ROUGH STUDY GUIDE FOR THE NEW HAMPSHIRE STATE LAW EXAM

- There are seven members on the State Board in NH.
- It shall be a misdemeanor for any person to practice without the appropriate license.
- A barber, master barber, esthetician, and manicurist license issued under this chapter shall expire on their birth month in the odd year succeeding its date of issuance.
- A cosmetologist license issued under this chapter shall expire on their birth month in the even year succeeding its date of issuance.
- A shop and booth rental license issued under this chapter shall expire on their birth month in the odd year succeeding its date of issuance.
- Routine inspections will be conducted once to twice a year.
- A licensee may engage in the practice of their license upon an invalid, a handicap person, or a person confined to the home because of age, in that person's home.
- A shop choosing to have an animal on the premises must have a sign indicating what type of animal.
- After each use, all implements shall be sanitized and disinfected prior to use on another client.
- Once an implement has been disinfected it must be placed in a closed container.
- Implements that cannot be disinfected shall be disposed of after use into a closed container.
- The Board may undertake disciplinary proceedings upon written complaint of any person which charges that a person licensed by the board has committed professional misconduct.
- A licensee shall notify the board, in writing, within 30 days of a name or address change.
- Misconduct sufficient to support disciplinary proceedings shall include the practice of fraud or deceit, conviction of a felony or any offense involving moral turpitude, unprofessional conduct, addiction to alcohol or other habit forming drugs, willful or repeated violations, mental or physical incompetency.
- A licensee shall not intend to seek unfair advantage or to defraud another person.
- A licensee, at **no** time, shall apply Methyl Methacrylate (MMA).
- A licensee who chooses to use an electrical nail file shall have completed a certified program in the proper use of an electrical nail file in a school licensed by the board of cosmetology, and send in a copy of the certificate to the board.
- A licensee who chooses to use an electrical nail file shall have a readable sign clearly placed at the workstation that a drill is in use along with their certificate.
- A licensee shall have their current license placed in a conspicuous place within the shop.
- All electric implements shall be sanitized before each use.
- After a towel has been used, it shall be deposited in a container and not used until cleaned.
- The Board may take disciplinary action in any one or more of the following ways: by reprimand, by suspension, limitation, or restriction of a license, by revocation of a license, by requiring the person to participate in a program of continuing education, by imposing an administrative fine.
- The Board can impose fines not to exceed $500 for each offense, and each violation shall constitute a separate offense, and able to fine all licensee, shop and schools.

- When applying through Reciprocity, you must not work until you hold a valid NH license.
- It shall be a misdemeanor to hire or employ any person to engage in a practice regulated by this chapter unless such person holds a valid NH license or a temporary permit issued by the board to practice the respective profession.
- A licensee shall wash their hands prior to each client and ensure the client washes their hands prior to manicuring services.
- If using a scrub brush to sanitize hands, the clients will take the scrub brush previously disinfected and stored in a closed container.
- A licensee shall never use a blade to remove any corns, callouses, or skin.
- A licensee shall never diagnose or treat any medical condition unless referred by a physician.
- A licensee shall never provide any service unless they have received training prior to performing the service.
- A licensee shall never use product in any other manner than that product's intended use.
- An esthetician shall complete additional technical, hands-on training for each of the procedures/equipment in the following:
    (1) Cosmetic chemical substances for exfoliation;
    (2) Body therapies including manual or mechanical lymphatic drainage massage as it relates to skin beautification;
    (3) Microdermabrasion or mechanical equipment for cosmetic exfoliation;
    (4) Light therapy devices;
    (5) Ultrasonic devices;
    (6) Microcurrent devices;
    (7) FDA registered Class I and II devices; and
    (8) Radiofrequency devices.
- An esthetician shall obtain a written client history of conditions related to services.
- Before use upon each patron, each whirlpool, foot spa, or spa shall be cleaned and disinfected as follows:
    (1) All water shall be drained and all debris removed from the spa basin;
    (2) The spa basin shall be disinfected by filling spa basin with water and by circulating:
        a. Two tablespoons of automatic dishwashing powder and ¼ cup of 5.25% chlorine bleach to one gallon of water through the unit for 10 minutes; or
        b. Surfactant or enzymatic soap with an EPA-registered disinfectant with bactericidal, fungicidal, and viricidal activity which is used according to manufacturer's instructions through the unit for 10 minutes;
    (3) The spa basin shall be drained and rinsed with clean water; and
    (4) The spa basin shall be wiped dry with a clean towel.
- At the end of each day, each whirlpool, foot spa, or spa shall be cleaned and disinfected as follows:
    (1) The screen shall be removed and all debris trapped behind the screen removed;
    (2) The screen and the inlet shall be washed with surfactant or enzymatic soap or detergent and rinsed with clean water;

(3) Before replacing the screen, one of the following procedures shall be performed:
   a. The screen shall be totally immersed in a chlorine bleach solution of ¼ cup of 5.25% chlorine bleach to one gallon of water for 10 minutes; or
   b. The screen shall be totally immersed in an EPA-registered disinfectant with bactericidal, fungicidal, and virucidal activity, and used in accordance to the manufacturer's instructions for 10 minutes;

(5) The inlet and area behind the screen shall be cleaned with a brush and surfactant soap and water to remove all visible debris and residue; and

(6) The spa system shall be flushed with low sudsing surfactant or enzymatic soap and warm water for at least 10 minutes, and then rinsed and drained.

- Every week, after cleaning and disinfecting pursuant to above each whirlpool, foot spa, or spa shall be cleaned and disinfected in the following manner:
  (1) The whirlpool, foot spa, or spa basin shall be filled completely with water and ¼ cup of 5.25% bleach for each one gallon of water;
  (2) The whirlpool, foot spa, or spa system shall be flushed with the bleach and water solution for 10 minutes and allowed to sit for 6 to 10 hours; and
  (3) The whirlpool, foot spa, or spa system shall be drained and flushed with water before use by a patron.
- A record shall be made of the date and time of each cleaning and disinfecting as required, including whether the cleaning was a daily or weekly cleaning.
- The record shall be made available upon request by either a patron or inspector.
- All needles, lancets, or other products containing potential blood born pathogens shall be properly disposed in accordance with OSHA under 29 CFR 1910-1030.
- A licensee shall not perform a service on a client if the licensee has reason to believe the client has a communicable disease, a contagious condition, an inflamed, infected, broken, raised, or swollen skin or nail tissue, or an open wound or sore in the area to be worked on that would contraindicate the efficacy of the service.
- If you offer tanning you must be registered with the Board as a tanning facility.
- All operators of tanning equipment must be trained and certified operators.
- Each individual must obtain the tanning certification training from a Board approved provider.
- Individuals must be 18 years of age to become a certified operator in a tanning facility.
- Individuals under the age of 18 are <u>prohibited</u> from using a tanning device.

BLOOD SPILL PROCEDURES

Blood spills must be treated by using a "safe practice" method. All products used during a blood spill incident must be applied with an applicator. Every attempt must be made to ensure that articles/implements do not come in contact with skin or the wound. All contaminated materials are to be placed in a double bag marked with a biohazard label.

The following steps must be taken if a blood spill occurs:

Licensee Injury:

1. In the event that a licensee sustains a cut, service must be stopped and the injured area must be cleaned.
2. An antiseptic must be applied using an applicator.
3. Cover the injury with an adhesive dressing.
4. If the cut occurs on the hand, a glove or finger guard must be used.
5. Any affected area must be cleaned and sanitized.
6. Any affected tool or implement must be cleaned and sanitized.
7. A properly marked double bag must be used when disposing of contaminated material.
8. Hands must be cleaned with an antibacterial soap.
9. Put on disposable gloves.
10. The procedure may now be continued.

Clients Injured:

1. If a cut occurs, the service must stop and the licensee must put gloves on.
2. Provide the client with antiseptic with applicator for them to put on the cut.
3. Provide the client with some form of adhesive dressing to be put over the injured area.
4. Any affected area must be cleaned and sanitized.
5. Any affected tool or implement must be cleaned and sanitized.
6. A properly marked double bag must be used when disposing of contaminated material.
7. Hands must be cleaned with an antibacterial soap.
8. Put on disposable gloves.
9. The procedure may now be continued.

Code of Professional Ethics

All Licensees:

- Shall comply with RSA 313-A, and The Boards Administrative Rules.
- Shall display all licenses, permits, and certificates as required by RSA 313-A or the Boards Administrative Rules.
- Shall deal with colleagues and clients with honesty and integrity.
- Shall maintain their person as a professional by appearance and decorum.
- Shall maintain the salon premises in a sanitary and hygienic manner.
- Shall follow the recommendations of sanitation and disinfections set by the Board and the manufacturer.
- Shall not perform any service that is outside the scope of practice for the license that he/she holds.
- Shall not misrepresent professional qualifications or credentials.
- Shall not aid or abet, directly or indirectly, the practice of any person who is not duly licensed.
- Shall strive to obtain personal advancement education on a regular basis, even if the Board does not require this.
- Conduct all business and professional activities within their scope of practice and project a professional image.
- Shall not advertise claims that are misleading, untrue and insupportable by fact.
- Use professional products specifically designed or manufactured for use in their licensed profession according to manufacturer's instructions.