



REPORT OF COSMETOLOGY SCHOOL INSPECTION

State Form 9937 (R3 / 4-14)

PROFESSIONAL LICENSING AGENCY
402 West Washington Street, Room W072
Indianapolis, Indiana 46204
Telephone: (317) 234-3031
E-mail: pla12@pla.in.gov
www.IN.gov/pla

Full Name of School						Displayed License Number ☐ Yes ☐ No	
Address (Number and Street, City, County, and ZIP code)							
Footage (Sq. Ft.)		Entrance Sign Designating "BEAUTY SCHOOL" ☐ Yes ☐ No SIZE:		Sign: "Services Done by Students" ☐ Yes ☐ No		Seal Designating Name of School ☐ Yes ☐ No	
Number of Instructors		Number on Duty	Vacation	Full Time	Part Time	Total Enrollment	
Day	Night	Number Present	Business Connection			Ventilation	
Fans	Air Conditioned	School on First Floor	School on Second Floor	Stairways	Exits	Fire Escape	Fire Extinguishers
Heat	Electric and Lighting Equipment		Flooring		Walls and Ceiling	Furniture	Shampoo Bowls
Cabinets	Covered Disposal Cans	Washer, Dryer	Restrooms ☐ Male ☐ Female		Locker and Dressing Room		Student Registration
Time Clock	Personnel	Instructor	Fireproof Cabinets for School and Students Records			Recitation Room Seating Capacity	
Clinic Reception Room With Cloak Space		Apparel: Students		Instructors	Towels	Storage Container	Soiled Towel Container
Storage Cabinets		Supplies	Enclosed for Safety Purposes		Facial Chairs	Manicure Table	Hair Dryers
Marcel Stoves	Cabinet Sterilizers		Mannequins	Student Equipment and Tools			
Blackboard	Charts	Hot and Cold Running Water	Dresserets With Mirror	Combs and Brushes for Each Student			
ADMINISTRATION OF SCHOOLS							
Are accurate attendance records kept?		☐ Yes ☐ No		Are practical exams given?		☐ Yes ☐ No	
Are records of practical exams kept?		☐ Yes ☐ No		How many classes per day?		_____	
Enrollment record for all students?		☐ Yes ☐ No		Theory _____ / Practical _____			
Are entries regularly recorded?		☐ Yes ☐ No		Are students furnished with a kit?		☐ Yes ☐ No	
Are grades established?		☐ Yes ☐ No		What does the kit contain? _____			
Are periodic exams given?		☐ Yes ☐ No		_____			
Are records of examination grades given?		☐ Yes ☐ No		Are school rules posted?		☐ Yes ☐ No	
				Are state sanitation rules posted?		☐ Yes ☐ No	
Condition of School							
Name of Instructor				License Number		Instructor Number	
Name of Instructor				License Number		Instructor Number	
Name of Instructor				License Number		Instructor Number	
Name of School Manager				Signature of School Manager			
☐ Approval ☐ Disapproval ☐ Probationary Approval							
Remarks							
Signature of Inspector						Date (month, day, year)	

DISTRIBUTION: White - School; Canary - Agency; Pink - Inspector.