



OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING
ADVISORY BOARD ON MASSAGE THERAPY
 2401 NW 23rd Street, Suite 74, Oklahoma City, OK 73107-2453
 Student Department 405.521.2441 • Oklahoma.gov/cosmo

J. KEVIN STITT
Governor

**Leah Longest
Board Chair**

STUDENT FIELD TRIP REQUEST AFFIDAVIT

This form must be submitted by an Instructor to obtain Board approval so that students may receive credit for instruction obtained away from campus.

STATE RULES REGARDING STUDENT FIELD TRIPS (175:10-3-56e)

A student may be given credit for hours spent in a Board approved cosmetology/barber related field trip provided:

- (1) the student is accompanied and observed by an instructor licensed by the Oklahoma State Board of Cosmetology and Barbering.
- (2) credit for cosmetology/barber related field trips shall not exceed seventy-two (72) total clock hours of the Basic Cosmetology/Barber course or more than sixteen clock hours in a given week.
- (3) credit for cosmetology related field trips shall not exceed twenty-four (24) total clock hours of the Manicurist, Facial/Esthetics course or more than sixteen clock hours in a given week.
- (4) credit for cosmetology related field trips shall not exceed forty (40) total clock hours of the Master Instructor, Manicurist/Nail Technician Instructor or Facial/Esthetics Instructor course, Barber or Barber Instructor or more than sixteen (16) clock hours in a given week.

ALL FIELD TRIP REQUESTS MUST BE SUBMITTED 14 DAYS IN ADVANCE TO MARY.CASEBOLT@COSMO.OK.GOV

Name of Cosmetology/Barber School	Address	City	Zip
Field Trip Event: _____			
Field Trip Location: _____			
Date(s) of Field Trip: _____			
Attending Instructor: _____		Instructor File Number _____	
Signature of Instructor: X _____			
Hours Attended by Students: Day 1: _____		Day 2: _____	

LIST ALL STUDENTS WHO PLAN ON ATTENDING. ATTACH ADDITIONAL PAGE(S) IF NECESSARY.

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