

## Cosmetology hour distribution and guidelines:

To meet the needs of the appearance enhancement field and clarify the difference between students' satisfaction of required program hours vs. successful program completion when considering school endorsement of students' NYS licensing exam applications, the following recommendations serve as guidance to school programs, as outlined by the New York Department of State, Division of Licensing:

Each school district and BOCES has developed and should adhere to its own local attendance, grading, and progression policies for individual programs. These policies should define program standards, required hours as mandated by the Department of State, and what constitutes successful completion of a cosmetology program of study.

The appearance enhancement and barbering disciplines are licensing programs that are regulated by the New York Department of State. Students enrolled in a cosmetology licensing program must accumulate required hours of classroom instruction, as well as successfully complete the program, in order to be recommended by the school district or BOCES to take the New York State Licensing exam(s). This endorsement by the school attests that the approved curriculum components have been delivered and the student has successfully mastered the content, per the school's policies and state requirements. Meeting the additional requirements in order to apply to take the licensing exam is the first step in the overall goal of state licensing: public health and safety.

Student grades and other progression criteria and the accumulation of attendance hours are two separate programmatic components that combine to determine successful program completion and the school's endorsement to apply for a license. Every school is responsible for documentation of the attendance hours accumulated by each student as just one factor in determining whether a student will be recommended for the licensure examination application.

Students who either:

Do not complete the required hours

or

Fail to demonstrate proficiency in the requisite knowledge and skills (program completion) may not be recommended by a school district or BOCES to take the licensing exams.

In other words, a student who may accumulate the required attendance hours as set forth by the Department of State, yet does not meet the program completion standards, should not be recommended by the school to apply to take the licensing exam(s).