

**MINUTES**  
**Cosmetology and Associated Professions**  
**Person/Virtual**  
March 09, 2026, 10:00 A.M.

CONVENED: 10:08 A.M.

ADJOURNED: 1:50 P.M.

**DOPL STAFF PRESENT:**

Bureau Manager: David Wright  
Board Administrator: Jessica Pitts

**OTHER DOPL STAFF:**

Alicia Moran, Camille Farley, Elisa  
Campbell, -Investigations  
Kirsten Shumway – Legal Analyst  
Riane Bailey- Program Specialist  
Brian Pedersen – DOPL

**BOARD MEMBERS PRESENT:**

Shanna Gilchrist, Kathy Davis-Rees,  
Darlene Durrant, Krysti Hammon,

Shawna Allen, Kim Hatch, Stafford  
Palmieri, and Canessa Leeflang.

**BOARD MEMBERS NOT PRESENT:**

N/A

**GUESTS:**

Person - Shae Craven-Avalon Institute, Natalie Parkin - Skinworks, Heather Russell and  
Anelle Russell – Aveda Institute Provo

Virtual - Admin at School of Hair Removal, Alex Lovato, Amanda Hansen, Angela  
Snyder, Brenda Scharman, BrookAnn Meyer, Brooklynn Witney, Eliza Seeley, Esteem  
Academy of Beauty, Jami Thornton - The Loyal Salon, Jami Gierloff, Katie Boyle,  
Kayla Flores, Lynne Anthony, M Patts, Mandalyn Freeland, Mckenzie Whittaker,  
Melissa Foust, Michelle Holtzclaw, Polished Looks by Melissa, Sabrina Deimler,  
Sabrina Deimler, Shelli Ivie, Tiffany Watson.

**Note:** Other guests may have been in attendance electronically but were not identified.

## **ADMINISTRATIVE BUSINESS:**

Call Meeting to Order – Shanna Gilchrist  
Oath of office – Krysti Hammon  
Approve February 9, 2026 Minutes

Motion-

Darlene Durrant made a motion to approve February 9<sup>th</sup>, 2026, minutes.  
Kathy Davis-Rees seconded the motion.  
The motion passed unanimously.

## **Discussion Items:**

### **Rule update – David Wright**

- The legislative session concluded, and the clean-up bill is scheduled to take effect on July 1, 2026.
- Internal review of the current rule is ongoing. The rule is expected to be finalized and in effect by May.

**Kathy Davis-Rees** stated that not completing the required service counts is the same as a failure to complete other coursework.

10:52 - David Wright discussed:

### **Enrollment Agreement Outline:**

- Schools must provide a separate enrollment agreement for each individual program.
- The agreement must clearly disclose all tuition, registration, kits, exam fees, and total program costs.
- Schools are required to disclose their accepted payment methods, such as cash, check, or credit card.
- The board clarified that schools have the authority to determine what transfer hours they are willing to accept, consistent with the rules.
- The enrollment agreement must be dated on or before the student's start date.

### **Acknowledgments and Requirements:**

- The board agreed that students should sign an acknowledgment for all required documents, including the school catalog, student handbook, enrollment agreement, attendance policy, and program syllabus.
- There was a consensus that student responsibilities, including service requirements and academic progress, must be clearly defined within these documents.

BREAK 11:48 AM – 12:01 PM

### **Curriculum and Licensing Procedures:**

- The board reviewed a sample school program outline designed to align with approved curriculum syllabi.
- Schools are required to document topics, instructional formats (lecture, demonstration, practical, or clinic floor), and the specific hours dedicated to each topic.
- Service counts are to be tracked on a separate document to ensure requirements are met, as this assists in board auditing processes.
- The board is currently unable to approve new school curricula until administrative rules are finalized and published on the website.

### **Student Handbooks and Catalogs:**

- To simplify requirements and reduce overlapping content, the board decided to combine the school catalog and student handbook into a single "Student Handbook".
- The combined document will serve as the official reference for students and will include institutional information, professional standards, student conduct rules, clinic floor guidelines, and grievance procedures.

### **Online and Hybrid Instruction:**

- Schools may offer up to 50% of their curriculum online, provided they follow standards adopted by a nationally recognized accrediting organization.
- Schools must submit their specific online curriculum, the accrediting organization's standards they intend to follow, and a list of those standards for board review.

### **Instructor Requirements and Future Changes:**

- Instructor licensure requires six months of work experience and 75 hours of instructor training (or on-the-job training) at a licensed or recognized school.
- Starting in 2027, the renewal process will be consolidated; cosmetologists and barbers will only need to renew their primary license, removing previous "stop-gap" requirements.
- As of January 1, 2026, individuals with a master aesthetics license and an instructor's license are authorized to teach lash and brow services.

### **General Announcements:**

- An instructor update meeting is scheduled for March 31st to provide information on national exam changes and permit exams.
- The board requested that interested parties provide feedback on the potential for hosting monthly web meetings to address major industry questions.

1:25- MOTION:

Kim Hatch made a motion to accept these as our standardized documents (School catalog, Student Handbook, Enrollment Agreement, Attendance Policy, and Program Syllabus.) For all state licensed schools.

Shanna Gillchrist seconded the motion.

The motion passed unanimously.

### **NEXT SCHEDULED MEETING:**

MAY 11<sup>TH</sup> 2026

AUGUST 10<sup>TH</sup> 2026

NOVEMBER 9<sup>TH</sup> 2026


### **ADJOURN:**

**Meeting adjourned at 1:50 P.M.**

**Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.**

05/13/2026

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(ss)   
[Shanna Gilchrist \(May 13, 2026 15:27:49 MDT\)](#)

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**Date Approved**

**Chairperson, Utah Cosmetology and Associated Professions**

05/13/2026

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(ss) *David Wright*

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**Date Approved**

**Bureau Manager, DOPL**