

21 NCAC 14T .0502 PERMANENT RECORDS, FORMS, AND DOCUMENTATION

(a) Cosmetic art schools shall maintain locked storage for the permanent files of all enrolled students and students who have withdrawn or graduated together in one room within the approved square footage of the cosmetic art school. Withdrawal and graduation forms reviewed by the Board or an agent of the Board may be removed and stored in accordance with Paragraph (i) of this Rule. The permanent file shall include a copy of:

- (1) All Board Enrollment Forms including student name; date of birth; school code; course type; enrollment date; school owner name or on-site official and signature; and school seal, with student original signature;
- (2) Documentation of student receipt of evaluation plans, school policies, school handbook, school and student contract; the Board rules as set forth in 21 NCAC 14H .0200, .0300, .0400, and .0500 and 21 NCAC 14I .0401, and 21 NCAC 14T .0612 and .0703;
- (3) Social security card for any individual who has a social security number or tax ID card or Department of Homeland Security ID;
- (4) Government issued photo ID and proof of date of birth;
- (5) Documentation of field trip hours, grades for all required evaluation plans with date of completion and teacher signature;
- (6) Documentation for any leave of absence over 30 days. Documentation shall include an anticipated return date and updated notes every 30 days if the return date exceeds the anticipated return date;
- (7) Transfer of hours form documenting hours earned in other schools for hours accepted by current school;
- (8) All Board Withdrawal Forms including student name and date of birth; school code; course type; enrollment date and last date of attendance; number of hours and minutes completed; and school owner name or on-site official and signature; and school seal;
- (9) Internship Form; and
- (10) Graduation Form.

(b) The school shall keep onsite, records for all enrolled students:

- (1) daily attendance in school;
- (2) daily online hours;
- (3) daily field trip hours;
- (4) weekly guided theory and demonstration;
- (5) weekly subtotal of attendance in school;
- (6) weekly subtotal of online hours;
- (7) running grand total of all earned hours through the prior week; and
- (8) performances.

(c) Upon withdrawal or graduation the daily records, weekly subtotals, and grand total shall be placed in the student's permanent file.

(d) When a student enrolled in a cosmetic art school withdraws from the school, the cosmetic art school shall report the withdrawal to the Board.

(e) If a student withdraws from a cosmetic art discipline within the first five days, the school need not submit the enrollment to the Board. The unsubmitted enrollment shall be maintained in the student file until reviewed by the Board or an agent of the Board after which, it may be removed.

(f) The graduation form documentation shall be signed by on site school staff or on-site school administrators and shall have the seal of the school affixed. The original graduation form documentation shall be prepared on the Board form and shall indicate that the applicable requirements of this Chapter have been met. The cosmetic art school shall submit the graduation form to the Board at the Board's address set forth in Rule 14A .0104 of this Subchapter or submit the graduation form via the Board's school documents portal at www.ncccosmeticarts.com within 30 days of the student's graduation date.

(g) All forms submitted to the Board shall be sealed originals or a digital scan of sealed originals and a copy shall be maintained in the school permanent file storage. Except for student signatures, all forms submitted to the Board shall be completed by on-site school staff or on-site school administrators. Board forms shall be used for the sole purpose of documenting to the Board student records and shall not be used to notify students of enrollment, transfer of hours, withdrawal, or graduation.

(h) Changes or corrections made by the school to any Board form shall be submitted to the Board with supporting documentation.

- (i) All cosmetic art schools shall maintain on file at the school an original daily record of enrolled students' hours and performances. This record shall be kept in a secured location under lock and key but made available for review by the Board or its agent at any time.
- (j) All records kept by a cosmetic art school on a student who has withdrawn or graduated shall be kept in the school's locked files for future reference until the date the student is accepted for the Board examination or five years after the date the student first enrolled in the school, whichever occurs earlier. Forms reviewed by the Board or an agent of the Board may be removed from this room.
- (k) The record of all hours and performance evaluation plans shall be documented in writing. Credit issued to students that cannot be verified shall be eliminated from the student record by an agent of the Board.
- (l) Access to student records shall be limited to agents of the Board, teachers, and administrators of the school. Electronic versions of student records shall be kept secure and may only be accessed through school authorized equipment. Personal devices may not be used to access student records. Records shall not be altered offsite. Records that are altered shall be altered onsite and shall have documentation supporting the change attached. The format, school name, and school code on Board forms cannot be altered.
- (m) All individuals in a cosmetic art school receiving cosmetic art education, earning hours, or performing or practicing cosmetic art services shall be enrolled in the school.
- (n) Only teachers reported to the Board as employees of a cosmetic art school may grade evaluation plans. Only on-site teachers, on site school administrators, or on-site school staff shall record student hours, grade examinations, and determine completion and record credit.
- (o) Minimum scores required for examinations and the successful completion of practice or performances as determined through the school's evaluation plan that is approved by the Board at the time of application shall be disclosed to students at the time of enrollment. Teachers shall use the evaluation plan approved by the Board to assess student competency. Passing grades and performances shall not be credited to students who fail to meet the requirements of the evaluation plan.
- (p) The names of students with unsatisfied academic obligations shall not be submitted to the Board as graduates but may be submitted as withdrawn.
- (q) Cosmetic art schools shall not prevent the graduation of students who have met the Board minimum requirements and passed all school academic requirements.
- (r) Records of hours shall be rounded to no more than the nearest quarter hour. Cosmetic art schools shall not give or deduct hours or performances as rewards or penalties.
- (s) An applicant shall receive credit for instruction taken in another state if the applicant's record is certified by the state agency or department that issues licenses to practice in the cosmetic arts. If this agency or department does not maintain any student records or if the state does not give license to practice in the cosmetic arts, then the records may be certified by any state department or state agency that does maintain such records and is willing to certify their accuracy. If no state department or board will certify the accuracy of the student's records, then the Board shall review the student's records for validity on a case-by-case basis using the documentation provided by the out-of-state school and submitted to the Board by the accepting North Carolina school.
- (t) Hours transferred between open North Carolina schools shall be obtained by the submission of the Board transfer form mailed directly from the school in which the hours are earned with the school seal affixed, with grades for examinations and performances to the new school in which a student enrolls. Such original documentation shall be submitted to the Board with enrollment. Schools shall submit transfer forms for any student that requests a transfer and has no outstanding financial obligations. Transfer forms shall include the following:
- (1) Student name and date of birth;
 - (2) School code;
 - (3) Course type and required evaluations;
 - (4) Enrollment date and last date of attendance;
 - (5) Number of hours and minutes completed;
 - (6) School owner name or on-site official and signature; and
 - (7) School seal.
- (u) A student shall pass an entrance examination including required evaluations given by the school to which the student is transferring for the hours to be transferred from one cosmetic art school to another.
- (v) Certification of completion of a curriculum established in 21 NCAC 14T .0602 through .0610 shall be required on the graduation form and application for the Board examination. Graduation forms shall include the following:
- (1) Student name and date of birth;
 - (2) School code;
 - (3) Course type completed;

- (4) Date of course completion;
 - (5) Number of hours and minutes completed;
 - (6) School owner or on-site official name and signature; and
 - (7) School seal.
- (w) Internship forms shall include the following:
- (1) Student name and date of birth;
 - (2) School code;
 - (3) Shop name and license number;
 - (4) Dates of internship;
 - (5) Number of hours and minutes completed;
 - (6) School owner or on-site official name and signature; and
 - (7) School seal.

*History Note: Authority G.S. 88B-4; 88B-16;
Eff. January 1, 2012;
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