

# STATE BOARD OF COSMETOLOGY

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 State Board of Cosmetology  
 2601 North Third Street  
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## QUARTERLY HOUR REPORTS FOR STUDENTS

**INSTRUCTIONS**

1. All information must be typed.
2. All cosmetology schools are required to submit a quarterly hour report to the State Board of Cosmetology by January 15, April 15, July 15 and October 15.
3. A separate report must be completed for each curriculum. The State Board of Cosmetology cannot recognize hours earned in excess of the number of required curriculum hours.
4. Each report must contain an alphabetical listing of all students who earned hours in that curriculum during the quarter. Computer print-outs are acceptable provided all student information as shown on the report is included, and provided the print-outs are on 8½” by 11” paper.
5. If submitting computer print-outs, one Board report form must be included to be used as a cover sheet, properly signed and notarized.

<b>School Name:</b>		<b>School License #</b>	
<b>School Address:</b>			
<b>QUARTER</b> (check applicable block)			
<input type="checkbox"/> Jan., Feb., Mar. YEAR: _____	<input type="checkbox"/> Apr., May, June YEAR: _____	<input type="checkbox"/> July, Aug., Sept. YEAR: _____	<input type="checkbox"/> Oct., Nov., Dec. YEAR: _____
<b>COURSE OF STUDY</b> (check applicable block)			
<input type="checkbox"/> Nail Technician	<input type="checkbox"/> Esthetician	<input type="checkbox"/> Cosmetologist	<input type="checkbox"/> Teacher
<input type="checkbox"/> Natural Hair Braider			

**TEACHERS NAMES AND LICENSE NUMBERS:** Note: If you are including more than one Board report form or computer print outs, please provide each teacher’s name and license number only once. Do not repeat names and license numbers on subsequent documents.

TEACHER’S NAMES	LICENSE NUMBERS

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