

New York State Education Department
Office of Adult Career and Continuing Education Services
Bureau of Proprietary School Supervision
89 Washington Avenue
Education Building Addition
Room 560 EBA
Albany, NY 12234

Checklist for Curriculum in Appearance Enhancement
(Cosmetology, Esthetics, Nail Technicians, Natural Hair Styling, and Waxing)

Please **CHECK** if you have completed the following:

1. Curriculum title is descriptive and clear, without advertising

2. Selected <Classroom> as **Method of Instruction**

3. Identified students' textbook under **Textbooks and Instructional Aids**

4. **Classroom Equipment** includes sinks with running water, and identifies brands & models

5. Curriculum, including mandatory hours and units, is in accordance with [Appearance Enhancement Law, 19 NYCRR, Part 162](#)

6. Attendance forms track attendance by mandated hours, units, and sub-units. Attendance for each unit is tracked separately. Each day's schedule mentions the sub-unit covered that day, using the exact wording utilized by DOS

7. If decided to use a "walk-through," school shows how it will match the mandated DOS curriculum, and includes the corresponding tracking forms. **School is aware of the potential problems created by using a structure deviating from the DOS structure**

8. For **Nail Technicians** only, [this additional equipment](#) is included