



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 nail specialty program:

To obtain curriculum approval, your school must:

- Send in a copy of the nail specialty curriculum
  - It must match the New York State (NYS) Department Of State (DOS) outline which is available on the following link:  
[https://dos.ny.gov/system/files/documents/2022/04/appearance\\_enhancement\\_dec\\_2020.pdf](https://dos.ny.gov/system/files/documents/2022/04/appearance_enhancement_dec_2020.pdf)
  - The curriculum should include the correct number of minimum hours divided appropriately following the NYS DOS outline
- The packet must include
  - Textbook choice
  - Equipment list
  - Classroom description
  - Copy of the instructor's teaching certification
  - Current NYS cosmetology or nail specialty license
- Send a letter from the school District Superintendent attesting 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 who holds a current NYS cosmetology or nail specialty license
  - It must say that Career and Technical Education Office at the State Education Department will be advised of any significant changes to the curriculum for this program

For additional information, please visit the NYS DOS website at

<https://dos.ny.gov/nail-specialty>