



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