



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

Instructions for completing the Cosmetology School Monthly Attendance and Hours Report

The Monthly Attendance and Hours Report must be submitted by no later than the twentieth (20th) day of the following month. OAC 4713-5-10 (B1)

Schools shall report all withdrawn students with the following month's attendance/Hours report. OAC 4713-5-15

Reports which contain errors will be returned to the school for correction.

All data entered must be typed or legibly printed with blue or black ink.

Reports should be sent via email to Sandra Lee:
sandra.lee@cos.state.oh.us

Section 1	School Data – Must Be Completed In Full
School ID Number	Number assigned by the Board to each individual school
School Name	Full name of school
Address	Complete address of school that is reporting hours
Month	Month/Year of the information being reported
Section 2	Monthly Attendance and Hours Report- Instructions
Student Names	List each student in alphabetical order with last name first
ID# or Last 4 digits of SSN	Student ID number if assigned by Board or last four digits of SSN
Program of Study	Use course code from list on page 2
Enrolled Date	Date which the student begins training. Students will not receive credit for hours unless an enrollment form or electronic file is submitted to the Board by the last day of month. Newly transferred students should also use original enrollment date
Total Hours Previous Month	Total hours to date from previous month
Total Hours Current Month	Total hours accumulated for month reporting
Total Hours to Date	Combined hourly total of previous and current months
Date Discontinued	Last day of instruction
Hours Transferred	Accepted hours transferred in from another school



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Program of Study Course Description

Program	Course Code	Clock Hours
Cosmetologist	<i>COS</i>	1500
Cosmetologist Manager	<i>COSM</i>	300
Managing Cosmetologist	<i>COSMC</i>	1800
Cosmetology Instructor	<i>COSI</i>	1000
Cosmetologist for Ohio Licensed Barber	<i>COS/BARBER</i>	1000
Hair Designer	<i>HD</i>	1200
Managing Hair Designer	<i>HDMC</i>	1440
Hair Designer Manager	<i>HDM</i>	240
Hair Design Instructor	<i>HDI</i>	800
Esthetician	<i>EST</i>	600
Managing Esthetician	<i>ESTMC</i>	750
Esthetician Manager	<i>ESTM</i>	150
Esthetics Instructor	<i>ESTI</i>	500
Manicurist	<i>MAN</i>	200
Managing Manicurist	<i>MANMC</i>	300
Manicurist Manager	<i>MANM</i>	100
Manicurist Instructor	<i>MANI</i>	300
Natural Hair Stylist	<i>NHS</i>	450
Managing Natural Hair Stylist	<i>NHSMC</i>	600
Natural Hair Stylist Manager	<i>NHSM</i>	150
Natural Hair Style Instructor	<i>NHSI</i>	400
Additional Education (Three Time Fail)	<i>AE</i>	

Practical failed three times (ref OAC 4713-7-08 for number of hours) - **PRACTICAL**
 Written failed three times (ref OAC 4713-7-08 for number of hours) – **WRITTEN**