



THE OHIO STATE BOARD OF COSMETOLOGY

1929 Gateway Circle Grove City, Ohio 43123
Phone: (614) 466-3834 Fax: (614) 644-6880 www.cos.ohio.gov

Field Trip Information

All schools must inform the Board fifteen (15) days prior to any scheduled field trip. The following form must be completed and sent by e-mail to Kyra Tyler at the following e-mail address: kyra.tyler@cos.state.oh.us please do not mail or fax this information.

As a reminder a separate field trip form must be completed for each trip. Once this form has been e-mailed keep the original copy on file at the school for inspection purposes.

Guidelines

1. Instructor/student ratio must be in compliance (1 instructor per 25 students).
2. All students attending must be listed on field trip form.
3. Number of hours students will receive for trip must be indicated on form.
4. Private schools can include up to a total of three (3) hours of travel time per field trip.
5. If travel time is being claimed a computerized map (i.e. Google Maps, MapQuest) indicating distance/travel time must be included with field trip documentation.

