South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Cosmetology
110 Centerview Dr. • Columbia • SC • 29210
P.O. Box 11329 • Columbia • SC 29211-1329
Phone: 803-896-4588 • BoardInfo@llr.sc.gov • Fax: 803-896-4484
llr.sc.gov/cosmo

PLEASE READ THE COMPLETE DOCUMENT TO ENSURE COMPLIANCE WHEN SUBMITTING A CONTINUING EDUCATION PACKET

To provide Continuing Education, an association or organization must:

- Timely apply to become an Approved CEU Provider. *CEU Application*
- Once an approved provider, a proposed CEU curriculum(s) must be submitted to the Board for review
- Flash drive containing CEU Submission is mailed to: LLR Board of Cosmetology, 110 Centerview Dr, Columbia, SC 29210
- Current CEU providers wishing to renew their previously approved curriculum must submit a Renewal Application by the renewal date. *Renewal Application*

****Please see example of application and packet due dates****

Flash Drive Submission of CEU Courses: What to Include

ALL digital files must be converted to PDF.

1. Table of Contents
2. CEU Submission Form
3. Excel Spreadsheet
4. Course Timeline
5. Course Content / Lesson Plan
6. List of sources for CEU materials
7. Instructor Credentials: Clear copy of current SC Board of Cosmetology Instructors license with a passport-style photo
8. Statement notifying licensee of timeframe in which they must complete the full 4-hr CEU course
9. Log-In Information: Online CEU courses must have a log-in and password for the Board to review curriculum
10. Out-of-State Instructors ONLY: Include clear copies of current licensing credentials and a professional resume. Out-of-state instructors must be approved by the Board prior to providing CE instruction.

In-Person CEU Submission

The following information should be included on a functioning flash drive. Only PDF files accepted.

1. In-Person Checklist *In-Person Checklist*
2. Submission Form *(Last page of this document)*
3. Class Agenda / Timeline
4. Excel Spreadsheet (Digital/Typed): Must include
    - course date
    - provider name
    - course title
    - course type (Licensee or Instructor)
    - location
    - website/email
    - two contact names with phone numbers.
5. Sequential Table of Contents: Including all page numbers
6. Course Materials:
    - Lesson Plans
    - Outlines
    - Handouts
    - Visual Aids
    - Quizzes
7. Comprehensive list of all source materials used
8. Personnel Lists:
    - List of Cosmetology, Esthetics, and Nail Technology Instructors and/or Methods of Teaching Instructors (Board-Approved MOT instructors may teach instructor CE classes)
    - List of Monitors and Alternate Monitors
    - List of Registrants (Note: Monitors cannot also be registrants)

Mandatory for All In-Person CEU Curriculum

- Course Material:
    - Licensee Courses: based on safety, sanitation, and state law, and offered to all three disciplines: Cosmetology, Esthetics, and Nail Technology
    - Instructor Courses: Must focus exclusively on teaching methodologies
- Classroom Ratio:
    - If a class is held within a salon, the instructor-to-student ratio is strictly 15:1 unless the Board grants a specific exception
- Video Recording:
    - ALL classes must be videotaped and made available to the Board upon request
- Time Tracking:
    - Class time must be recorded in one-hour increments (excluding breaks/lunch)
- Monitors:
    - Monitors cannot be instructors and teach class at the same time
- All In-person course dates for approved CEU Providers for Year 1 of the continuing education cycle **must** be included in the packet and submitted by September 30. In-person course dates for approved providers for Year 2 of the cycle must be submitted by September 30 of the following year.

*See Pg.5 for more information for In-Person CEU Providers

Online CEU Submission

The following information should be included on a functioning flash drive. Only PDF files accepted.

1. Online Checklist *Online Checklist*
2. Submission Form *(Last page of this document)*
3. Excel Spreadsheet (Digital/Typed) including:
    - provider name
    - course title
    - website URL
    - administrative login/username
    - course type (Licensee or Instructor)
    - two contact names with phone numbers
4. Course Agenda / Timeline
5. Sequential Table of Contents: Including all page numbers
6. Course Materials:
    - Typed-Out Lesson Plan
    - Outlines
    - Handouts
    - Visual Aids
    - Quizzes
7. Comprehensive list of all source materials used
8. A written statement notifying licensees of the timeframe required to complete the 4-hour course
9. Personnel Lists:
    - List of Cosmetology, Esthetics, Nail Technology, and/or Methods of Teaching Instructors (Board-Approved MOT instructors may teach instructor CE classes)

Mandatory for All Online CEU Curriculum

- Username / Password for Board to review submission
- Pop-up questions must be integrated throughout the course.
- Timer must be used to ensure a full 4-hour duration
- Disabled fast-forwarding
- Time Tracking:
    - Class time must be recorded in one-hour increments (Excluding breaks)

*See Pg.5 for more information for Online CEU Providers

Submission and Review Process

Step 1 - Initial Submission: Full packet submission(s) to the Board with all items and requirements listed on the checklist by September 30th
Step 2 - **Review:** Packets distributed and reviewed by LLR Cosmetology Board Members
Step 3 - **Final Approval:** Packets meeting all Board requirements will be slated for final approval at the November Board meeting

Packets Needing Revisions

Alt. Step 3 – Deficient packet: If a packet does not meet all the requirements for approval, the provider will be notified of required corrections and/or revisions
Step 4 - Resubmission: The provider must then resubmit the proposed course with the required corrections and/or revisions within ten (10) **days before** the November Board meeting

- Untimely Resubmissions will NOT be reviewed in time for approval at the November Board meeting.
    - Packet revisions received *AFTER* the November Board meeting are subject to review pending Board availability
    - If packets resubmitted after the deadline for the November Board meeting are reviewed and the packet meets requirements, the packet may be reviewed for final approval at the January Board meeting

Step 5 - Final Approval: Packets meeting all Board requirements will be slated for final approval at the November or January Board meeting

Common Reasons for Resubmission Requests

Packets are frequently returned for the following non-compliance issues:

- **Technical & Administrative:** Failure to follow the checklist or providing content that cannot be accessed due to technical failures.
- **Verification:** Ensure the flash drive is functional; technical failures will result in a forced withdrawal and resubmission.
- **Licensee Courses:** Must strictly focus on Board law and regulation, client safety, and infection control (sanitation/disinfection).
- **Instructor Courses:** Must focus exclusively on teaching methodologies. *Ex. how to teach ADHD students, classroom setups, engaging the classroom, etc.*
- **Generic Standards:** All programs must be 100% generic. You may not mention, promote, or sell any specific products. This includes, but is not limited to Barbicide, Cavicide, etc.
- **Board Meeting Dates:** In-person classes cannot be held on the day of a scheduled Board meeting. *https://llr.sc.gov/cosmo/cal.aspx*
- **Course Duration:** Courses must total exactly 4 hours of instruction. *Sign-in, breaks, & sign-out are NOT counted for time.*

Submission & Renewal Cycles

- Continuing education courses are approved to be offered during the two-year licensing cycle Jan 2026 - Dec 2027
- License cycles are odd years: 2025, 2027, 2029, etc.
- Approved continuing education courses may be offered from January 1, 2026 through December 31, 2027 *without* having to be reapproved.

(Submission & Review Process continued)

- Packets from approved Providers must therefore be submitted on the following schedule:
    - Initial packet for Board approval at the beginning of the two-year continuing education cycle – received or postmarked on or before **September 30** of every odd year
    - Initial packet for Board approval for the second year of the continuing education two-year cycle– received or postmarked on or before **September 30** of the even year
    - Packets for Board review to renew approval to teach that course in the next license renewal cycle are due by September 30 of every odd year (to begin classes in January of the following year)
    - Revisions to the currently approved continuing education course during the continuing education two-year cycle – received or postmarked on or before September 30 of the even year
    - Dates for *previously approved* In-person CE classes for Year 2 – received or postmarked on or before September 30 of the even year

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IMPORTANT DATES

August 5th (8/5)

- Initial request to become a CE Provider or to be reinstated as a CE Provider
- Applications **must** be submitted to the Board and received or postmarked August 5th of *each* year

March 10th (3/10) ***Odd Years Only*** **-**

- Active CE Providers wishing to renew.
- Renewals are biennial, and renewal applications **must** be received or postmarked on or before **March 10 of every odd year**.

September 30th (9/30)

- CE Provider Packets regarding the Provider's proposed continuing education course(s) **must** be received or postmarked on or before **September 30** of each year for new or revised courses.
- Associations or organizations that do **NOT** submit their initial application or renewal application by the dates listed above will **NOT** be reviewed by the Board to be an approved CE Provider for the following year.
- Approved CE providers who do not timely submit their CE packet by the dates listed above will **NOT** be reviewed by the Board to be an approved CE Provider for the following year.

GENERAL INFORMATION FOR CEU PROVIDERS

1. **Continuing Education Content:** The Board approves the curriculum for all continuing education courses. New content **cannot** be introduced without prior Board approval.

2. **Identification:** Both licensees and instructors must provide two forms of ID (government photo ID and the licensees LLR professional license). For those taking continuing education for purposes of South Carolina endorsement, a copy of their active professional license from their current state is required.

3. **USC Documentation Details:** Submission to the University of South Carolina (USC) must include a verification of attendance form featuring the participant's full name, license credential type, and license number.

4. **USC Document Submission:** CE Providers **MUST** submit all required documentation to USC within 10-days of completion of an in-person or online course. Failure to comply with USC, will require a Board-appearance and may

result in being removed as a CE Provider.

(General Information for CEU Providers continued)

5. **Certificate Policy:** Providers must inform all attendees that they are not considered compliant with renewal requirements until they receive their official certificates directly from USC.

6. **USC Inquires:** For specific questions regarding USC requirements or documentation providers should contact PEP@mailbox.sc.edu.

7. **Monitors and Registrars:** Monitors and registrars for continuing education classes are not required to be licensed.

8. **Out-of-state & guest Speakers:** Out-of-state instructors and guest speakers must submit a copy of their curriculum vitae (CV) for Board approval, prior to being permitted to teach CE material. The amount of time a guest speaker may present material is at the Board's discretion.

9. **Requested Changes:** The Board will consider changes to class dates and/or locations for all in-person providers no more than five times in one year following the September 30th, deadline. CE course changes must be made in writing no less than 45 days prior to the start of the class. All requests must be submitted in writing to BoardInfo@llr.sc.gov.

10. **Course Cancellation: NO APPROVED CLASS MAY BE CANCELLED** without prior Board approval except in the case of an emergency. Approval MUST be sought as soon as possible and MUST be done in writing at BoardInfo@llr.sc.gov. A lack of pre-registered participants is not considered an emergency.

11. **Classroom Space:** Adequate space and seating must be provided for in-person classes to allow all attendees to be able to see and hear all segments of the program.

12. **Board Meeting Days:** No In-person courses are permitted to be taught on a schedule Board meeting date. To view Board meeting dates, please see the Board's calendar.

For further information or to download specific forms, visit the South Carolina Board of Cosmetology website via the Labor Licensing Regulation (LLR) portal.

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CONTINUING EDUCATION SUBMISSION FORM

Request for approval of continuing education programs must meet Cosmetology regulations in the state of South Carolina.

Proposed CE packets must be submitted on or before September 30th.

Name of Course:

_____

Board Approved Cosmetology Association or Organization Conducting CE Program:

_____

I acknowledge that I understand the requirements for CE submission and approval.

_____ _____

Provider Signature Date

FOR BOARD USE ONLY:

APPROVED: _____
CHAIR

DENIED: _____
CHAIR

DATE: _____

EXAMPLE TIMELINE OF CE APPLICATION, RENEWALS & PACKET DUE DATES

All online & in-person CEU curriculum/materials must be approved by the Board before providing instruction to licensees.

For Course Dates: January 1, 2028 – December 31, 2029

Example Timeline of when applications, renewals, packets & revisions are due.

Initial CE Provider Application *(New or Reinstatement)*	**Renewal Application**	**CE Packets Due – ALL CE Providers**	**Final Approval**
August 5, 2026 or before *(Received or Postmarked Date)*	March 10, 2027 *(Received or Postmarked Date)*	September 30, 2027 One (1) Flash Drive with all PDF Documents *(Received or Postmarked Date)*	November Board Meeting

Timeline example of CEU Provider requested revisions to an approved CE packet

Initial CE Application *(New or Reinstate CE Provider)*	**Request to Revise Approved Packet – Updated Packet or New CE Provider Packet**	**Course Material Approval Time Period**
August 5, 2027 or before *(Received or Postmarked Date)*	September 30, 2028 One (1) Flash Drive with all PDF Documents *(Received or Postmarked Date)*	Course dates from January 1, 2029 – December 31, 2029

For Course Dates: January 1, 2030 – December 31, 2031

Timeline examples of when applications, renewals, packets & revisions are due.

Initial CE Application *(New or Reinstate CE Provider)*	**Renewal Application**	**CE Packets Due – ALL CE Providers**	**Final Approval**
August 5, 2028 or before (Received or Postmarked Date)	March 10, 2029 (Received or Postmarked Date)	September 30, 2029 One (1) Flash Drive with all PDF Documents (Received or Postmarked Date)	November Board Meeting

Timeline example of CEU Provider requested revisions to an approved CE packet

Initial CE Application (New or Reinstate CE Provider)	**Request to Revise Approved Packet – Updated Packet or New CE Provider Packet**	**Course Material Approval Time Period**
August 5, 2030 or before (Received or Postmarked Date)	September 30, 2030 One (1) Flash Drive with all PDF Documents (Received or Postmarked Date)	Course dates from January 1, 2031 – December 31, 2031

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In-Person CEU Documentation Checklist

Reminders:

- To submit a Continuing Education (CE) course to the South Carolina Board of Cosmetology, **you must provide one physical 3-ring notebook and one flash drive containing PDF versions of all documents**
- Format: All digital files must be converted to PDF.
- Consistency: The flash drive and physical notebook contents must be identical.
- Instructor Credentials:
  - SC Instructors: Include a clear copy of a current SC Board of Cosmetology instructor's license (with a passport-style photo).
  - Out-of-State Instructors: Include clear copies of current licensing credentials and a professional resume. Out of state instructors must be approved by the Board prior to providing CE instruction.
- Verification: Ensure the flash drive is functional; technical failures will result in a forced withdrawal and resubmission.

____ Table of Contents: Including all page numbers.

____ Continuing Education Submission Form

____ Excel Spreadsheet (digital/typed):
- Course Dates
- Provider Name
- Course Title
- Course Type (Licensee or instructor's course)
- Two (2) contact Names with Numbers
- Website URL (if applicable)

____ Course Content
- Submission Form and Agenda for each course title
- Typed Lesson Plans, Outlines, Handouts, and Visual Aids.

____ List of sources for CEU materials

____ Personnel:
- List of Cosmetology & Method of Teaching Instructors (to include a copy of the instructors SC Board of Cosmetology License)
- List of Monitors and Alternate Monitors
- List of Registrants

If offering more than one type of CEU program, indicate by each, the type of program (either Cosmetology, Esthetics, Nail Technician or Instructor).

*****All on-site classes must be videotaped and available for review by the Board or its designee.**

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Online CEU Documentation Checklist

Reminders:

- To submit a Continuing Education (CE) course to the South Carolina Board of Cosmetology, **you must provide one physical 3-ring notebook and one flash drive containing PDF versions of all documents**
- Format: All digital files must be converted to PDF.
- Consistency: The flash drive and physical notebook contents must be identical.
- Instructor Credentials:
  - SC Instructors: Include a clear copy of a current SC Board of Cosmetology instructor's license (with a passport-style photo).
  - Out-of-State Instructors: Include clear copies of current licensing credentials and a professional resume. Out of state instructors must be approved by the Board prior to providing CE instruction.
- Verification: Ensure the flash drive is functional; technical failures will result in a forced withdrawal and resubmission.

____ Table of Contents: Including all page numbers.

____ Continuing Education Submission Form

____ Excel Spreadsheet (digital/typed):
- Provider Name
- Course Title
- Course Type (Licensee or instructor's course)
- Website URL
- Administrative Login Information (User Name & Password)
- Two (2) contact Names with Numbers

____ Course Content
- Submission Form and Agenda for each course title
- Typed Lesson Plans, Outlines, Handouts, and Visual Aids.
- Pop-up questions must be integrated throughout the course.
- A timer must be used to ensure a full 4-hour duration (disabling fast-forwarding)

____ List of sources for CEU materials

____ Personnel: List of Cosmetology & Method of Teaching Instructors (to include a copy of the instructors SC Board of Cosmetology License)

____ Statement notifying licensee of time within which they must complete the full four-hour CEU course

If offering more than one type of CEU program, indicate by each, the type of program (either Cosmetology, Esthetics, Nail Technician or Instructor).

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CONTINUING EDUCATION PROVIDER RENEWAL APPLICATION

In order to be re-considered for approval to be a provider for the **2028-2030** Continuing Education years, please complete the below fields and submit this application along with a registration certificate from the SC Secretary of State. Renewal Application must be **received** by the SC BOARD OF COSMETOLOGY by **March 10, 2027**, in order to be placed on the July 2027 agenda for review.

Federal Tax ID Number: _____

Name of Association/Organization: _____

Mailing Address: _____
(Street)

_____
(City, State, Zip Code)

Name of Primary Contact: _____

Primary Contact's Title with Association/Organization: _____

Telephone Number(s): _____

Email Address: _____