



OFFICE OF CAREER AND TECHNICAL EDUCATION  
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[www.nysed.gov/career-technical-education](http://www.nysed.gov/career-technical-education)

Please refer to the protocol below as you plan your Cosmetology program:

- In order to obtain curriculum approval, your school must
  - Send in a copy of your Cosmetology curriculum outline
    - ✓ It must match the DOS outline which is available on the following link:  
[https://dos.ny.gov/system/files/documents/2021/05/appearance\\_enhancement\\_feb\\_2021.pdf](https://dos.ny.gov/system/files/documents/2021/05/appearance_enhancement_feb_2021.pdf)
    - ✓ It must include the correct number of minimum hours divided appropriately following the DOS outline
    - ✓ It must include a textbook choice, equipment list, and facilities description
    - ✓ Submit a copy of the instructor's teaching certification and current NYS cosmetology license.
  - Send a letter from the school District Superintendent
    - ✓ It must attest to the fact that the program will be in place as of a particular date
    - ✓ It must state that instruction will follow the curriculum plan submitted, and be taught by an appropriately certified teacher
    - ✓ It must say that SED will be advised of any significant changes to the curriculum for this program

For additional information, please visit the Department of State website at <https://dos.ny.gov/cosmetology>