**Section 1175.1130 Recordkeeping – Hours Earned**

a) When determining student hours, a school may define its attendance requirements to include 100 percent attendance for the program length or may allow excused absences for not more than 10 percent of the program for satisfactory completion. Satisfactory completion is defined as completion of all theory and practical work as outlined in the school's curricula.

1) Student attendance policies shall be written and applied uniformly and fairly.

2) The school shall maintain documentation of excused absences for a period of not less than 5 years.

3) The school shall maintain attendance records for each student to verify that the minimum attendance standard set forth by the school is being met.

b) A complete and accurate record of hours of attendance for each student shall be recorded and maintained by the school.

c) If a time clock is used, each student shall punch his/her own time card. No student, teacher or any other person shall punch the time card of another student. If a time clock is not used, there shall be another verifiable method used by the school to record student hours. The records shall be in a form that allows the student to receive a written report of hours earned. This report of hours earned shall be provided to the student on a monthly basis.

d) Credit for hours earned away from the school premises shall be awarded only if students are supervised by a licensed instructor or by a licensed nail technician or a licensed cosmetologist in the case of an internship. Credit hours for outside study may include workshops, educational programs, film demonstrations and internship training in a registered salon.

e) Hours earned away from the school premises shall be recorded on school time forms. These forms shall include: the school seal, name of student, event or program attended, date attended, signature of student and signature of supervising licensed instructor.

f) Instructors shall review monthly the hours earned by each student. Each month the instructor shall issue a signed written report to the student showing the actual number of hours earned by the student.

g) Time cards may be destroyed upon the student's permanent exit from the school and after all hours earned are recorded on the official transcript. The transcript shall be retained indefinitely.

h) An hour is 60 minutes of instruction but not less than 50 minutes.

i) A licensed instructor shall provide on-site supervision for all classroom, practical and clinical instruction. No credit shall be given for unsupervised study.

(Source: Amended at 30 Ill. Reg. 9503, effective May 10, 2006)