

### **250-X-5-.06 General Rules for Schools**

- (1) Student enrolment records must be received by the Board within thirty (30) days after students enroll. Any hours earned before the Board receives proper enrolment forms will not be credited.
- (2) All schools must keep a record of daily attendance, daily, monthly and cumulative totals of hours earned by students, and furnish the Board a certified copy of hours after students finish training or leave school.
- (3) Private schools are required to send student daily attendance records to the board office by the 15<sup>th</sup> day of the month following the month in which hours are earned.
- (4) Students may not receive credit for more than forty-eight (48) clock hours earned in one week, including any make up hours.
- (5) Schools are not allowed to promise students guaranteed employment after completion of training.
- (6) No student may be called from theory class to perform service for the public.
- (7) Any demonstration of new processes or products to students must be made in the presence of instructors on staff at the school.
- (8) No school may prepare food for resale.
- (9) No school may charge public for student services before students complete 15% of their training.
- (10) No school may pay a student, instructor trainee or instructor for service performed on the public.
- (11) All schools must hold both written and practical examinations on a regular basis, including content of Board law and regulations.
- (12) No school may prohibit an authorized representative of the Board from conducting an inspection of the school premises, personnel or student records at any time during regular business hours.
- (13) Schools are allowed to set their own rules for absenteeism and tardiness.
- (14) When students complete appropriate hours of training, schools must submit a record of completion form certifying students for examinations.
- (15) Students must become licensed with the Board within two (2) years after completing prescribed training hours or any required additional training. Students not licensed within this time must return to school and complete 375 hours of training before applying or reapplying for examination. *Code of AL 1975, § 34-7B-15(f)*
- (16) No student may be enrolled in more than one school at the same time.
- (17) Schools may use students to perform services for the public for a fee and advertise for such services provided that:
  - (A) Any advertisement states in bold legible print that students are performing the services; and
  - (B) In all areas where students are performing services for the public, legible signs of appropriate size must be posted notifying public that students are being used to perform services.

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**Statutory Authority:** *Code of AL 1975, § 34-7B-26*

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*Chapter 250-X-5-.06(4)* previously stated: "Students may not receive credit for more than eight (8) clock hours earned in any single day, except for four (4) make up hours per week, and not more than forty-eight (48) clock hours in one week."