meeting the following requirements no later than the expiration of his or her current license:

A. A cosmetologist, manicurist, esthetician, or manager shall provide documentation of having practiced in a licensed salon, or school for school managers, for at least 1800 hours at any time within the three years prior to the license expiration, or 400 hours acquired through approximately regular weekly experience within each of the last three years, or successfully completed an approved refresher course, of at least 40 hours, within the three years prior to the license expiration.

B. An instructor shall pay the processing fee and shall provide evidence of having successfully completed 45 hours of continuing education approved by the department, including at least 15 hours of teaching-related material and 15 hours related to analysis and use of professional clinical products.

Subp. 3. **Fee.** The licensee shall pay the required license fee before the expiration of the current license.

Subp. 4. **Inactive license.** An applicant who has ceased all practice of cosmetology and who wishes to receive an inactive license shall meet the requirements of subparts 1 and 3. An inactive license shall not authorize any individual to engage in the practice of cosmetology as defined in Minnesota Statutes, section 155A.03, subdivision 2.

Statutory Authority: *MS s 155A.05*

History: *10 SR 474; 11 SR 389; 13 SR 1056*

2642.0210 PROCEDURE FOR ACTIVATING A LAPSED LICENSE.

Subpart 1. Procedure for lapsed licensee. If an individual's license has expired, the individual shall be reissued a license after submission of a request for renewal, proof of experience or education as required in part 2642.0200, subpart 2 or 2644.0170, subpart 2, payment of the license fee, and payment of the processing fee. If more than three years have elapsed, the applicant shall apply for a new license in accordance with parts 2642.0140 to 2642.0170 and 2644.0140.

Subp. 2. Penalty. The manager of a salon or school shall pay a penalty of \$25 for each individual practicing in the salon or school who was not properly licensed at the time he or she was hired.

Statutory Authority: *MS s 155A.05*

History: *10 SR 474; 11 SR 389; 13 SR 1056*

2642.0220 REINSTATEMENT AFTER DENIAL, SUSPENSION, OR REVOCATION.

An applicant shall have a license reinstated for the remainder of its unexpired term or shall be relicensed in the following circumstances:

A. after suspension of license, by meeting the following requirements:

(1) the applicant shall provide documentation of the correction or elimination of the grounds for the suspension;

(2) the applicant shall make application for reinstatement of license, in writing and on forms supplied by the department;

(3) the applicant shall pay the reinstatement fee;

(4) if the suspended license has expired by no more than 30 days, an individual applicant shall comply with parts 2642.0200, subparts 2 and 3, and 2644.0170, subparts 2 and 3; a salon shall comply with part 2642.0330; and a school shall comply with part 2644.0330;

B. after revocation or if the suspended license has expired, reinstatement will be accomplished by meeting the following requirements:

(1) the applicant shall provide documentation of the correction or elimination of the grounds for the revocation;

(2) the applicant shall make application for relicensure, in writing and on forms provided by the department;

(3) the applicant shall pay the reinstatement fee and the license fee;

(4) the salon or school applicant shall meet the requirements for initial licensure; and

(5) the individual applicant shall meet the requirements of part 2642.0140, items A to C and, if applicable, part 2642.0170, and the renewal requirements of parts 2642.0200, subpart 2, and 2644.0170, subpart 2.

Statutory Authority: *MS s 155A.05*

History: *10 SR 474; 11 SR 389; 13 SR 1056*

2642.0230 TRANSFER OF LICENSE PROHIBITED.

Licenses shall not be transferable and shall be used only by the named licensee.

Statutory Authority: *MS s 155A.05*

History: *13 SR 1056*

COSMETOLOGY, ESTHETICIAN, AND MANICURE SALONS**2642.0300 SCOPE OF RULES.**

The provisions of parts 2642.0300 to 2642.0400 apply to cosmetology, esthetician, and manicure salons. The following are exceptions for esthetician salons: parts 2642.0370, items B and C; and 2642.0380, items A, B, C, G, L, Q,

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and S. The following are exceptions for manicure salons: parts 2642.0360, subpart 5, item B; 2642.0370, items B and C; and 2642.0380, items A, B, C, G, L, Q, and S.

Statutory Authority: *MS s 155A.05*

History: *11 SR 389; 13 SR 1056*

2642.0310 SALON LICENSURE.

Subpart 1. All salon licenses. The requirements of parts 2642.0300, 2642.0310, 2642.0360, 2642.0370, and 2642.0400 shall be met by all applicants proposing to establish a salon. Upon compliance, the department will issue a provisional license which will enable the salon to open for business. The salon's compliance with all applicable provisions of Minnesota Statutes, chapter 155A and these rules shall be confirmed by an operational inspection by the department. A permanent license for the balance of the three-year license cycle shall be issued upon confirmation of the salon's compliance.

Subp. 2. Application. The person, association, firm, or corporation proposing to establish a cosmetology, esthetician, or manicure salon shall apply in writing to the department, on forms supplied by the department, giving the following information:

A. the name of the salon, its address, and names and addresses of all owners of sole proprietorships or partnerships and controlling officers of corporations;

B. notarized signatures of the owners of sole proprietorships or partnerships and the controlling officers of corporations;

C. the days of the week and the hours which the salon will be open;

D. evidence of the salon's compliance with local zoning requirements, local building codes and ordinances, and the rules of the Minnesota Department of Health and the State Fire Marshall if no local fire codes exist;

E. the name of the licensed manager who will be employed by the salon, including that individual's license number and its expiration date; and

F. a floor plan of the salon, drawn to scale on 8-1/2 inches x 11 inches or 8-1/2 inches x 14 inches paper, providing the dimensions of the salon as a whole and designating the size and location of all entrances and exits, and indicating the location and dimensions of all required areas, facilities, and equipment.

Subp. 3. Evidence of liability insurance. The applicant shall provide evidence of the salon's coverage by professional liability insurance, of at least \$25,000 for each claim and \$50,000 total coverage for each policy year for each operator.

Subp. 4. Evidence of workers' compensation insurance. If applicable, the applicant shall provide evidence of his or her compliance with Minnesota Statutes, section 176.182.

Subp. 5. Payment of fee. The applicant shall pay the license and processing fees.

Statutory Authority: *MS s 155A.05*

History: *10 SR 474; 11 SR 389; 13 SR 1056*

2642.0320 MAINTAINING A SALON LICENSE.

The following requirements shall be met by all salons:

A. The licensee shall continuously comply with all applicable provisions of Minnesota Statutes and rules.

B. The manager shall advise the department of a change in name of the salon in writing, including both new and old name and address, within 60 days of the change.

C. The licensee shall renew the license before its expiration date.

D. The licensee shall display the required documents.

Statutory Authority: *MS s 45.023; 155A.05*

History: *11 SR 389; 13 SR 1056*

2642.0330 SALON LICENSE RENEWAL.

Subpart 1. **Requirements.** The requirements of subparts 2 to 6 shall be met in order to renew a license.

Subp. 2. **Request for renewal.** All licenses expire on December 31 of the year due and each licensee is responsible for renewing his or her license. A salon license that is not renewed by December 31 of the year due is considered unlicensed as of January 1. A postmark of December 31 constitutes timely renewal. Not receiving a notice of renewal from the department does not constitute a valid excuse for not renewing the license.

Subp. 3. **Liability insurance coverage.** The licensee shall provide evidence of continued professional liability insurance coverage in the required amount.

Subp. 4. **Workers' compensation insurance coverage.** If applicable, the licensee shall provide evidence of continued compliance with Minnesota Statutes, section 176.182.

Subp. 5. **Fee.** The licensee shall pay the required license fee before the expiration of the current license.

Subp. 6. **Identity of manager.** The licensee shall state the name of the salon manager and the number and expiration date of his or her license on the renewal application.

Statutory Authority: *MS s 155A.05*

History: *10 SR 474; 11 SR 389; 13 SR 1056*

2642.0340 DELINQUENT SALON LICENSES.

Subpart 1. **Failure to renew.** Failure to renew a license before its expiration date shall result in a delinquent salon license. This license must be renewed within 30 days.

Subp. 2. **Renewal.** If less than 30 days have elapsed since the expiration date of the license, the applicant shall submit a written request for renewal of license, the license fee, and the processing fee. If more than 30 days have elapsed, the salon shall cease operation until a new salon application has been submitted and a provisional license has been issued.

Statutory Authority: *MS s 45.023; 155A.05*

History: *13 SR 1056*

2642.0350 SALON REQUIREMENTS.

Subpart 1. **Location.** No cosmetology service shall be provided in a place other than a licensed cosmetology salon, esthetician salon, manicurist salon, cosmetology school, or as otherwise provided by these rules.

Subp. 2. **License.** No salon shall operate without a license.

Subp. 3. **Employment of unlicensed persons.** No salon shall employ or allow unlicensed persons to perform any cosmetology service.

Subp. 4. **Termination of license.** A salon license is not permanently transferable and terminates after occurrence of a change of either ownership or location. Upon change of either salon ownership or location, the salon's designated manager will have 60 days to apply for and receive a new salon license in accordance with part 2642.0310.

Subp. 5. **Change of name.** The salon manager or owner shall inform the department in writing, within 60 days, of a name change, including old and new

name, and pay the processing fee. A license will be issued in the new name for the remaining term of the old license. The old license shall be returned to the department upon receipt of the license in the new name.

Statutory Authority: *MS s 155A.05*

History: *10 SR 474; 11 SR 389; 13 SR 1056*

2642.0360 PHYSICAL REQUIREMENTS.

Subpart 1. Space. Space:

A. There shall be at least 120 square feet of work space exclusive of any restroom, reception, or supply area for a one-practitioner cosmetology salon, 110 square feet of work space for a one-practitioner esthetician salon, and 100 square feet of work space for a one-practitioner manicure salon.

B. There shall be at least 50 additional square feet of work space for each additional licensee simultaneously on duty in a cosmetology salon or an esthetician salon, and at least 35 additional square feet of work space of each additional licensee simultaneously on duty in a manicure salon.

C. The supply area shall not be accessible to the public.

Subp. 2. Entrance and exit. Entrances and exits shall comply with local building codes and ordinances.

Subp. 3. Walls and ceilings. All walls and ceilings shall be kept clean and in good repair at all times, free from crevices, cracks, or holes which could collect dirt.

Subp. 4. Floors. All floors shall be kept clean and free from hair and other debris at all times and shall be in good repair, free from crevices, cracks, holes, or tears which could collect dirt or hair.

Carpet shall not be an acceptable floor covering unless it is commercial grade carpet.

Subp. 5. Lighting and electricity. Each salon shall provide direct lighting to all work areas. Light fixtures shall be clean and dust-free.

There shall be at least one electrical outlet in each work station.

Subp. 6. Plumbing; water supply. There shall be clean, hot, and sanitary running water provided in the work area, dispensary area, and toilet facilities.

Each salon shall provide toilet facilities, on its premises or in an adjacent common area, which are not used for any unrelated purpose such as storage or as a dispensary. The toilet facilities shall be clean and sanitary and shall contain, at a minimum, a commode, lavatory, soap dispenser, single-service sanitary towels, and a waste basket. The door shall be kept closed at all times.

Subp. 7. Ventilation. Salon ventilation shall comply with local building codes and ordinances.

Statutory Authority: *MS s 155A.05*

History: *10 SR 474; 11 SR 389; 13 SR 1056*

2642.0370 FIXTURES, FURNITURE, AND EQUIPMENT.

A salon shall meet the following minimum requirements:

A. There shall be a work station with chair, storage space, and mirror assigned to each licensee on duty.

B. There shall be at least one shampoo bowl in good repair and operational for each six work stations.

C. There shall be at least one standard or hand-held blow dryer hair dryer in good repair, clean and operational for each six work stations.

D. There shall be at least one wet disinfectant large enough to completely immerse all items to be disinfected.

E. All furniture in the service area shall have a washable covering or finish and shall at all times be kept clean and in good repair.

F. There shall be a waste receptacle at each work station. This receptacle shall be emptied at least daily. It shall be lined with a disposable plastic bag or liner, or washed daily.

There shall be at least one container which shall be used exclusively as a receptacle for soiled towels and linen. It shall be kept closed at all times. It must comply with local fire codes. If there are no applicable local fire codes, the state fire code applies.

There shall be at least one large covered container for disposal of garbage. This container shall be emptied at intervals necessary to maintain cleanliness. The container shall be lined with a disposable plastic bag or liner, or be washed daily. It must comply with local fire codes and must be kept closed at all times. If there are no applicable local fire codes, the state fire code applies.

G. There shall be storage cabinets for all clean linen and towels. They shall be equipped with tight fitting closable doors, which shall be kept closed.

H. There shall be storage space for all supplies. Supplies which contain any caustic or other harmful material shall be conspicuously labeled and kept inaccessible to clients.

I. Each salon shall maintain a readily accessible first aid kit.

J. Each salon shall have at least one readily accessible fire extinguisher that complies with state fire code requirements. All employees shall be instructed in the location and use of the fire extinguisher.

K. Emergency telephone numbers shall be posted next to the telephone at the reception desk.

Statutory Authority: *MS s 155A.05*

History: *10 SR 474; 13 SR 1056*

2642.0380 OPERATIONAL REQUIREMENTS FOR SALONS.

It is the responsibility of the manager of the salon and of each operator to comply with the following operational requirements:

A. Each licensee shall maintain an adequate supply of clean and disinfected brushes, combs, and other implements and tools for use on his or her patrons. The licensee shall have at least 12 combs and 12 brushes.

B. All combs and brushes and brush rollers shall be cleaned and disinfected after use on each person. Hair shall be removed from all implements before disinfecting.

C. Rollers, pins, clippies, hairnets, shears, razors, and all other hairdressing tools shall be cleaned thoroughly and disinfected at a minimum of once per week. These items shall be stored in a clean, closed container or be covered with a clean towel until reused.

D. Clean linens and protective papers shall be used for each person. A clean towel shall be placed on the head rest of the facial chair before any person reclines in that chair. A clean towel shall be placed between the client's head and the shampoo bowl during shampooing. A paper strip or clean towel shall be placed completely around the neck of each client before any apron or hair cloth or any other protective covering is fastened around the neck.

E. All fluids, semifluids, creams, and powders shall be kept in clean covered containers and shall be dispensed with a clean disinfected spatula or from a shaker or pump or spray dispenser. Spatulas made of nonabsorbent material may be disinfected and reused; wooden spatulas shall be discarded after each use. Gauze or cotton applicators shall be discarded after each use. Waving fluids shall be dispensed from suitable containers, in a manner which prevents contamination of unused fluid. All containers shall be covered when not in use.

F. All bottles and containers shall be correctly and clearly labeled to disclose their contents. Poisonous substances shall be clearly and conspicuously marked.

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G. Permanent waving end papers and neck strips shall not be reused. All permanent wave rods and supplies shall be washed thoroughly after use on each client and shall be stored in clean, closed containers or covered by a clean towel when not in use.

H. All electrical tools and implements shall be kept on stands or hangers or otherwise be stored properly when not in use. One six-foot grounded extension cord may be used in a work station if necessary to service a client with an implement actually in use. The extension cord shall not extend beyond the area of the work station.

I. All clean towels, robes, and linen shall be stored in a clean, closed cabinet until used. The cabinet shall be made of a solid, completely closed material.

J. Each towel, robe, and linen shall be used only once and then be properly laundered. After use and until laundering, each item shall be placed in a container which complies with local fire codes or the state fire code where no local fire codes exist. All soiled towels and linens shall be laundered in washing machines with laundry detergent, in water of a temperature of at least 160 degrees Fahrenheit. Commercial laundering is acceptable.

K. The procedures contained in subitems (1) to (7) shall be used to disinfect items:

(1) All hair shall be removed before disinfection.

(2) Each item shall be washed in hot water with soap or detergent and rinsed thoroughly with hot water.

(3) Each item shall be immersed for at least ten minutes in a disinfectant solution comprised of the following: sodium hypochlorite (200 ppm of available chlorine); or iodophor germicidal detergent (200 ppm of available iodine); or quaternary ammonium germicidal detergent solution (1,600 ppm); or 70 to 95 percent ethyl or isopropyl alcohol.

(4) Metal implements and tools shall be disinfected by immersion in a solution of 70 to 95 percent ethyl or isopropyl alcohol. As an alternative to immersion, electric clippers may be treated by spraying them with a commercial spray containing active ingredients of not less than 0.25 percent o-phenyl phenol, 11 percent isopropyl alcohol, and 88.75 percent inert ingredients.

(5) Items to be air dried shall not be rinsed after disinfection.

(6) Each item shall be stored until used in a clean, closed container, drawer, or cabinet, or under a clean towel.

(7) Used items and disinfected items shall not be stored in the same container, drawer, or cabinet.

L. Wig blocks shall have a nonabsorbent covering which shall be kept clean and sanitary. Each nonabsorbent covering shall be removed after each servicing of the wig and shall be placed in a properly labeled container. Each wig accepted for service shall be stored in an individual sanitary receptacle such as a plastic bag and shall not be allowed to come into contact with any other wigs. New wigs shall not be allowed to come into contact with any client's hair, skin, or wig. Plastic wrap or other suitable covering material shall be placed over a prospective buyer's hair while trying on wigs.

M. Each licensee on duty shall be assigned to a specific work station.

N. The licensee shall wash his or her hands with soap and hot water before any service to a new patron. Fingernails shall be kept clean.

O. Each licensee shall be responsible for the order, cleanliness, and sanitation of his or her work station and all equipment and materials used.

P. Each licensee shall be responsible for using only clean and properly disinfected implements when providing any service.

Q. Each licensee shall ensure that all hair is removed from the floor after each haircut.

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R. Each licensee shall clean up any spills of water or other liquid from the floor immediately.

S. Each licensee shall remove all hair and rinse the shampoo bowl immediately after each use.

T. Each licensee shall be clean and shall wear clean clothing and shoes.

U. Each licensee shall be free from communicable diseases and parasites when performing services on any client.

V. Licensees shall not smoke, eat, or drink while performing any services.

W. Licensees shall not carry combs or other implements in the pockets of clothing.

X. Services shall not knowingly be performed on any person who has a communicable disease, condition, or parasites.

Y. Current licenses of salon personnel shall be conspicuously posted in the reception area or in each licensee's assigned work station. The licensee's street address may be obliterated with tape, but name and town must remain unobstructed. If the license is at the reception area, the licensee's name shall be posted at the work station. The salon manager is responsible for assuring that all licenses are current and renewed.

Z. The current shop license shall be conspicuously posted in the reception area.

AA. No animals, birds, or pets shall be allowed in a salon. This prohibition does not apply to guide dogs.

BB. If a salon receives compensation for child care services, the following requirements shall be met:

(1) The unregulated service shall be identified in compliance with parts 2642.0100 and 2644.0100.

(2) The child care activities shall be contained in a room separated from the salon. The square footage of this room shall not be included in the required minimum square footage for the salon.

(3) An individual shall be hired to attend the children at all times and shall not simultaneously be responsible for the performance of any cosmetology services.

Statutory Authority: *MS s 155A.05*

History: *10 SR 474; 11 SR 389; 13 SR 1056*

2642.0390 SALON SUPERVISION.

A. There shall be a manager responsible for each salon at all times.

B. Only one person shall be designated as a manager for each salon. No manager may be concurrently responsible for more than one salon. When the manager is not on duty, he or she may specify a responsible person in his or her absence. The responsible person shall be a licensed cosmetologist in a cosmetology salon, esthetician salon or manicurist salon; a licensed esthetician in an esthetician salon or a licensed manicurist in a manicure salon.

C. The manager shall ensure that all licensees under his or her supervision comply with all provisions of these rules and Minnesota Statutes, chapter 155A.

D. The manager shall ensure that no unlicensed individual provides any cosmetology service in the salon.

E. The manager shall maintain, on the salon premises, the work time records of each employee, as required by Minnesota Statutes, section 177.30. Time records shall be provided upon written request to the licensee or to the department.

F. The manager shall ensure that all equipment required by these rules is operational and maintained in proper working condition, that adequate supplies are in stock at all times, and that sanitation and safety requirements are met.

Statutory Authority: *MS s 155A.05*

History: *11 SR 389; 13 SR 1056*

2642.0400 SPECIFIC TYPES OF SALON LICENSES.

Subpart 1. **Additional requirements.** In addition to the requirements of parts 2642.0360 to 2642.0390, the requirements contained in subparts 2 to 6 shall be met.

Subp. 2. **Beauty salon and barber shop.** A beauty salon and a barber shop may be operated in the same establishment, if the beauty salon is clearly identified as a beauty salon by a conspicuously displayed sign that states, "Beauty Salon" in letters at least two inches in height.

Subp. 3. **Esthetician and manicure services.** Esthetician services shall not be offered in a manicurist salon. Manicurist services shall not be offered in a licensed esthetician salon.

Subp. 4. **Licensed health care facilities.** Licensed health care facilities:

A. It is not necessary for a licensed health care facility to have a licensed salon in order for nursing and patient care personnel or volunteers to wash, set, or trim residents' hair.

B. Licensed operators with certificates of identification may provide cosmetology services to residents.

C. If the licensed health care facility chooses to have a licensed salon on the premises, all the requirements for a salon shall be met.

Subp. 5. **Salons in private residences.** Salons may be established in private residences, if the following conditions are met:

A. The salon shall not be used for any residential purposes at any time.

B. The salon shall be completely separated from the residential areas. There shall be a permanent, solid partition, from floor to ceiling, between the salon and the residential areas. Any door in this partition shall be kept closed at all times.

C. All cosmetology services offered by the salon shall be available within the salon.

D. Laundry tubs shall not be used as shampoo bowls.

E. If the primary residential toilet facilities are used for salon clients, they must comply with the standards in part 2642.0360, subpart 6.

Subp. 6. **Independent contractor.** A cosmetologist, esthetician, or manicurist, licensed by the state of Minnesota may lease work space from a licensed salon for use as an independent business if the following conditions are met:

A. the lessee shall have a current Minnesota manager's license;

B. the leased work space shall be at least 50 square feet for a cosmetologist or esthetician and 35 square feet for a manicurist;

C. the lessee shall have professional liability insurance in the amount required for salon licenses. It is acceptable for the salon owner's professional liability policy to provide coverage to the lessee;

D. the lessee shall comply with all requirements of this chapter regarding the operation of the leased space as if the space were a salon; and

E. the owner and/or manager of the salon from whom the space is leased must confirm that the lessee is in compliance with the requirements of this subpart prior to entering into the lease and at all times during its term.

Statutory Authority: *MS s 45.023; 155A.05*

History: *10 SR 474; 11 SR 389; 13 SR 1056*

SCHOOLS AND STUDENTS

2642.0510 INTOXICANTS AND CONTROLLED SUBSTANCES.

No licensee or student shall perform cosmetology services while consuming or under the influence of an intoxicant or controlled substance.

Statutory Authority: *MS s 155A.05*

History: *13 SR 1056*

SCHOOL CURRICULA

2642.0600 REFRESHER COURSES.

A licensed cosmetology school, salon, or a professional association may plan and offer a refresher course taught by licensed instructors of at least 40 hours in length for cosmetologists, estheticians, and/or manicurists. The course shall focus on knowledge, skills, and product types related to chemical services and shall balance lectures, demonstrations, and clinical experiences. It shall be held in a licensed salon or school. The course sponsor shall provide the individuals who successfully pass a final course examination with course completion certificates. The class attendees are then responsible for providing a copy of the completion certificates to the Department of Commerce when required.

Statutory Authority: *MS s 45.023; 155A.05*

History: *11 SR 389; 13 SR 1056*

2642.0610 CREDIT TOWARDS ANOTHER LICENSE.

A licensed esthetician or manicurist who received his or her training within the last five years may receive the following credit for that training toward another license:

- A. esthetician training = 550 hours credit toward cosmetologist license;
- B. manicurist training = 300 hours credit toward a cosmetologist license;
- C. manicurist training = 200 hours credit toward an esthetician license;
- D. esthetician training = 100 hours credit toward a manicurist license.

Statutory Authority: *MS s 155A.05*

History: *11 SR 389; 13 SR 1056*

2642.0620 ADDITIONAL LICENSES.

A licensed esthetician or a licensed manicurist who returns to school for an additional license shall not perform any clinical services in the area for which he or she is already licensed.

Statutory Authority: *MS s 155A.05*

History: *13 SR 1056*

OPERATIONAL REQUIREMENTS FOR SCHOOLS

2642.0700 STUDENTS TO SUCCESSFULLY COMPLETE EXAMINATION WITHIN REQUIRED TIME.

A license applicant must pass the examination and be licensed within a period of not more than three years from the date of successful completion of the required training. A student who does not meet this requirement will be required to complete a reactivation course or complete the required training in addition to the skills certification, whichever is greater, before making application for examination.

Statutory Authority: *MS s 155A.05*

History: *11 SR 389; 13 SR 1056*

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FEES

2642.0800 FEE ADJUSTMENTS, LICENSING.

Subpart 1. **Refunds.** Refunds shall be given in the following situations: overpayment; death or permanent disability before license effective date; or an individual's ineligibility for licensure. Applicants determined ineligible to receive a license will be refunded the license fee minus any processing fee this chapter requires.

Subp. 2. **Other licenses.** A licensee who applies for licensing in a second category shall pay the full license fee for the second category of license.

Statutory Authority: *MS s 155A.05*

History: *11 SR 389; 13 SR 1056*

2642.0810 FEE SCHEDULE.

The fee schedule shall be as follows:

A. Three-year license fees:

- (1) Cosmetologist, manicurist, esthetician, \$30;
- (2) Instructor, manager, \$45;
- (3) Salon, \$50;
- (4) School, \$750.

B. Penalties:

- (1) Reinspection fee, variable;
- (2) Manager with lapsed practitioner, \$25.

C. Administrative fees:

- (1) Duplicate license (includes individual name or address change), \$5;
- (2) Certificate of identification, \$20;
- (3) Processing fee (covers licensing history or certification of licensure, restoration of lapsed license, salon name change, school name change, late renewals, applications for new licenses), \$15;
- (4) School original application, \$150.

Statutory Authority: *MS s 45.023; 155A.05*

History: *11 SR 389; 13 SR 1056*

2642.0820 REQUEST FOR WAIVER.

A written request for waiver of specific rule requirements may be granted by the commissioner in cases of hardship or medical necessity.

Statutory Authority: *MS s 155A.05*

History: *11 SR 389; 13 SR 1056*