



The mission of the Ohio State Board of Cosmetology is to protect and support the public through regulation and education while promoting the

JAMES P. TRAKAS, Executive Director

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HAIRDIRECTIONS,INC
311 6TH ST
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Approved Course Credit Hours: **8 hours**
Approved CE Course Number: **{number not listed per OH requirements}**
Approved Course Name: **4 FUN ONLINE VIDEOS:OHIO 8 HOUR CE**

Approved for CE hours only when held **between February 1, 2011 and January 31, 2013**

Approved only for the following licensees:

Cosmetologist and Managing Cosmetologist
Hair Designer and Managing Hair Designer

Under no circumstance can a course approval number be published on any advertisements, websites, online testing sites, correspondence books, etc. Continuing Education (CE) approval numbers should only be provided to a licensee upon completion of the course. Failure to comply could result in disciplinary action.

Instructions for the electronic submission of course date notification and electronic submission of attendee sign-in sheets are available on the Board web site at www.cos.ohio.gov.

Course date notification is required at least twenty-four (24) hours prior to giving any class.

Certificate of Completion

A certificate of completion must be given to attendees immediately upon completion of any CE course. The certificate must include the CE Course Approval Number, Name of course, class date, CE hours, and Provider name. Score received on test must be included for Correspondence and Internet courses.

Electronic list of course attendance (sign-in sheets)

A list of all licensees completing the course **must be emailed to** cathy.franklin@cos.state.oh.us in an **Excel spreadsheet attachment**. Listings of licensees completing the course will **only be accepted in this format**. This submission must be received by the Board within **fifteen (15) days** of course completion.

Record(s) of attendance must be maintained by the Provider for a minimum of four years.

Sincerely,
Cathy Franklin
Continuing Education Administration