



**ALABAMA BOARD OF COSMETOLOGY**  
 100 North Union Street, Suite 320, Montgomery, AL 36130-1750  
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 www.aboc.state.al.us

**APPLICATION FOR CONTINUING EDUCATION PROVIDER/SPONSOR**

This Application with One Original and Seven Copies Must be Submitted to the Board Office at Least Ninety (90) Days Prior to the Program Date.

Name of Provider/Sponsor \_\_\_\_\_ Phone # \_\_\_\_\_ Seminar Date \_\_\_\_\_

Address of Provider/Sponsor \_\_\_\_\_

Name of Course \_\_\_\_\_ Location \_\_\_\_\_ Number of CE Hours \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Designated Principal (If Different From Contact) \_\_\_\_\_ Phone # \_\_\_\_\_

Check Appropriate Category: MASTERS ONLY \_\_\_\_\_ MASTERS & INSTRUCTORS \_\_\_\_\_

Brief Description of Subject Matter: \_\_\_\_\_

The Following Information Must be Included With This Application **Ninety (90) Days In Advance**

1. Course Material, Outline and Educational Objective
2. A Biographical Sketch of Instructors/Speakers
3. Credit Hours of Course and Method of Documentation
4. Method of Monitoring and Recording Registration and Attendance, Including Rest Room Breaks, etc.
5. Location of Files Based on Three (3) Year Retention Schedule
6. Method of Evaluation by Provider and Participant
7. A Person Designated as Principal Responsible for and Present at All Activities
8. Sample Completion Certificate which Includes **Provider's Name; Date, Location, Name and Credit Hours of Program; Name and Record ID Number of Attendee; Board Certification Number.**

**General Requirements for Approval:**

1. Presentations Must be Made in Person. In Unusual Circumstances the Board may grant exceptions for Audio or Visual Presentations. Requests for Exceptions Must be Made in Writing.
2. Endorsements or Promotion of Brand Names Will Not be Allowed. Generic References Only.
3. Proper Ratio of Instructors to Licensees Must be Maintained.
4. Speakers/Instructors Must be Recognized Experts in Their Profession
5. Instructional Materials Must be Current and Technically Correct.
6. Programs Must Contribute to Professional Competence of Licensees.
7. Attendance Must be Monitored and Attendees Must be Physically Present for Entire Course.
8. Facilities Must be Adequate.

<b>FOR ABOC USE ONLY</b>		
Date Received:	_____	
Approved _____	Disapproved _____	Date _____
Certification Number _____		
Expiration Date _____		

**The Following General Subjects Are Acceptable if Outlined Standards are Met. The Board May Revise Requirements from Time to Time, and any Changes will be Sufficiently Publicized Before Being implemented.**

1. Principles of Cosmetology
2. Principles of Nail Care
3. Principles of Esthetics
4. Principles of Instruction
5. Public Health Issues and Concerns
6. Salon/Spa Management
7. Internal Revenue Service Regulations
8. Computer Sciences
9. Oral and Written Communications
10. Business Administration
11. Specialized Skills
12. Other Subjects Which Contribute to Professional Competence of Licensees

**A. Programs will be measured by Contact Hours defined as fifty (50) minute segments of continuous participation in a group program. To receive credit a program must be at least one contact hour in duration.** For example, a one hundred (100) minute group program may qualify for two (2) hours of credit, but a fifty-one to ninety-nine (51-99) minute group program may qualify for only one (1) hour of credit. For continuous conferences and conventions, **the sum of separate segments will be considered one program if separate segments are less than fifty (50) minutes. By this standard, five separate thirty (30) minute presentations totaling one hundred and fifty (150) minutes may be credited as three (3) contact hours.** Sponsors must monitor group programs to accurately measure credit hours for participants who arrive late or leave early. Licensees may receive credit for question and answer periods but not for introductions, announcements or any activities not part of core curriculum.

**B. The following programs will qualify for credit if all requirements are met:**

1. Professional Development Programs of National and State Cosmetology Organizations
2. Technical Sessions of National and State Cosmetology Organizations and Their Chapters
3. University or College Courses. Each Semester Credit Hour Will Equal Fifteen (15) Hours of CE Credit, and a Quarter Credit Hour Will Equal Ten (10) Hours of CE Credit.
4. Noncredit Courses from a College or University. Each Classroom Hour Will be Credited as One (1) Hour of CE Credit if Subject Matter Meets Standards.
5. Presentations by Other Recognized Organizations ( IRS, Red Cross, Etc.) Which Meet Standards.
6. Instructors, Discussion Leaders and Speakers May Receive Credit for Their Time on Programs. One (1) Hour of Credit Will be Allowed for Each Hour of Service, and **No Additional Hours Will be Allowed for Repetition of the Same Subject Matter.**

**C. In addition to Certificates of Attendance and Completion, the Board may examine attendance records, transcripts or other verifiable evidence from Sponsors or any other legitimate source to verify compliance with CE requirements.**