

**New York State Education Department
Bureau of Proprietary School Supervision**
89 Washington Avenue, Room 560 EBA, Albany, New York 12234

TYPE OF APPLICATION

New -	Complete and apply for a NEW CURRICULUM on the BPSS System upload this application under coursework .
Reapproval -	Be sure to update textbooks and/or instructional aids as well as contact information at renewal time. Apply for a CURRICULUM RENEWAL on the BPSS System and upload this application under coursework .

INFORMATION**SCHOOL INFORMATION**

School Name:	E-mail address
Name of Curriculum Contact Person:	
Title:	Telephone:
School Address - Street:	
School Address - City:	State: Zip:

CURRICULUM INFORMATION

Title of Curriculum/ Course: – DISTANCE EDUCATION APPLICATIONS: INCLUDE THE WORD “HYBRID or ONLINE” IN THE TITLE (as applicable)

Total Instructional Hours: 75 hours	Definition of One Instructional Hour: 50 minutes	Language of Instruction:
Method of Instruction: (select one)	Classroom (<i>this curriculum is not eligible for distance education</i>)	

ENTRANCE REQUIREMENTS

(Check all that apply):

High School Diploma/ GED		
Ability to Benefit Exam	(ATB Test Name)	(ATB minimum score)
ESL Placement Test	(ESL Test Name)	(ESL entrance and exit score)
Other (Identify here and in catalog)		

SIGNATURE

Original Signature of Director:

Print/ Type Name:

Date:

OCCUPATIONAL OBJECTIVE**COURSEWORK: BREAKDOWN OF UNITS AND HOURS**

List the courses/ units in the order in which instruction will take place.

Place an asterisk (*) next to any courses/ units which can be offered in any sequence within the curriculum.

In the second column note the predominant focus of the course/unit, either "T" for theory, "S" for skill, or "I" for internship/ externship. List only one letter for each course/ unit. List the number of hours offered for each course/ unit in the third column. For distance education applications only, enter the number of hours to be offered in the classroom in the fourth column and in the fifth column state the number of hours to be offered online. Please attach a complete content outline as requested at the end of this application.

Distance education applications require completion of the Distance Education Addendum.

Use additional sheets if necessary.

Course/Unit Title	Course/Unit Focus (T, S, I)	Total Hours	Classroom hours*	Online Hours*
Professional Requirements		10		
Safety and Health		20		
Skin Structure, Disorders and Diseases		10		
Removal of Superfluous Hair		35		
TOTAL HOURS FOR EACH COLUMN:		75		

**This curriculum is not eligible for distance education.*

REQUIRED ATTACHMENTS FOR THIS APPLICATION:

Curriculum application information and documents are available on our website:

<https://www.acces.nysed.gov/bpss/curriculum-information>.

To complete your application, the following documents may be required. Upload required documents (.pdf only) to the “**coursework details**” section of the system application in the BPSS portal:

☐ **Coursework in Languages Other Than English (LOTE)** documents to be uploaded to “Coursework details” in the BPSS system application:

- Requirements: [https://www.acces.nysed.gov/bpss/curriculum-information#Other than LOTE](https://www.acces.nysed.gov/bpss/curriculum-information#Other_than_LOTE)
- Form: <https://www.acces.nysed.gov/sites/acces/files/bpss/bpss-128-lote-form.pdf>

NYS DOS Esthetics Program Content Outline

PROFESSIONAL REQUIREMENTS—10 HOURS

- New York State License Requirements
- State and Federal Payroll Requirements
- New York State Sales Tax Requirements
- Career Opportunities and Placement
- Professional Ethics, Conduct and Attitude
- Professional Organizations, Trade Shows and Publications
- View and discuss the mandatory Domestic Violence and Sexual Assault Awareness online course

Subject 2

SAFETY AND HEALTH — 20 HOURS

- New York State Laws, Rules and Regulations
- OSHA Regulations Concerning Hazardous Materials Communications
- Types and Classification of Infectious Organisms
 - Bacteria
 - Viruses
 - Mold and Fungus
- Growth and Reproduction of Infectious Organisms

- Infections and Their Prevention
- Immunity and Body Defenses
- Decontamination and Infection Control
- Physical and Chemical Agents

Subject 3

SKIN STRUCTURE, DISORDERS AND DISEASES — 10 HOURS

- Histology of the Skin and its Functions
- Skin Disorders and Diseases
- Hair Structure and Functions With Relation to Waxing

Subject 4

REMOVAL OF SUPERFLUOUS HAIR — 35 HOURS

- Theoretical Overview of Permanent Methods (Electrolysis, Thermolysis, Blend)
- Temporary Methods of Hair Removal
 - Manual tweezing
 - Depilatory lotion
 - Waxing (strip and non-strip)