

CONTINUING EDUCATION APPROVAL REQUIREMENTS

Continuing education is required for certain licensees in Mississippi according to Chapter 7 of the Mississippi State Board of Cosmetology and Barbering Rules and Regulations. Continuing education courses ("CE") must be approved by the Mississippi State Board of Cosmetology and Barbering ("Board").

1. Course Requirements

- a. **Records Retention.** Each CE provider must retain a "sign in sheet" with the signature of the participant and copies of any promotional material for at least four (4) years following each program.
- b. **Certificate.** The provider must furnish each participant with a certificate or letter of attendance verifying that the program has been completed. The certificate or letter shall not be issued until completion of the program and shall contain the provider's name and number, the title of the program and instructor, the date, the number of CE hours, and the Mississippi licensee's name and license number. A CE certificate cannot be issued for hours in excess of the Board approved CE number of hours.
- c. **Course Content.** CE courses will be considered for approval in Mississippi if the course is relevant to Mississippi's scope of practice and focused on increasing the participant's professional competency.
- d. **Monitor.** All courses are subject to monitoring by the Board or a Board designee.

2. Application for Approval

- a. **Application Required.** Each CE provider must complete the application found on the Board's webpage or otherwise may be made available by the Board. The completed application must be submitted to the Board for consideration no later than thirty (30) days prior to the date of the proposed CE.
- b. **Supporting Documentation.** All advertisements, course outlines, and the CV for each presenter be submitted along with the application.

3. Approval, Denial, & Appeal

- a. **Approval or Denial.** Approval or denial of a CE will be provided in writing. An approval will include the hours as well as the licensure category (i.e. cosmetology, barbering, esthetics, nail technology, instructor) for which the CE is approved. Each course approval will be for a two (2) year period terminating at the end of the month in which it was approved.
- b. **Alteration Prohibited.** Once a CE is approved, the course cannot be substantially altered without the provider needing to resubmit the course for approval. A substantial alteration is a change that would modify the CE time or the course topics.
- c. **Authority to Revoke Approval.** The Board retains the right and authority to audit/monitor CE providers and programs. The Board may at any time evaluate any provider and/or CE program and may deny or revoke the provider and/or CE program for good cause.
- d. **Appel.** If a provider or CE program is denied by the Board, the provider may request, in writing, that the Board reconsider and provide any information needed to support the request. The provider may request an informal conference which may be attended by the executive director, attorney for the Board, and designated Board member. Additionally, the provider may complete an agenda request to address the full Board.