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Sequence Number: 01-06-10  
Rule ID(s): 4597-5698  
File Date: 01/07/2010  
Effective Date: 04/07/2010

# Rulemaking Hearing Rule(s) Filing Form

*Rulemaking Hearing Rules are rules filed after and as a result of a rulemaking hearing. TCA Section 4-5-205*

<b>Agency/Board/Commission:</b>	Tennessee Board of Electrolysis Examiners
<b>Division:</b>	
<b>Contact Person:</b>	Mona Nicole Jean-Baptiste
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**Revision Type (check all that apply):**

- Amendment  
 New  
 Repeal

**Rule(s) Revised** (ALL chapters and rules contained in filing must be listed here. If needed, copy and paste additional tables. Please enter only **ONE** Rule Number/RuleTitle per row)

Chapter Number	Chapter Title
0540-01	General Rules Governing Electrology, Electrologists and Electrology Instructors
Rule Number	Rule Title
0540-01-.04	Qualifications for Licensure

Chapter Number	Chapter Title
0540-03	General Rules Governing Schools of Electrology
Rule Number	Rule Title
0540-03-.04	Standards for License

(Place substance of rules and other info here. Statutory authority must be given for each rule change. For information on formatting rules go to <http://state.tn.us/sos/rules/1360/1360.htm>)

Substance of Proposed Rules

Chapter 0540-1  
General Rules Governing Electrology, Electrologists and Electrology Instructors

Chapter 0540-3  
General Rules Governing Schools of Electrology

Amendments

Rule 0540-1-.04, Qualifications for Licensure, is amended by deleting subparagraph (1) (c) (3) in its entirety.

Authority: T.C.A. §§ 63-26-108, 63-26-111 and 63-26-119.

Rule 0540-3-.04, Standards for License, is amended by deleting subparagraph (4) (b) in its entirety and renumbering the current subparagraphs (4) (c) and (d) as subparagraphs (4) (b) and (c) respectively.

Authority: T.C.A. §§ 63-26-108, 63-26-111 and 63-26-119.

\* If a roll-call vote was necessary, the vote by the Agency on these rulemaking hearing rules was as follows:

Board Member	Aye	No	Abstain	Absent	Signature (if required)
Richard A. Collier	X				
Jewel M. Dedmon	X				
Dorothy T. Goode	X				
Eldon Pippin				X	

I certify that this is an accurate and complete copy of rulemaking hearing rules, lawfully promulgated and adopted by the Tennessee Board of Electrolysis Examiners (board/commission/ other authority) on 01/15/2009 (mm/dd/yyyy), and is in compliance with the provisions of TCA 4-5-222.

I further certify the following:

Notice of Rulemaking Hearing filed with the Department of State on: 09/10/08

Notice published in the Tennessee Administrative Register on: 10/15/08

Rulemaking Hearing(s) Conducted on: (add more dates). 01/15/09

Date: January 16, 2009

Signature: Mona Nicole Jean-Baptiste

Name of Officer: Mona Nicole Jean-Baptiste

Title of Officer: Assistant General Counsel

Subscribed and sworn to before me on: January 16, 2009

Notary Public Signature: [Signature]

My commission expires on: 1/23/2010



All rulemaking hearing rules provided for herein have been examined by the Attorney General and Reporter of the State of Tennessee and are approved as to legality pursuant to the provisions of the Administrative Procedures Act, Tennessee Code Annotated, Title 4, Chapter 5.

[Signature]  
Robert E. Cooper, Jr.  
Attorney General and Reporter  
12-28-09  
Date

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Filed with the Department of State on: 1/7/10

Effective on: 4/7/10

[Signature]  
Tre Hargett



## **Public Hearing Comments**

One copy of a document containing responses to comments made at the public hearing must accompany the filing pursuant to T.C.A. §4-5-222. Agencies shall include only their responses to public hearing comments, which can be summarized. No letters of inquiry from parties questioning the rule will be accepted. When no comments are received at the public hearing, the agency need only draft a memorandum stating such and include it with the Rulemaking Hearing Rule filing. Minutes of the meeting will not be accepted. Transcripts are not acceptable.

### Regulatory Flexibility Addendum

Pursuant to Public Chapter 464 of the 105<sup>th</sup> General Assembly, prior to initiating the rule making process as described in § 4-5-202(a)(3) and § 4-5-202(a), all agencies shall conduct a review of whether a proposed rule or rule affects small businesses.

(If applicable, insert Regulatory Flexibility Addendum here)

#### REGULATORY FLEXIBILITY ANALYSIS

- (1) Type or types of small business subject to the proposed rule that would bear the cost of, and/or directly benefit from the proposed rule:

- (a) Persons interested in pursuing careers in electrology; and
- (b) Schools of electrology.

- (2) Identification and estimate of the number of small businesses subject to the proposed rule:

The proposed rule changes would affect all schools of electrology and all new licensees. There is currently one (1) licensed school of electrology and the Board grants approximately four (4) new licenses annually.

- (3) Projected reporting, recordkeeping and other administrative costs required for compliance with the proposed rule, including the type of professional skills necessary for preparation of the report or record:

The proposed amendments which have economic impact on small businesses have no increased or new reporting, recordkeeping and other administrative costs that are required for compliance.

- (4) Statement of the probable effect on impacted small businesses and consumers:

- (a) The relaxed education requirements may increase the number of individuals who decide to enter the field. The increased number of persons interested in entering the field may increase enrollment in schools of electrology. An increase in licensed electrologists will increase consumer access to skilled licensed electrologists.

- (5) Description of any less burdensome, less intrusive or less costly alternative methods of achieving the purpose and/or objectives of the proposed rule that may exist, and to what extent, such alternative means might be less burdensome to small business:

There is no less burdensome means to accomplish the purpose of this rule amendment.

- (6) Comparison of the proposed rule with any federal or state counterparts:

Federal: The Board is not aware of any federal counterparts. Electrologists are not licensed by the federal government.

State: The Board's proposed rule amendment is consistent with the qualifications for licensure in other states who regulate the practice of electrology.

- (7) Analysis of the effect of the possible exemption of small businesses from all or any part of the requirements contained in the proposed rule.

Exempting persons interested in pursuing electrology from the relaxed education prerequisites will negate the efficacy of the rule as amended. With regard to schools of electrology, providing an exemption would nullify the amended rule.

## Additional Information Required by Joint Government Operations Committee

All agencies, upon filing a rule, must also submit the following pursuant to TCA 4-5-226(i)(1).

- (A)** A brief summary of the rule and a description of all relevant changes in previous regulations effectuated by such rule;

Rule 0540-01-.04, Qualifications for Licensure, articulates the requirements a candidate for licensure must meet prior to board approval. The amendment to Rule 0540-01-.04 deletes subsection (1)(c)(3) in its entirety to remove the educational requirements that exceed the requirements of the statute to encourage more entrants into the profession.

Rule 0540-03-.04, Standards for License, details the curriculum schools of electrology must teach in order to adequately prepare students for licensure. The rule amendment is intended to remove superfluous language in subsection (4)(b) and renumbers the remaining sections accordingly.

- (B)** A citation to and brief description of any federal law or regulation or any state law or regulation mandating promulgation of such rule or establishing guidelines relevant thereto;

There are no state or federal laws or regulations that mandate the aforementioned amendment.

- (C)** Identification of persons, organizations, corporations or governmental entities most directly affected by this rule, and whether those persons, organizations, corporations or governmental entities urge adoption or rejection of this rule;

Persons interested in pursuing careers in electrology and Schools of electrology.

- (D)** Identification of any opinions of the attorney general and reporter or any judicial ruling that directly relates to the rule;

The Department of Health is unaware of any opinion of the attorney general or any judicial ruling which directly relates to these rules.

- (E)** An estimate of the probable increase or decrease in state and local government revenues and expenditures, if any, resulting from the promulgation of this rule, and assumptions and reasoning upon which the estimate is based. An agency shall not state that the fiscal impact is minimal if the fiscal impact is more than two percent (2%) of the agency's annual budget or five hundred thousand dollars (\$500,000), whichever is less;

The proposed amendments will not increase state or local government expenditures.

- (F)** Identification of the appropriate agency representative or representatives, possessing substantial knowledge and understanding of the rule;

Karen Robinson, Administrator for the Board of Electrolysis Examiners and I, Mona Nicole Jean-Baptiste, as Counsel for the Committee, possess substantial knowledge and understanding of these rules

- (G)** Identification of the appropriate agency representative or representatives who will explain the rule at a scheduled meeting of the committees;

I, Mona Nicole Jean-Baptiste, will explain these rules at any scheduled meetings of the committees.

- (H)** Office address and telephone number of the agency representative or representatives who will explain the rule at a scheduled meeting of the committees; and

I may be reached at Department of Health, Office of General Counsel, Plaza I, Suite 210, 220 Athens Way, Nashville, Tennessee; Ph: 615.741.1611.

**(I)** Any additional information relevant to the rule proposed for continuation that the committee requests.

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(Rule 0540-1-.03, continued)

The provisions of these rules do not apply to a person if that person is preparing for the practice of electrology under a qualified electrology instructor in a training facility approved by the Board of Electrology.

- (5) Persons engaging in the instruction of electrology without being licensed or expressly exempted by the laws are in violation of division law, T.C.A. § 63-1-123.

**Authority:** T.C.A. §§ 4-5-202, 4-5-204, 63-1-123, 63-26-108, 63-26-119, 63-26-122, and 63-26-123. **Administrative History:** Original rule file May 3, 1976; effective June 2, 1976. Repeal filed September 29, 1989; effective November 13, 1989. New rule filed December 28, 1995; effective March 12, 1996.

**0540-1-.04 QUALIFICATIONS FOR LICENSURE.**

- (1) To qualify for licensure as an electrologist by examination, the applicant must:

- (a) Be at least 18 years of age;
- (b) Be of good moral character;
- (c) Have completed the following education:
  - 1. Graduation from an accredited high school or completion of equivalent recognized education: and
  - 2. Successful completion of an electrology education program approved by the Board. The electrology training curriculum must have been at least 600 hours (175 theory and 425 clinical practice pursuant to Rule 0540-3-.04). Additionally, the electrology training must have been completed within a twelve (12) month time frame from the date started, and must have been completed prior to taking the practical examination described in Rule 0540-1-.08; and
  - ~~3. Successful completion of general (college level) education courses which shall not include remedial and developmental courses, for at least the following specified number of semester hours:~~

Course	Semester Hours
(i) Anatomy and Physiology	8
(ii) Psychology I and II	6
(iii) General Biology or Microbiology	4
(iv) Personal Health, Personal Hygiene or equivalent	2
Total	20

- (d) Pass the electrology examination pursuant to Rule 0540-1-.08.
- (2) To qualify for licensure as an electrologist without examination and without licensure in another state, the applicant must:

(Rule 0540-1-.04, continued)

- (a) Meet the requirements of Rule 0540-1-.04 (1) (a) and (b) and Rule 0540-1-.04 (1) (c) 1.;
  - (b) Provide documentation of having practiced electrology five (5) years or more in a state which does not require a license for such practice by submitting photocopies of paychecks, paycheck stubs, Internal Revenue Service (IRS) Forms W-2 or 1099-Misc., Schedules C or C-EZ for IRS Form 1040, or Schedule K-1 for IRS Form 1065 to verify proof of income (or loss) from the practice of electrology; and
  - (c) Cause documentation to be submitted from the certifying agency directly to the Board administrative office that he/she is a Certified Professional Electrologist (CPE) certified by the American Electrology Association, or is a Clinical Certified Electrologist (CCE) or Clinical Medical Electrologist (CME) certified by the Society of Clinical and Medical Electrologists.
- (3) To qualify for an electrologist limited licensure the applicant must:
- (a) Be at least 18 years of age;
  - (b) Have completed the following education:
    - 1. Graduation from an accredited high school or completion of equivalent recognized education; and
    - 2. Successful completion of at least six hundred (600) hours of electrology practice, under the direct supervision of a dermatologist and pursuant to T.C.A. § 63-26-111. Such training must have been completed within a twelve (12) month time frame from the date started, and must have been completed prior to taking the practical examination described in Rule 0540-1-.08;
  - (c) Have filed a Notification of Training form with the Board at least ten days prior to beginning the electrology limited licensure training program,
  - (d) Provide an original written statement from the supervising dermatologist that he provided direct supervision during the limited license training, the provisions of T.C.A. 63-26-108 (b) notwithstanding; and
  - (e) Pass the electrology examination pursuant to Rule 0540-1-.08.
- (4) To qualify for licensure as an electrologist by reciprocity (licensed in another state), the applicant must:
- (a) Hold a valid, unrestricted license in another state which has licensing requirements that are substantially equivalent to those of Tennessee, and
  - (b) Provide adequate evidence that the electrology license held in another state was obtained after passing an examination which is substantially equivalent to the examination required by Rule 0540-1-.08.
- (5) To qualify for licensure as an electrology instructor the applicant must:

(Rule 0540-1-.04, continued)

- (a) Hold a valid, unrestricted electrology license in Tennessee;
  - (b) Provide an affidavit or evidence of practicing electrology for at least five of the last ten years prior to application;
  - (c) Successfully complete general education courses pursuant to Rule 0540-1-.04(1)(c)3; and
  - (d) Pass the electrology instructor examination pursuant to Rule 0540-1-.08.
- (6) To qualify for licensure, internationally educated applicants, in addition to meeting the requirements specified in either Rule 0540-1-.04 (1), (3), (4) or (5), must:
- (a) Have education credential evaluated by either a professional credentialing agency or an institution of higher education (college or university). The results of such evaluation must be submitted directly to the Board's administrative office from the evaluator on the evaluator's official letterhead and contain an original signature, and
  - (b) Provide documentation of legal entry into the United States (certified photocopy of visa, naturalization papers or passport).
- (7) To qualify for an upgrade from limited license to electrologist license the applicant must:
- (a) Hold a current limited license issued by the Board; and
  - (b) Provide evidence of having completed the educational requirements pursuant to Rule 0540-1-.04(1)(c); and
  - (c) File an application for licensure, pursuant to Rule 0540-1-.05(1) and pay the application, state regulatory and license fees pursuant to Rule 0540-1-.06.

**Authority:** T.C.A. §§ 4-5-202, 4-5-204, 63-26-101, 63-26-108, 63-26-111, 63-26-112, 63-26-113, 63-26-115, 63-26-117, and 63-26-119. **Administrative History:** Original rule file May 3, 1976; effective June 2, 1976. Repeal filed September 29, 1989; effective November 13, 1989. New rule filed December 28, 1995; effective March 12, 1996. Amendment filed January 31, 2000; effective April 15, 2000. Amendment filed March 19, 2001; effective June 2, 2001. Amendment filed December 20, 2005; effective March 5, 2006. Amendment filed August 18, 2006; effective November 1, 2006. Amendment filed ; effective .

**0540-1-.05 PROCEDURES FOR LICENSURE.** To become licensed to practice as an electrologist or electrology instructor in Tennessee a person must comply with the following procedures and requirements.

- (1) An applicant shall obtain an application form from the Board's administrative office.
- (2) An applicant shall respond truthfully and completely to every question or request for information contained in the form and submit it along with all documentation and fees required by the form and this rule to the Board's administrative office. It is the intent of this rule that all steps necessary to accomplish the filing of the required documentation be completed prior to filing an application and that all documentation be filed simultaneously.

(Rule 0540-3-.02, continued)

- (2) Any school of electrology which possesses a valid unsuspended and unrevoked license has the right to use the title school of electrology. No other school shall assume this title on any work, letter, sign, figure, advertisement, or device to indicate that the school using the same is a licensed school of electrology. The work performed includes electrology or the teaching of electrology services to the public.

*Authority:* T.C.A. §§4-5-203, 4-5-204, 63-26-108, 63-26-111, 63-26-112, 63-26-119, and 63-26-122.

*Administrative History:* Original chapter filed December 15, 1988; effective January 29, 1989. Amendment filed January 5, 1990; effective February 19, 1990. Repeal and new rule filed December 28, 1995; effective March 12, 1996.

#### 0540-3-.03 NECESSITY OF LICENSURE.

- (1) Before a person may open a school of electrology, the person shall submit an application to the board's administrative office and secure the board's approval of the application.
- (2) No school of electrology shall operate without a valid license issued by the board. Any school of electrology which opens or operates without being licensed or expressly exempted by the laws is in violation of division law, T.C.A. §63-1-123.
- (3) No other person may provide instruction in a school of electrology unless the person holds a current electrologist license and a current electrology instructor license issued by the board.
- (4) Before a person may provide limited licensure instruction, he must be a board certified or board eligible dermatologist who has provided to the board's satisfaction evidence of continuing education in electrology theory and practice.

*Authority:* T.C.A. §§4-5-202, 4-5-204, 63-1-123, 63-26-108, 63-26-119, 63-26-122, and 63-26-123.

*Administrative History:* Original rule filed September 29, 1989; effective November 13, 1989. Amendment filed September 29, 1989; effective November 4, 1991. Repeal and new rule filed December 28, 1995; effective March 12, 1996.

**0540-3-.04 STANDARDS FOR LICENSE.** The following shall constitute minimum standards required to be furnished on a nondiscriminatory basis to all students before any school will be granted a license:

- (1) Staff
  - (a) Program Director. Each school shall at all times be under the direction and supervision of a licensed practicing electrologist, who also is licensed as an electrology instructor and who is recognized by the Council of Electrolysis Education or the National Electrolysis Organization or an equivalent organization. The program director of each school shall be responsible for the organization, administration, development, and general effectiveness of the electrolysis training program.
  - (b) Instructional Staff. Any person teaching in the school of electrology shall meet the qualifications for and be licensed pursuant to T.C.A. §63-26-112 as an electrology instructor.
- (2) Facilities - All buildings where courses of instruction are being conducted must comply with all municipal, county, state, and federal regulations as to fire, safety, health, and sanitation codes or regulations.

(Rule 0540-3-.04, continued)

(3) Equipment

(a) Each electrology school shall maintain the following equipment on the school's premises at all times:

1. One high frequency or thermolysis machine;
2. One galvanic or electrolysis machine or one combination machine;
3. One dozen epilation probes or needles of size 002, 003, 004;
4. Adequate lamps and light bulbs for illuminating treatment areas;
5. Treatment table and chair for patients and adjustable stool for operator;
6. A towel and utility cabinet;
7. Covered containers for all lotions, soaps, sterilizing agents, cotton swabs and tissues necessary for electrolysis treatment;
8. Fine pointed epilation forceps; and
9. Sterilization equipment sufficient to insure against the spread of infectious diseases.

(b) All equipment shall be maintained in good working order and shall be updated as required.

(4) Curriculum

(a) A person wishing to obtain board approval for a school of electrology shall provide and maintain a course of study of at least 600 hours, 175 hours of theory and 425 hours of clinical practice training. The curriculum for a school of electrology shall include the following:

Subject	Hours
1. Electrology Theory	
(i) General Orientation	3
(I) History of Electrology	
(II) School Program/School Rules	
(III) State law and regulations	
(IV) Supplies	
(ii) Causes of Hair Problems	15
(iii) Structure of Hair and Skin	27
(I) Skin Structure	

(Rule 0540-3-.04, continued)

	(II)	Functions of Skin	
	(III)	Insertion	
	(IV)	Histology of Lilo sebaceous Unit	
		I. Types of hair structure	
		II. Follicle structure - lanugo, terminal	
		III. Hair growth/re-growth	
		IV. Dermatology/Trichology	
(iv)		Neurology and Angiology	10
	(I)	Central Nervous System	
	(II)	Circulatory System	
(v)		Microbiology, Bacteriology and disinfecting, Hygiene	10
	(I)	Pathogenic and non-pathogenic	
	(II)	Growth/reproduction	
	(III)	Infection/viruses	
	(IV)	Methods of sterilization	
(vi)		Principles of Electricity and Equipment	10
(vii)		Modalities of Electrology	75
	(I)	Electrolysis	
		I. Single needle method	
		II. Multiple needle method	
	(II)	Thermolysis	
		I. Manual	
		II. Automatic	
	(III)	Blend	
(viii)		General Treatment Procedure	15
	(I)	Consultation	
	(II)	After Treatment	

(Rule 0540-3-.04, continued)

- (ix) Development of a Practice 10
  - (I) Office procedures and management
  - (II) Bookkeeping and accounting
  - (III) Public relations and advertising
- 2. Clinical Experience (Supervised)
  - (i) The clinical experience shall consist of actual electrolysis treatments applied to the following areas of the human anatomy for at least the following specified number of hours:
    - (I) Legs {including lower legs, thighs, knees, and toes) 90
    - (II) Arms (including lower and upper arms, elbows, and fingers) 90
    - (III) Face including chin, checks, skin area around the eyes, lips, nose, forehead and ears) 155
    - (IV) Torso (including throat, napeline, underarm, chest, breast, back and abdomen) 90
  - (ii) Hours spent in clinical treatment of patients
    - (I) Students shall adhere to the following limitations in the clinical treatment of patients with electrolysis:
      - I. No more than two (2) hours per day during the first fifty (50) hours of the required 425 hours of clinical treatment of electrolysis patients;
      - II. No more than three (3) hours per day during the next 200 hours of such clinical work; and
      - III. No more than four (4) hours per day during the remaining hours of such clinical work;
      - IV. No student shall engage at any one time in the continuous clinical treatment of an electrolysis patient in excess of one and one half hours.

~~(b) Successful completion of general (college level) education courses which shall not include remedial and developmental courses, for at least the following specified number of semester hours:~~

Course	Semester Hours
1. Anatomy and Physiology	8

(Rule 0540-3-.04, continued)

2.	Psychology I and II	6
3.	General Biology or Microbiology	4
4.	Personal Health, Personal Hygiene or equivalent	2
	Total	20

(e**b**) Each electrology school shall at all times provide a curriculum necessary to satisfy the instruction and clinical experience required in electrolysis necessary for licensure as provided for in these rules.

(e**c**) In performing the electrolysis treatment specified in this rule, due consideration must be given to the various positions and techniques of electrolysis treatment as well as the relative skin conditions before and after electrolysis treatment.

(5) Student Practice

(a) A school shall not permit a student with less than 120 hours of training to perform electrology services on the public. The 120 school hours shall consist of not less than 35 classroom theory hours and not less than 85 hours of practical study.

(b) A student, before receiving a license, shall not practice electrology on the public outside the school.

(c) Identification. Students and limited license trainees shall be required to wear a name badge indicating "STUDENT".

(d) A student practicing on the public outside the school or outside the approved limited license training program may be deemed ineligible to take the state board examination.

(6) Student Records

(a) A school shall keep permanent records of students which shall be maintained not less than five years after termination of training. The record will include all of the following:

1. A summary of the student's attendance record
2. A summary of the student's training
3. The date of the student's enrollment
4. The student's final grades and completion date
5. A copy of the student's contract

(b) A school shall keep temporary records of students which shall be maintained for two (2) years after the termination of training and which shall include the following:

(Rule 0540-3-.04, continued)

1. The daily attendance record
  2. A daily record of the type of services and practical applications performed
  3. Progress records
- (7) Fees for treatment by electrolysis performed by a student are prohibited. No electrology school or student enrolled in such school shall directly or indirectly accept any remuneration or make any charge for services rendered to patients by the students of such school, provided; however, a nominal charge may be made to cover expenses of equipment and materials used in the treatment of such patients.
- (8) Restriction on training time period.
- (a) No student shall be permitted to spend time in training, in excess of five (5) days per week and six (6) hours per day.
  - (b) All students, including limited license trainees, shall have completed the electrology theory and clinical training within a twelve (12) month time frame from the date started.
- (9) Completion of Training. Upon completion of the training:
- (a) The program director must submit to the Board's administrative office sufficient evidence documenting that the student has satisfactorily completed the course curriculum pursuant to this rule; and
  - (b) The student must apply for licensure pursuant to Rule 0540-1-.05.
- (10) Posting of board Law and Rules and Regulations. Each school shall routinely obtain a copy of the Board's law and rules to be posted in a conspicuous place within the school.
- (11) School records shall be open to inspection and photo copying by the Board upon reasonable notice and during business hours.

**Authority:** T.C.A. §§4-5-202, 4-5-204, 63-26-101, 63-26-108, 63-26-111, and 63-26-119. **Administrative History:** Original rule filed September 29, 1989; effective November 13, 1989. Amendment filed July 20, 1992; effective September 3, 1992. Repeal and new rule filed December 28, 1995; effective March 12, 1996. Amendment filed January 31, 2000; effective April 15, 2000. Amendment filed ; effective .

**0540-3-.05 PROCEDURES FOR LICENSE.** To acquire a license to operate a school of electrology in Tennessee a person must comply with the following procedures and requirements.

- (1) Obtain an application form from the Board's administrative office.
- (2) Applications for licensure will be accepted throughout the year. However, an application to open a school of electrology shall be submitted to the board at least 90 days before the proposed date of opening.
- (3) The application and State Regulatory fees must accompany the application for license, pursuant to Rule 0540-3-.06. The application must be completed in its entirety, notarized, signed, and submitted to the Board's administrative office.