

2110.0680 CERTIFICATION OF STUDENT HOURS.

Certification of student hours shall be as follows:

A. All student hours shall be recorded, on a daily and a monthly basis.

B. The daily record of hours shall list the number of hours earned by each student and the nature of training received, designating all clinical experiences; shall be signed by the instructor who provided or supervised the training; shall be signed by the student; and shall be based on the hours actually recorded on the student's timecard.

Each student shall register on the timeclock at the beginning and end of each school day and at the beginning and end of lunch breaks. Timecards which are improperly punched or inadvertently altered, or contain any error may be corrected and that correction initialed by the student, the school manager, and the appropriate instructor.

Original timecards shall be deemed to be the property of the school. A student, within ten days of a request, is entitled to receive copies of the student's timecards from the school. The school may not withhold copies of the student's timecards after a proper request has been made.

C. Each school shall complete and maintain a monthly report for each student, summarizing the hours completed for that month, and signed by the school owner or manager. A copy of the report shall be given to the student within five days of the end of each month.

D. No school or student shall alter the content or the number of hours completed by a student unless because of error and signed by both parties.

E. Except as provided in parts 2110.0100, subpart 2, and 2110.0500, students shall receive credit only for hours spent in training for licensed cosmetology services.

F. No student shall receive credit for more than ten hours of training per calendar day.

G. Each student must be given a morning and afternoon break and at least one-half hour for lunch, or one hour for lunch and no breaks.

H. It shall be made clear to the students in materials designed to elicit their enrollment and at the time of enrollment, the circumstances under which Saturday and evening training will be held.

Statutory Authority: *MS s 14.388; 154.22; 154.24; 154.45; 155A.05; 155A.26*

History: *13 SR 1056; L 2005 c 27 s 9; 30 SR 1248; L 2009 c 78 art 6 s 26; 38 SR 778*

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