



## **Board Approval of Continuing Education Seminars for Licensed Instructors**

### **Authority**

Pursuant to **La. R.S. 37:583** and **LAC 46:XXXI.505**, licensed cosmetology instructors in Louisiana are required to attend **Board-approved** continuing education (CE) seminars. The Louisiana State Board of Cosmetology is the approving authority for all such seminars.

### **Purpose**

To ensure that all CE seminars recognized by the Board provide high-quality, relevant, and professional training that enhances the skills and knowledge of licensed instructors.

### **Seminar Approval Process**

#### **1. Application Submission**

- a. The seminar sponsor must submit a written application to the Board **the year** prior to the proposed seminar date.
- b. Applications should include:
  - i. Detailed course outline or syllabus.
  - ii. Lesson Plans for each instructional session
  - iii. Instructor qualifications (resume, licenses, certifications, headshot).
  - iv. Brief Instructor Biography including credentials
  - v. Learning objectives and measurable outcomes.
  - vi. Duration (must meet the 16-hour minimum requirement).
  - vii. Methods of instruction (lecture, hands-on, demonstration).
  - viii. Materials to be provided to participants.
  - ix. Maximum class size.
  - x. Venue/Location
  - xi. Meal Options
  - xii. Tuition for training per participant

- xiii. Accommodations for out-of-town participants
- xiv. Vendor List

## **2. Content Standards**

- a. Content must be **directly related** to cosmetology, esthetics, manicuring, and related teaching methodology.
- b. 3 hours of teaching of methodology
- c. Sales-focused or product-only presentations will not qualify.
- d. Instruction must demonstrate clear educational value for licensed instructors.

## **3. Board Review & Approval**

- a. The Board will review the submission at a regular meeting.
- b. Approval may be:
  - i. **Granted** (seminar counts toward required CE hours).
  - ii. **Denied** (with written explanation).
  - iii. **Deferred** (pending further information, materials, or observation).

## **4. Observation / Pilot Program Option**

- a. The Board reserves the right to observe or audit any seminar before granting or renewing approval.
- b. First-time presenters may be encouraged to host their program independently before formal approval is considered, so that quality and outcomes can be reviewed.

## **5. Documentation & Certificates**

- a. Seminar sponsors must issue certificates of completion to attendees, including:
  - i. Name of participant.
  - ii. Seminar title.
  - iii. Date and hours completed.
  - iv. Sponsor name and Board approval number.
- b. Sponsors must maintain attendance records for **at least three years** and provide them to the Board upon request.

## **6. Renewal of Approval**

- a. Approval is granted on a **one-year basis**.
- b. To continue offering the seminar for CE credit, the sponsor must reapply annually with updated information, evaluations, and participant feedback.

**Board Rights**

- The Board may withdraw approval at any time if the seminar is found not to meet requirements.
- The Board reserves the right to audit, evaluate, and require modifications to any approved CE seminar