

TIMELINE OF BOARD ACTIONS RELATING TO HONOLULU NAIL & AESTHETICS ACADEMY (HNA)

October 13, 2010 meeting of the Board

- Reviewed and approved HNA's "Home Study Course" for nail technician (Theory 100Hours)

May 22, 2017 meeting of the Board

- Reviewed and approved HNA's "Online Practical Program" for nail technician

March 23, 2020 Beginning of Hawaii's shutdown due to COVID-19

- Governor issues state shutdown order to go into effect March 25, 2020

April 28, 2020 email from EO Kleinhans to HNA (Yuko Ho)

- EO stated that he had reviewed the information and documentation submitted earlier by HNA regarding its proposed online esthetician curriculum
- EO determined that he believed that HNA's online esthetician curriculum had appropriate safeguards and is significantly similar to HNA's online nail program that had been previously approved by the Board at its May 22, 2017 meeting
- EO advised that HNA "may proceed with implementing and administering your online esthetics program."
- EO further stated that should the Board have the opportunity to meet and review HNA's program at a future meeting, the Board would be able to issue a retroactive approval of HNA's online esthetics program. He stated that "It is highly likely the Board will approve your attached program."
- After receiving this email, HNA proceeded to complete its online esthetic program system and advise students to begin turning in assignments via the online system

June 23, 2020 email to EO Kleinhans from HNA (Yuko Ho)

- HNA requested that its online esthetics program be added to the agenda for the Board's consideration at its next meeting scheduled for the end of June

- EO responded that the meeting was postponed due to being unable to hold virtual meetings within the existing legal framework and that DCCA had placed an order for the required equipment

June 25, 2020 email to EO Kleinhans from HNA (Yuko Ho)

- HNA informed EO that its online esthetics practical system is 95% completed and that students who have completed the online theory portion would be starting the online practical portion
- HNA asked if that is okay “just double checking”
- No communication from E Kleinhans indicating any change from the previous approval

October 5, 2020 email from HNA (Yuko Ho) to EO Kleinhans

- HNA requested that its online esthetics program be added to the agenda for the Board’s consideration at its next meeting scheduled for October 27, 2020
- No meeting was held

December 17, 2020 email from HNA (Yuko Ho) to EO Kleinhans

- HNA requested that its online esthetics program be added to the agenda for the Board’s consideration at its next meeting scheduled for December 22, 2020

December 22, 2020 meeting of the Board

- EO Kleinhans stated that the Board had previously approved a “practical curriculum via distance learning at its May 22, 2017 meeting” but DID NOT state that this approval was specifically for HNA’s online nail program ONLY
 - He listed 4 standards set and approved by the Board at this May 22, 2017 meeting, which applied to HNA’s online practical program ONLY
- After discussion, the Board approved “licensed schools and instruction provided via distance learning during the period of the COVID-19 pandemic provided schools comply with standards from the May 22, 2017 meeting”
- This Board action approved online training for all licensed schools based on its approval of HNA’s online nail practical program

- HNA's online theory and practical curriculum were not impacted by this Board action; it appears that HNA's online practical program was used as a model for all other licensed schools to use to begin providing online training during the pandemic

March 15, 2022 email from EO Jenny Yam to HNA (Yuko Ho)

- Referenced HNA's submittal of its application for a Beauty School Relocation
- EO Yam stated that she had reviewed the application and enumerated 2 documents that were pending receipt and also requested a revised school catalog because she had noted several differences when compared to the Board approved curriculum on file with the Board

March 22, 2022 email from HNA (Yuko Ho) in response to EO Yam's email of March 15, 2022

- HNA agreed to submit the required documents as soon as possible
- HNA submitted a revised school catalog encompassing as requested the changes identified by EO Yam.

March 29, 2022 meeting of the Board

- Application for the relocation of HNA was considered and approved by the Board
- The relocation documentation approved by the Board included the 100% online esthetics curriculum that had been approved earlier by EO Kleinhans and reviewed by EO Yam.

August 30, 2022 meeting of the Board

- EO Shahan stated that at its December 22, 2020 meeting, the Board approved that instruction could be provided via distance learning during the COVID-19 pandemic so long as schools comply with the 4 standards set at the May 22, 2017 meeting
- She further stated that the Board had previously approved online practical instruction of the practical curriculum and listed the 4 standards approved by the Board at that May 22, 2017 meeting
 - Instructors provide information and demonstrations either via live video or uploaded videos;
 - Students are required to take still photos of their work ("before" and "after");

- Students are required to take video of their work, with the camera panning from their face to their hands; and
- Instructors provide feedback of submissions
- The Board was asked if there was a specific date by which the Board would stop accepting distance learning or would it be when an appropriate governing body issued a statement regarding the end of the pandemic. There was no discussion on this question
- The Board tabled discussion of this AGENDA ITEM (“Licensed Schools and Instruction Provided via Distance Learning”) until the next meeting

October 25, 2022 meeting of the Board

- Board discussed the agenda item that had been tabled at the August 30 2022 meeting
 - The Board had received an inquiry from Big Island Beauty Academy regarding an “outline or percentage for distance learning that is Board approved”
 - EO Green stated that the Board approved licensed schools and (all) instruction provided distance learning during the COVID-19 pandemic, so long as the 4 standards set at the Board’s May 22, 2017 meeting were met
- Board determined that “effective January 1, 2023, up to, but not more than, 25% of the theory curriculum may be taught via distance learning for students starting a program in a beauty school on or after January 1, 2023; and the practical application theory portion must only be performed on mannequins. **This determination applies prospectively and does not overturn or otherwise modify prior Board approvals.**
- Board issues IMPORTANT NOTICE dated December 14, 2022 stating the above

February 28, 2023 meeting of the Board

- Paul Mitchell the school Honolulu, LLC approved by the Board to teach 100% of the theory curriculum (excluding theory practical or practical application) via distance learning, provided that it is not more than 25% of the total curriculum. This approval is for all instruction provided by the school: cosmetologist; manicurist; cosmetician; and hairdresser.

May 24, 2023, IMPORTANT NOTICE issued by the Board

- Effective June 1, 2023:
 - 100% of the theory curriculum may be taught via distance learning for students starting a program at a beauty school on or after June 1, 2023;
 - The practical application theory portion of any such distance learning shall not be performed on live subjects and may only be performed on mannequins
- **This determination applies prospectively and does not overturn prior Board approvals of individual schools' curriculum**



HNA's Mission Statement and Description of HNA online system

Honolulu Nail Academy, LLC dba Honolulu Nails & Aesthetics Academy (HNA) is offering a full online experience for potential students interested in the Aesthetics Program. Called the **HNA Interactive Multimedia Checkpoint System**, it is a fully online training program for students in the exciting area of professional esthetics! Offered to our students since April 2020, our online program is a restricted and proprietary system that is pending copyright protection due to its unique nature that only HNA's students can experience.

HNA has offered a Board-approved fully online Nail Technician program since 2017, and many students who were previously unable to participate in on-campus training were able to join our online classes in both Theory and Practical portions of the Nail Technician curriculum and successfully complete the training required to qualify for the licensing examination.

Then, in April 2020 HNA obtained approval to begin to offer a fully online aesthetics program based on its very successful online Nail Technician program. This online aesthetics program was being developed over time utilizing the pros and cons and lessons learned from the implementation of HNA's fully online Nail technician program and was ready for launch just when the COVID-19 pandemic caused the State to go into lockdown. At that time, with the approval obtained by HNA, the current on-campus students were smoothly transitioned into the fully online aesthetics program, and the class was able to graduate on time and with much success.

The transition was transparent and uncomplicated because of HNA's experience with its online Nails Program, and because demonstration videos for every section of the Aesthetics Program had already been developed and available to students who missed class, were late to class, or just needed a review of the topics. These existing demonstration videos were carefully reviewed to ensure that each training phase of the HNAs aesthetics curriculum was comprehensively covered so that HNA was confident that the

recorded demonstrations provided the quality of education and training necessary for the successful completion of the curriculum.

In fact, HNA believes that these video recordings in the individualized fully online Aesthetics training program may provide enhanced quality education, as the videos are designed to be viewed by the individual student without the distraction of other students in the class and are available to be watched repeatedly as needed to master each topic and operation.

HNA has had about six years of experience in providing the online Nail Program to its students, and three years of experience in the implementation of its online Aesthetics Program. We have expended much effort and expense with the development of each of its online programs and most recently and comprehensively with the **HNA Interactive Multimedia Checkpoint System**. The time spent in development and implementation revealed problems and complications that allowed HNA to discover and create solutions to improve each system until HNA has finally arrived at the successful programs we have today. HNA continues to find ways to improve its learning systems every day.



The World Today

Many people depend on modern technology to get through the day. Whether it be a smartphone, smartwatch, tablet, laptop, or other device, we are all touched and influenced by, and supported by technology in one way or another.

- The HNA student can utilize a cell phone, computer, tablet, or other device to connect with our online courses.
- Many learning institutions are offering online options for people with busy lives.
- As educators, HNA believes that we are required to be creative and find ways to fulfill the educational and training needs of our students.
- We have developed an online system to answer the needs of our students as well as our instructors.

Why do we need a fully online program?

When we restructured our class schedule, we recorded videos for each of our demonstrations in our curriculum. If a student was not present, was late, or just needed a review, we could have them watch the video for the subject in question. Therefore, we have tried and tested that aspect of our program and we are confident that we can provide the same quality education online as we do on campus.

Who needs it?

- Busy people who work and have a family
 - Need to work full-time
 - Young kids, not in school
 - Single parent
 - More than one job
- People who live far from our campus or on Neighbor Islands
 - Travel during rush hour traffic in and in town to attend class hours
 - Inter-Island student's travel, housing, and transportation expenses
 - Time away from work and family

- Salons and Employment Opportunities
 - The demand for licensed estheticians is high and because of all the aforementioned factors, many potential students just give up on their dreams to be a part of this booming industry. And some people are end-up working without a license at home. (* Unlicensed people working at home or in shops: as the Board is well aware, this topic needs further discussion.)

- Reduce High school drop-out rate
 - There are a lot of state-approved cosmetology curricula in high schools on the mainland (in-person and online) because states are trying to reduce high school drop-out rates and encourage students to graduate. Hawaii also has the same problem, especially on the west side of Oahu. HNA went to the Department of Education in 2017 and discussed what we can do. In-person classes are very hard to set up in high school, so discussed our online system and received positive response from the DOE. According to the cosmetology state law, age 16 is the minimum for instruction and training so, high schoolers can start taking classes, can start studying, and obtain credit for such training before obtaining a high school diploma and qualifying to take the state licensing exam. We are always thinking about how to make this happen and need to find the right person to help us. Of course, it is not easy to pass such legislation, but the DOE told us to not give up.
 - Demographics
According to H.B. NO. 358 A BILL FOR AN ACT, Dated January 23, 2015. There is a need for education reform on the Leeward Coast, specifically Waianae and Nanakuli High Schools. Concerns about students not graduating and reports from the bipartisan organization Fight Crime, state that sixty-eight percent of people who do not graduate from high school are eventually incarcerated.



PRESENTATION TO THE BOARD OF BARBERING AND COSMETOLOGY
BY HONOLULU NAIL ACADEMY, LLC
dba HONOLULU NAILS & AESTHETICS ACADEMY (HNA)

August 29, 2023

Thank you for the opportunity to address the members of the Hawaii Board of Barbering and Cosmetology (Board). We are presenting for the Board's consideration the fully online Aesthetics Program at the Honolulu Nails & Aesthetics Academy.

The document packet that has been submitted for the Board's consideration includes:

1. A Timeline of Board actions regarding HNA's nail and esthetics curricula;
2. HNA's Mission Statement and Description of the HNA online esthetics program called the ***HNA Interactive Multimedia Checkpoint System***, which is a unique and proprietary system that is pending copyright approval.

This System includes:

- a. Welcome letter to students
 - b. Online Rules & Regulations and enrollment agreement
 - c. Online Aesthetics Course Syllabus
 - d. Online student kits shopping system
 - e. Video sessions
 - i. How to record and upload
 - ii. Sanitation and disinfection
 - iii. Customer service
 - iv. All Demonstration videos (step-by-step)
 - f. Download the Consent form
 - g. Question and Answer
3. Application Packet for the Relocation License of HNA submitted to the Board (including updated school catalog) on February 23, 2022 and approved by the Board at its meeting of March 29, 2023.

HNA hopes to clarify the status of its online esthetics program by presenting information and documentation to the Board of the history of our beauty school and the actions of the Board which have guided and directed how HNA has developed and nurtured its esthetics curricula and instructional methodology to the successful training program it is today.

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