**New York State Cosmetology Teachers Collaboration Meeting**

**Friday June 16, 2023**

**Submitted by Nicole Hadsell**

**Department of State (DOS) Updates/Information:**

**License Applications (Accela):**

* Please be reminded that when students apply for licensure, it is important that they select their school’s name and curriculum code from the ‘drop-down’ boxes in order to avoid issues. Although the system allows them to do so, they should NOT type in this information, or it will delay the licensing process and will require additional time to rectify.

**COVID-19 Protocols for Exams:**

* DOS has removed the COVID-19 checklist from their website and face masks are no longer required.

**Exam Cancellation Procedures:**

* For exam cancellations, you may check the Examination Cancellation and Office Closures pages of the Department of State’s website, the Department of State’s Facebook ([https://www.facebook.com/NewYorkDepartmentOfState/](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.facebook.com%2FNewYorkDepartmentOfState%2F&data=04%7C01%7CDenise.Tidings%40dos.ny.gov%7Cec3ae56a09bf4213c9f608d9db839229%7Cf46cb8ea79004d108ceb80e8c1c81ee7%7C0%7C0%7C637782180400908222%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=zzexIqRONrg9o8YBOFuyll22zhOv6uvqFs7QCIQw0A0%3D&reserved=0)) and Twitter (@NYSDOS) accounts or call 518-474-4429.Exam candidates will be rescheduled by our office for the next available exam. This process may take up to two weeks. Candidates should monitor their online account for their new exam date and time. If the rescheduled date and time are not acceptable, they may reschedule their exam through their online account up to six days before the new exam date.

**DOS/Licensing Contact Information:**

* For DOS or licensing inquiries, individuals may reach out to the DOS customer call center at 518-474-4429 or email [licensing@dos.ny.gov](mailto:licensing@dos.ny.gov). Individuals can call the Examination Administration Unit for exam related questions only at 518-473-2731 or email [exams@dos.ny.gov](mailto:exams@dos.ny.gov).
  + The DOS licensing call center’s days/hours of operation are Monday through Friday, 8:45 a.m. until 4:30 p.m., excluding holidays. Please note that response times vary for call and email inquiries.

**DOS/Licensing Website:**

* Before contacting DOS licensing for assistance with inquiries, please check their website at [www.dos.ny.gov](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.dos.ny.gov%2F&data=04%7C01%7CDenise.Tidings%40dos.ny.gov%7Cec3ae56a09bf4213c9f608d9db839229%7Cf46cb8ea79004d108ceb80e8c1c81ee7%7C0%7C0%7C637782180400908222%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=xkS5ROd2Q1EkEJE0IvVAQ8JaeNj7NxsEiofZXoiNlgE%3D&reserved=0). You may be able to find the answers to many of your questions on licensing’s webpages; the address to the licensing homepage is [https://dos.ny.gov/licensing-services](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdos.ny.gov%2Flicensing-services&data=04%7C01%7CDenise.Tidings%40dos.ny.gov%7Cec3ae56a09bf4213c9f608d9db839229%7Cf46cb8ea79004d108ceb80e8c1c81ee7%7C0%7C0%7C637782180400908222%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=FXvguhHbwoffZ%2FhMabrAwVrUzNrFpyXvuOUqjL6FMnk%3D&reserved=0). From this homepage, you can access the various AE/Barber webpages; also located on these pages are licensing guides that are helpful to individuals when using the online licensing system to apply for a license, renew a license, make an amendment to an existing licensing record, etc.
  + Please note that some of the information you may be looking for may be located on the AE Business webpage at [https://dos.ny.gov/appearance-enhancement-business](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdos.ny.gov%2Fappearance-enhancement-business&data=04%7C01%7CDenise.Tidings%40dos.ny.gov%7Cec3ae56a09bf4213c9f608d9db839229%7Cf46cb8ea79004d108ceb80e8c1c81ee7%7C0%7C0%7C637782180400908222%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=lvfEJ%2Bn%2F3HyAwIimbc50eQKGqQge40Pau4d6xFNdL6g%3D&reserved=0) or the Barber Shop Owner/Area Renter webpage at [https://dos.ny.gov/barber-shop-ownerarea-renter](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdos.ny.gov%2Fbarber-shop-ownerarea-renter&data=04%7C01%7CDenise.Tidings%40dos.ny.gov%7Cec3ae56a09bf4213c9f608d9db839229%7Cf46cb8ea79004d108ceb80e8c1c81ee7%7C0%7C0%7C637782180400908222%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=PHL6xAAwyd%2FOgzNNATygoK6wL%2BYE2tcPqQ4KXJy5w%2Bw%3D&reserved=0). Should you have any difficulty accessing the DOS website, please try using a different web browser.

**Board Information:**

* If you are interested in keeping abreast of industry issues, trends, proposals, etc., you may wish to periodically visit the NYS Appearance Enhancement Advisory Committee page of the DOS website at [https://dos.ny.gov/nys-appearance-enhancement-advisory-committee](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdos.ny.gov%2Fnys-appearance-enhancement-advisory-committee&data=04%7C01%7CDenise.Tidings%40dos.ny.gov%7Cec3ae56a09bf4213c9f608d9db839229%7Cf46cb8ea79004d108ceb80e8c1c81ee7%7C0%7C0%7C637782180400908222%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=rExVd1IEeutTYFUCRU%2Fl3rw0JTMGwOmgtO2%2BSUjRq2Y%3D&reserved=0) (note: you may access this link from the AE Business page of the DOS/Licensing homepage).

**Practical Examiners Needed:**

* DOS is looking to recruit additional practical examiners for our cosmetology, nail specialty, natural hair, and esthetics exams. Below is the letter they have been mailing out to New York State approved Appearance Enhancement schools.
  + ***New York State Department of State***

***Division of Licensing Services***

The Division of Licensing Services is seeking per-diem examiners for Cosmetology, Esthetics and Nail Specialty practical exams.

***Duties Description:***

The Practical Examiner is responsible for administering practical exams and objectively scoring examination procedures for various cosmetology candidates on behalf of the Department of State, Division of Licensing Services.

***Minimum Qualifications:***

Possession of a New York Cosmetology, Esthetics or Nail Specialty License. Individuals must hold Licensure for a minimum of 5 years. Applicants must have the legal right to work in the United States; possess strong customer service skills; be able to work with people under stressful conditions in a calm and courteous manner; be able to stand and walk for the full duration of the exam; be able to lift and move up to 20 lbs.; have the ability to work a flexible schedule - examinations are held weekdays and weeknights, the schedule varies based on location and demand.

***Contact Information:***

If you are interested and qualified, please send a resume to exams@dos.ny.gov with your desired location(s).

***Additional Comments:***

Practical Examiners are compensated $75.00 per exam; the number of days per week/month may vary depending on scheduling needs. Examinations are held Monday thru Friday.

**Albany, Binghamton, Brooklyn, Fairport, Goshen, Levittown, Manhattan, Oakdale, Olean, Plattsburgh, Queens, Rochester, Sanborn, Syracuse, Watertown, West Seneca, Westbury and Yonkers.**

The Department of State is proud to be an equal opportunity employer. We encourage women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity and/or expression, age, veteran status, disability status, arrest record or criminal conviction history, or any other category protected by law.

We are happy to provide reasonable and religious accommodations during the hiring process for those in need. If you have a disability or special need that requires accommodation, please send a request along with your resume to: exams@dos.ny.gov.

**DOS Checklist Email to Licensees:**

* The New York Department of State has received questions about what services can be performed with **Esthetics**, **Cosmetology**, **Nail Specialty**, **Natural Hair Styling** and **Waxing** licenses.
  + DOS created a [Checklist](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDEsInVyaSI6ImJwMjpjbGljayIsInVybCI6Imh0dHBzOi8vZG9zLm55Lmdvdi9hcHBlYXJhbmNlLWVuaGFuY2VtZW50LXByb2NlZHVyYWwtbGlzdD91dG1fbWVkaXVtPWVtYWlsJnV0bV9uYW1lPSZ1dG1fc291cmNlPWdvdmRlbGl2ZXJ5IiwiYnVsbGV0aW5faWQiOiIyMDIzMDUzMC43NzQ2OTg1MSJ9.pE3onqFeB_C08mtrDBaWh-HPHRUg4BBVYM1vWCSJjtQ/s/2956881481/br/203910588116-l) outlining what services can be performed with your license as outlined in Article 27 of the New York State General Business Law.  This list will be updated periodically.
  + For example, only **Cosmetology** licensees can bleach, or color hair and only **Nail Specialty and Cosmetology** licensees can perform manicures.
  + Your hard work, dedication, and commitment to providing quality services and protecting the public earned your Appearance Enhancement license with the New York Department of State. Please only perform services you are licensed to perform - it’s responsible and it’s the law.
  + If you are interested in securing additional licenses to broaden your services, please [Click Here](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDIsInVyaSI6ImJwMjpjbGljayIsInVybCI6Imh0dHBzOi8vZG9zLm55Lmdvdi9hbGwtbGljZW5zZXM_ZiU1QjAlNUQ9ZmlsdGVyX3Rlcm0lM0ExODgxJnV0bV9tZWRpdW09ZW1haWwmdXRtX25hbWU9JnV0bV9zb3VyY2U9Z292ZGVsaXZlcnkiLCJidWxsZXRpbl9pZCI6IjIwMjMwNTMwLjc3NDY5ODUxIn0.LH61a9PV2YFJA1FLBc0oOPICFGK7icitqp7mXP3SqgY/s/2956881481/br/203910588116-l) to learn more about other Appearance Enhancement licenses.

**NYSED Updates/Information:**

**Hours Collection:**

* How schools record program hours for students is a local decision. As long as instructors are attesting that students have completed the required hours within each of the topic areas for appearance enhancement and barbering programs, it is acceptable to utilize whatever system works best for the school and instructor.

**Operational Approval:**

* For information of how to obtain operational approval for licensure areas and to learn about the difference between operational and NYSED approved CTE programs, please visit our [appearance enhancement and barbering programs webpage.](https://www.nysed.gov/career-technical-education/appearance-enhancement-and-barbering-programs)

**Auto-Verification Contact Information:**

* It is important to immediately notify NYSED of any changes in your school’s contact information. NYSED will relay updates to DOS to ensure that their system is kept current and that important information, including student course completion verification, is routed to the appropriate school team member.

**Changes in Work-Based Learning (WBL) Certification Extension:**

* At the April 17, 2023, Board of Regents meeting, the Board approved changes to the structure of New York’s WBL extensions. There will now be a single extension that can oversee GEWEP, CEIP, and CO-OP programs. CO-OP programs in coordination with the CTE teacher from the appropriate CTE content area.
  + If your current extension reads “Career Awareness” or “Career Development”, the name of it will not change. You will have the same abilities to oversee work-based learning programs that you have always had. New extensions will be titled “Coordinator of Work-Based Learning Programs”
  + For additional information and frequently asked questions, please visit the [FAQ document on our web page](https://www.nysed.gov/career-technical-education/news/work-based-learning-coordinator-extension-faq).

**Program Approval:**

* Please remember that if a program faculty member changes in a NYSED-approved CTE program, then an [Approved Program Amendment form](https://www.nysed.gov/career-technical-education/applications-cte-program-approval) will need to be submitted to NYSED to inform our office of the change. Please also include all necessary supporting documentation including copies of their certification (or [TEACH lookup page](https://eservices.nysed.gov/teach/certhelp/search-cert-holder)) and copies of professional licenses (i.e. cosmetology, barbering,).

**Upcoming Dates:**

* June 30: Program re-approval applications due
* August 31: Work-based learning program registrations due
* October 1: Initial program approval applications due

If you have any questions, please call or email me at 518-474-4388 or [Nicole.hadsell@nysed.gov](mailto:Nicole.hadsell@nysed.gov)

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