

South Carolina Board of Cosmetology
South Carolina Department of Labor, Licensing and Regulation

Instructions for Student Time Sheets

The following cosmetology hour reporting forms are to be used for reporting all student enrollments and recording of student hours. This is to be done at a ratio of no more than twenty students per one instructor. All documents must contain the proper signatures, dates and correct times as required by state laws and regulations.

- 1. (CH-001A)** The daily hour sheet to be used for school programs with full time students who sign in and out for lunch.
(CH-001B) Should be used for school programs that have part time students who do not take lunch breaks. This form can also be used by schools to record student make-up hours. These hours must be labeled as make-up hours. All hours are to be recorded by the instructor providing the instruction and should include only **actual** classroom instruction time, minute for minute, as required by the board.

- 2. (CH-002A)** The monthly reporting sheet to be used for recording all students monthly hours. This form is to be used by all schools.

(CH-002B) Should be used by Vocational Schools only, for breaking down student 1500 hours of curriculum. (Contact the Cosmetology Board inspector to obtain this form and instructions for its use). In place of this form, vocational schools may also use the latest edition of the state ACTIVE Associations computer software that is approved by State Board. This form must then be printed monthly to hard copy and properly signed as required by state laws and regulations.

- 3. (CH-003)** The monthly student hour receipt form is used to provide students with a copy of their hours to date each month. This is a two-part form. The top part must be signed and certified by the instructor and given to the student for their records each month. The second part to be kept on file by the school.

- 4. Student Enrollment Form (CH-004).** This form should be submitted to the board within 15 working days of a student enrollment in a school, along with all other required documents.

All of these records are to be kept on file by schools and open for inspection by the board or its agent at any reasonable time.