



**SAMPLE LETTER FOR  
AACCS MEMBER SCHOOL TO SEND TO STATE COSMETOLOGY BOARD TO ENCOURANGE  
APPROVAL OF DISTANCE LEARNING**

**Directions:**

- 1) Cut and paste the text of the letter below onto your school’s letterhead.
- 2) Customize the letter to fill in your school name, state, state board or agency name.
- 3) Email letter to director or contact at state board. Urge other school owners to do the same.
- 4) Optional: AACCS can send your state board a letter of support. If you are interested in this, please contact the AACCS national office for assistance at [info@beautyschools.org](mailto:info@beautyschools.org)

[ SCHOOL LETTERHEAD]

[NAME OF AGENCY DIRECTOR]

[NAME OF AGENCY]

[ADDRESS OF AGENCY]

[DATE OF LETTER]

Subject: Emergency request to approve distance learning for clock hour program

Dear [NAME OF AGENCY DIRECTOR]:

On behalf of the students of [NAME OF SCHOOL], we write to urge [AGENCY NAME] approve the use of distance education for [cosmetology, esthetics, nail, barbering] licensure in [STATE NAME]. While it may not be necessary to offer distance education immediately, state board approval now is critical to ensure students can continue their studies if school closures are required.

Without Board approval, students will have to stop attending school because they cannot count clock hours learned in a distance modality towards licensure. This will lead to disruption of their education and will set them back in their careers. Additionally, many of our students rely on Federal Student Aid (“FSA”) programs to pay tuition and living expenses while they are in school. If the school closes temporarily, then the students will lose access to those funds, including funds used to pay for living expenses. This will create a hardship for students and their families.

The U.S. Centers for Disease Control (“CDC”), U.S. Department of Education (“USDE”), the school accreditors-- National Accrediting Commission for Career Arts and Sciences (“NACCAS”) and the Commission on Occupational Education (“COE”)—have all taken steps to encourage flexibility in the delivery of online education, including for clock hour programs. However, all require that the state licensing board accept the hours towards licensure.

We understand that many states have taken action already. For example, Maryland's Board of Cosmetologists acted on March 11, within 24 hours of a request from that state's schools.

We urge the [NAME OF STATE AGENCY] to act on this request quickly for the protection of our students and their families.

Sincerely,

[NAME OF SCHOOL]