**Section 1175.1530 Recordkeeping – Hours Earned**

a) Student Hours. A licensed hair braiding school shall have a written, published attendance policy.

1) When determining student hours, a school may define its attendance requirements to include 100% attendance for the program length or may allow excused absences for not more than 10% 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.

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

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

4) The school must 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 must 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 must 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 qualified teacher who is the holder of a current hair braiding teacher license or cosmetology teacher license issued by the Division or by a licensed cosmetologist or a licensed hair braider in the case of an internship. Credit hours for outside study may include workshops, educational programs, films, 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, signature of supervising licensed teacher.

f) A qualified teacher who is the holder of a current hair braiding teacher license or cosmetology teacher license issued by the Division shall review the hours earned by each student monthly. Each month the teacher shall issue a signed monthly report to the student showing the actual number of hours earned by the student.

g) Time cards may be destroyed after two years from the student's permanent exit from the school and after all hours earned are recorded on the official transcript.

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

i) A qualified teacher who is the holder of a current hair braiding teacher license or cosmetology teacher license issued by the Division shall supervise all classroom and practical instruction. No credit shall be given for unsupervised study.

j) A student enrolled in the 300-hour hair braiding program may practice on the public only after completing 35 hours of general theory, practical application, and technical application instruction as specified in Section 3E-2 of the Act.

k) A student enrolled in the 600-hour or 500-hour hair braiding teacher program may practice student teaching only after completing 20 hours of Educational Psychology and 20 hours of Teaching Methods as specified in Section 1175.1540.

(Source: Added at 35 Ill. Reg. 14983, effective September 9, 2011)