

3. Do you currently have an up to date inventory list for your department?

****Department inventory is a requirement for the Cosmetology Program. An Inventory checklist is available on the FACS website under “Facilities and Equipment”. An inventory list must be kept on file in your department as proof of equipment and submitted to the FACS State Office upon request.**

4. Do you currently have up to date completer records in your department that include past, present, and possible future completer data?

Does your school recognize completers at an awards ceremony or graduation?

If “YES”, how are they recognized?

**** Completer records are a requirement for the Cosmetology Program. These records should begin with the youngest grade level enrolled in your department and continue through graduation. These records must be kept on file in your department as proof of completers and submitted to the FACS State Office upon request.**

5. Due to the fact that many of the high school cosmetology students continue on into private post secondary education, the need to track students after graduation is **very important**. Please list the number of SENIORS who left your class in May 2012 and continued into a POST SECONDARY COSMETOLOGY program.

who continued into a PRIVATE school

Do you have any documentation to support these numbers?

Can you list the school(s) that your students attend?

who continued into a PUBLIC school

Do you have any documentation to support these numbers?

Can you list the school(s) that your students attend?

6. During the 2010-11 school year, were there any major additions or renovations to your department? (Equipment, remodeling, renovation, construction, new department, etc.) If so briefly describe and tell the funding source if known. (Local Funds, State Funds, Outside Grants, Donations, Perkins, Stimulus Funds, etc). (Box will expand as you type.)

7. What was the date of your last inspection by the Arkansas Department of Health Cosmetology Section?

SkillsUSA

8. Have you submitted Affiliation for your chapter this school year?

Date mailed:

of Members:

9. Briefly outline the Plan of Work for your chapter this school year: (Local meetings held, community service projects, recognition of members, chapter activities, trips and events, etc. Boxes will expand up to 500 characters)

****If you have publicity for your chapter or for your department, please submit them to the FACS State Office. You may e-mail or paper mail any copies you wish to share.**

August:

September:

October:

November:

December:

January:

February:

March:

April:

May:

June:

July:

Professional Development

10. Conference Suggestions: Please help us plan future professional development opportunities for Cosmetology programs.

What topics would you like to see presented/covered?



What topics or break out sessions would you be willing to present?



11. Please list any awards or recognitions you or your department received last year (2011-12).



12. Please provide any comments or details you feel would help the State Office service your program better.

Final Steps:

1. DATE Completed: **Submission of annual reports is now noted in TIS comments.
2. SAVE: To save this document to your computer, you will have to rename it and save it as a new document.
3. FILE: Please print one copy of the completed report to keep on file for documentation and review.
4. SUBMIT: Please return one ELECTRONIC copy of the completed report as an e-mail attachment to the FACS State Office Include any attachments such as photos or news clippings with the completed report.

Please submit to:
Jennifer Snyder, FACS Secretary
Jennifer.snyder@arkansas.gov

