
NEW JERSEY ADMINISTRATIVE CODE
TITLE 13
LAW AND PUBLIC SAFETY
CHAPTER 35
SUBCHAPTER 12
ELECTROLOGISTS ADVISORY
COMMITTEE; LICENSURE OF
ELECTROLOGISTS AND ELECTROLOGY
INSTRUCTORS; ELECTROLOGY
STANDARDS OF PRACTICE
SUBCHAPTER 12A
TELEMEDICINE AND TELEHEALTH:
ELECTROLOGISTS

TABLE OF CONTENTS

**SUBCHAPTER 12. ELECTROLOGISTS ADVISORY COMMITTEE;
 LICENSURE OF ELECTROLOGISTS AND ELECTROLOGY
 INSTRUCTORS; ELECTROLOGY STANDARDS OF PRACTICE3**

13:35-12.1 PURPOSE AND SCOPE 3

13:35-12.2 DEFINITIONS 3

13:35-12.3 OFFICE OF THE COMMITTEE 4

13:35-12.4 NOTIFICATION OF CHANGE OF ADDRESS 4

13:35-12.5 (RESERVED) 5

13:35-12.6 LICENSING REQUIREMENTS FOR ELECTROLOGIST 5

13:35-12.7 LICENSING REQUIREMENTS FOR ELECTROLOGY INSTRUCTOR 7

13:35-12.8 APPLICATION FOR LICENSE: ELECTROLOGIST 7

13:35-12.9 APPLICATION FOR LICENSE: ELECTROLOGY INSTRUCTOR..... 7

13:35-12.10 LICENSING REQUIREMENTS FOR OFFICE PREMISES..... 8

13:35-12.10A LICENSE RENEWAL; REINSTATEMENT: OFFICE PREMISES 10

13:35-12.11 INFECTION PREVENTION STANDARDS..... 11

13:35-12.12 POSTING OF LICENSES AND REQUIRED NOTICES 15

13:35-12.13 EXAMINATION REQUIREMENTS; REEXAMINATION 15

13:35-12.14 LICENSE RENEWAL: ELECTROLOGIST AND ELECTROLOGY INSTRUCTOR
 16

13:35-12.14A LICENSE REACTIVATION: ELECTROLOGIST AND ELECTROLOGY INSTRUCTOR
 17

13:35-12.14B LICENSE REINSTATEMENT: ELECTROLOGIST AND ELECTROLOGY
 INSTRUCTOR..... 18

13:35-12.15 UNLICENSED PRACTICE 20

13:35-12.16 LICENSURE BY CREDENTIALS (COMITY LICENSE) 20

13:35-12.17 SUSPENSION, REVOCATION OR REFUSAL TO RENEW LICENSE 21

13:35-12.18 RECORDKEEPING 23

13:35-12.19 CONTINUING EDUCATION; PROGRAMS; STANDARDS 24

13:35-12.20 SEXUAL MISCONDUCT 28

13:35-12.21 ADVERTISING AND SOLICITATION PRACTICES 29

13:35-12.22 FEE SCHEDULE 32

**SUBCHAPTER 12A. TELEMEDICINE AND TELEHEALTH:
 ELECTROLOGISTS33**

13:35-12A.1 PURPOSE AND SCOPE 33

13:35-12A.2 DEFINITIONS..... 34

13:35-12A.3 STANDARD OF CARE 35

13:35-12A.4 LICENSEE-CLIENT RELATIONSHIP 36

13:35-12A.5 PROVISION OF ELECTROLOGY SERVICES THROUGH TELEMEDICINE OR
 TELEHEALTH..... 37

13:35-12A.6 RECORDS 38
13:35-12A.7 PREVENTION OF FRAUD AND ABUSE 39
13:35-12A.8 PRIVACY AND NOTICE TO CLIENTS..... 39

**SUBCHAPTER 12.
ELECTROLOGISTS ADVISORY COMMITTEE; LICENSURE OF
ELECTROLOGISTS AND ELECTROLOGY INSTRUCTORS;
ELECTROLOGY STANDARDS OF PRACTICE**

13:35-12.1 PURPOSE AND SCOPE

a) The rules in this subchapter implement the provisions of P.L. 1997, c.347 (N.J.S.A. 45:9-37.76 et seq.), which created the Electrologists Advisory Committee under the State Board of Medical Examiners.

b) This subchapter shall apply to all applicants seeking licensure as an electrologist, electrology instructor, or an office premises license and to licensed electrologists, licensed electrology instructors and licensed offices.

13:35-12.2 DEFINITIONS

The following words and terms, when used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise:

"Act" means the Electrology Practice Act, N.J.S.A. 45:9-37.76 et seq.

"Authorized representative" means a person who has been designated by the client or a court to exercise rights under this section. An authorized representative may be the client's attorney. If the client is a minor, a parent or guardian who has custody (whether sole or joint) shall be deemed to be an authorized representative.

"Board" means the State Board of Medical Examiners.

"Certified Professional Electrologist (CPE) Examination" means the examination administered by the American Electrology Association.

"Client" means any person who is the recipient of a professional service rendered by a licensee for purposes of treatment.

"Committee" means the Electrologists Advisory Committee established pursuant to section 3 of P.L. 1997, c.347 (N.J.S.A. 45:9-37.76 et seq.).

"Electrologist" means a person who is licensed to practice electrology pursuant to the provisions of P.L. 1997, c.347 (N.J.S.A. 45:9-37.76 et seq.).

"Electrology" means the removal of hair permanently through the utilization of solid probe electrode-type epilation, including thermolysis, being of a short wave, high frequency type, and including electrolysis, being of a galvanic type, or a combination of both, which is accomplished by a superimposed or sequential blend. This definition specifically excludes laser and other intense light source hair removal from the definition of electrology.

"Electrology instructor" means a person who is licensed to teach the clinical and theoretical practice of electrology pursuant to the provisions of P.L. 1997, c.347 (N.J.S.A. 45:9-37.76 et seq.).

"Instrument" means any tool or implement used in electrology procedures.

"Licensee" means an individual holding a license issued by the Electrologists Advisory Committee of the State Board of Medical Examiners.

"Office" means any fixed establishment or place where one or more persons engage in the practice of electrology.

13:35-12.3 OFFICE OF THE COMMITTEE

The office of the Committee shall be maintained at 124 Halsey Street, Newark, New Jersey. The mailing address of the Committee is PO Box 45041, Newark, New Jersey 07101.

13:35-12.4 NOTIFICATION OF CHANGE OF ADDRESS

- a) Licensees shall notify the Committee in writing of any change from the address currently registered with the Committee and shown on the most recently issued certificate. Such notice shall be sent to the Committee no later than 30 days following the change of address.

- b) Failure to notify the Committee of any change of address pursuant to (a) above may result in disciplinary action in accordance with N.J.S.A. 45:1-21(h).
- c) Service of an administrative complaint or other Board initiated process at the licensee's address currently on file with the Committee shall be deemed adequate notice for the purposes of N.J.A.C. 1:1-7.1 and the commencement of any disciplinary proceedings.

13:35-12.5 (RESERVED)

13:35-12.6 LICENSING REQUIREMENTS FOR ELECTROLOGIST

- a) To be eligible for licensure as an electrologist, an applicant shall fulfill the following requirements:
 - 1) Be at least 18 years of age;
 - 2) Be of good moral character;
 - 3) Have successfully completed high school or its equivalent;
 - 4) Have successfully completed an electrology education program that meets the requirements in (b) below or which is determined by the Board to be substantially equivalent to such a program.
 - 5) Have passed the Certified Professional Electrologist (CPE) Examination, or its successor; and
 - 6) Have passed the New Jersey Electrology Jurisprudence Examination.
- b) The electrology education program shall be taught by an electrology instructor licensed pursuant to N.J.A.C. 13:35-12.7 and shall include at least 200 hours of instruction in the theory of electrology and at least 400 hours of instruction in the clinical practice of electrology as follows:
 - 1) The 200 hours of instruction in the theory of electrology shall include at least a minimum of:
 - i) Ten hours in histology and hair structure;
 - ii) Twenty five hours in the fundamentals of bacteriology and sterilization;

- iii) Twenty hours in the principles and modalities of electricity;
 - iv) Thirty hours in the structure and diseases of skin and hair, and abnormalities;
 - v) Twenty five hours on equipment necessary for proper operation of an electrolysis office;
 - vi) Five hours on professional conduct and ethics;
 - vii) Five hours in New Jersey law and regulations;
 - viii) Twenty hours in human anatomy and physiology;
 - ix) Ten hours in draping, positioning, and ergonomics; and
 - x) Fifty hours in the topics set forth in (b)1i through ix above or in other topics related to the practice of electrology.
- 2) The 400 hours of instruction in the clinical practice of electrology shall include instruction in the following content areas:
- i) Epilation techniques;
 - ii) Thermolysis;
 - iii) Blend/dual modality;
 - iv) Demonstrations of proper electrolysis treatment procedures for legs, arms, and face; and
 - v) Electricity.
- 3) As part of the approved course of study, all hours of theory must be completed prior to practical work being performed on the general public.
- 4) The 400 hours of instruction in the clinical practice of electrology require in-person instruction. Webinars and distance learning courses shall not satisfy this requirement.

13:35-12.7 LICENSING REQUIREMENTS FOR ELECTROLOGY INSTRUCTOR

- a) To be eligible for licensure as an electrology instructor, an applicant shall fulfill the following requirements:
- 1) Be licensed as an electrologist pursuant to the provisions of N.J.S.A. 45:9-37.76 et seq. and N.J.A.C. 13:35-12.6;
 - 2) Have been actively engaged in the practice of electrology for at least five years immediately preceding the date of application for licensure as an electrology instructor. For the purposes of this paragraph, "actively engaged in the practice of electrology" means that a person has been performing electrology as defined in N.J.A.C. 13:35-12.2 for a minimum of 400 hours per year for each of the five years immediately preceding the date of the application; and
 - 3) Have passed the examination administered by the Committee.

13:35-12.8 APPLICATION FOR LICENSE: ELECTROLOGIST

- a) An applicant for license as an electrologist shall submit the following to the Committee:
- 1) A completed application form provided by the Board, including supporting documents;
 - 2) High school diploma or its equivalent;
 - 3) Proof of completion of an electrology program pursuant to N.J.A.C. 13:35-12.6; and
 - 4) The application fee set forth in N.J.A.C. 13:35-12.22.
- b) If the applicant meets the requirements at (a) above, the Committee shall advise the applicant that the applicant is eligible to take the Certified Professional Electrologist (CPE) Examination, or its successor, and the New Jersey Electrology Jurisprudence Examination.

13:35-12.9 APPLICATION FOR LICENSE: ELECTROLOGY INSTRUCTOR

- a) An applicant for license as an electrology instructor shall submit the following to the Committee:
- 1) A completed application form provided by the Board;

- 2) A notarized affidavit stating that the applicant has been actively engaged in the practice of electrology for a minimum of 400 hours per year for each of the last five years immediately preceding the date of application; and
 - 3) The application fee set forth in N.J.A.C. 13:35-12.22.
- b) If the applicant meets the requirements at (a) above, the Committee shall advise the applicant that the applicant is eligible to take the examination administered by the Committee.

13:35-12.10 LICENSING REQUIREMENTS FOR OFFICE PREMISES

- a) To be eligible for an office premises license, a person, firm, corporation, partnership, or other legal entity intending to open and operate an electrologist's office shall:
- 1) Submit a completed application form provided by the Board;
 - 2) Obtain a permit and pass inspections of the premises; and
 - 3) Submit the fees as required by N.J.A.C. 13:35-12.22.
- b) An electrology office shall be completely separate from living quarters and shall:
- 1) Maintain separate treatment and waiting room or rooms;
 - 2) Have at least 48 square feet in each treatment room;
 - 3) Have solid floor to ceiling walls in each treatment room;
 - 4) Have a sink with hot and cold running water in each treatment room;
 - 5) Provide sufficient lighting to perform the procedure and adequate ventilation in each treatment room;
 - 6) Maintain clean and sanitary conditions in all rooms;
 - 7) Provide a restroom;
 - 8) Provide a separate outside entrance which leads directly to a waiting room if the electrology office is located within or adjacent to living quarters;

- 9) Maintain separate electrical outlets in each treatment room;
 - 10) Comply with all local zoning requirements;
 - 11) Prohibit smoking in all rooms; and
 - 12) Prohibit animals in the treatment room, except as otherwise permitted by law.
- c) An electrology office shall maintain the following equipment and supplies in each treatment room on the premises:
- 1) Epilators, except radio tube epilators shall not be permitted;
 - 2) Single use, presterilized, unexpired disposable needles;
 - 3) A sharps container;
 - 4) A professional treatment table or professional treatment reclining chair;
 - 5) Magnification equipment;
 - 6) Disposable towels, disposable client drapes and treatment table paper stored in a closed cabinet;
 - 7) A plastic-lined trash can;
 - 8) Non-sterile disposable examination gloves;
 - 9) Hospital grade disinfectant detergent;
 - 10) A covered instrument holding container for forceps;
 - 11) FDA-approved antiseptic skin cleansing agent;
 - 12) Liquid soap in disposable container; and
 - 13) 70 percent Isopropyl alcohol.

- d) An electrology office shall maintain:
 - 1) An ultrasonic cleaner;
 - 2) An autoclave or dry-heat oven manufactured for the purpose of sterilization of medical instruments;
 - 3) Monthly reports of biological indicators;
 - 4) Client files maintained to protect privacy and confidentiality;
 - 5) Clean lab coats or uniforms;
 - 6) Protein dissolving solution;
 - 7) Treatment solutions and if not stored in an original container, labeled as to its contents;
 - 8) Sterilization pouches; and
 - 9) Heat indicators.
- e) Any premises where electrology services have been or are being rendered shall be subject to inspection by the Committee or its representative for the purpose of enforcing the provisions of this subchapter.

13:35-12.10A LICENSE RENEWAL; REINSTATEMENT: OFFICE PREMISES

- a) An office premises license holder who seeks renewal of the holder's office premises license shall submit a license renewal application and the license renewal fee as set forth at N.J.A.C. 13:35-12.22 to the Committee at least 30 days prior to the expiration of the current license. An office premises licensee who submits a renewal application within 30 days of expiration shall pay the late fee as set forth at N.J.A.C. 13:35-12.22. An office premises licensee who fails to submit a renewal application within 30 days of expiration shall have the licensee's office premises license suspended without a hearing.
- b) An office premises license is not transferable or assignable. The intended new operator of an office premises shall file, with the Committee, a new office premises license application within 10 days of the change.

- c) An office premises licensee who continues to offer electrology services with a suspended license shall be deemed to be engaging in the unauthorized practice of electrology and shall be subject to the penalties as set forth at N.J.S.A. 45:1-25 et seq.
- d) The Committee shall send a notice of renewal to the office premises licensee at least 60 days prior to the expiration of the license. If the notice to renew is not sent 60 days prior to the expiration date, no monetary penalties or fines shall apply to the holder for failure to renew provided that the license is renewed within 60 days from the date the notice is sent or within 30 days following the date of license expiration, whichever is later.
- e) An office premises licensee seeking reinstatement following the suspension of an office premises license pursuant to (a) above shall submit:
 - 1) A completed application and the application fee as set forth at N.J.A.C. 13:35-12.22;
 - 2) For an office premises licensee seeking reinstatement within the same biennial period of the expiration of the license, payment of a late fee as set forth at N.J.A.C. 13:35-12.22;
 - 3) For an office premises licensee seeking reinstatement in a biennial period subsequent to the period in which the license expired, payment of a reinstatement fee as set forth at N.J.A.C. 13:35-12.22; and
 - 4) One of the following certifications:
 - i) A certification of licensure in good standing from any other state or jurisdiction in which the applicant has held an electrology office premises license during the period the license was suspended in this State;
 - ii) Certification by the applicant stating that the applicant has operated an electrology office premises in a state or jurisdiction which does not require certification or licensure, during the period the license was suspended in this State; or
 - iii) Certification stating that the applicant has not held an electrology office premises license, in this or any other jurisdiction, during the period the license was suspended in this State.

13:35-12.11 INFECTION PREVENTION STANDARDS

- a) Electrologists shall comply with the standard precautions for infection prevention as set forth in this section.

- b) Electrologists shall perform the handwashing technique as described in (c) below in the following instances:
 - 1) Before and after treatment of each client;
 - 2) Before putting on gloves and immediately after gloves are removed; and
 - 3) Immediately upon contact with blood, bodily fluids, secretions or any item that has touched a client or that has been contaminated with blood, bodily fluids or secretions.

- c) Handwashing shall be performed as follows:
 - 1) With the use of liquid soap and water;
 - 2) A vigorous rubbing together of all surfaces of lathered hands, including between fingers and fingernail areas, for at least 10 seconds;
 - 3) A thorough rinsing under a stream of water; and
 - 4) Hands dried thoroughly with a clean disposable paper towel and then the faucet turned off with the paper towel.

- d) Liquid soap containers shall not be refilled and shall be disposed of when empty.

- e) Electrologists shall wear a new pair of non-sterile disposable examination gloves during the treatment of each client and during the procedures of soaking, cleaning, rinsing and drying of forceps and other instruments.
 - 1) Gloves shall be removed, discarded, hands washed or sanitized, and new gloves put on:
 - i) When a treatment session is interrupted causing the gloves to be contaminated; or
 - ii) When the gloves are torn or perforated.
 - 2) For purposes of this subsection, hand sanitizing shall be achieved by:
 - i) Applying the product label recommended amount of an antiseptic alcohol-based gel or rinse to the palm of one hand;

- ii) Rubbing hands together, covering all the surfaces of the hands, especially between the fingers and fingernail areas; and
 - iii) Continuing to rub hands together at least 15 seconds or until the alcohol dries.
- f) Electrologists shall clean and sterilize instruments in the following circumstances:
 - 1) Unused instruments before initial use;
 - 2) All containers used for storing contaminated instruments, and their lids on a daily basis or whenever contaminated; or
 - 3) Instruments contaminated before use, such as by dropping or touching a soiled surface.
- g) Instruments shall be cleaned prior to sterilization by:
 - 1) Placing in a sterilizable covered holding container and submerged in a solution of a protein dissolving enzyme detergent and cool water;
 - 2) Cleaning in an ultrasonic cleaning unit according to the manufacturer's instructions; and
 - 3) Thoroughly rinsing with water.
- h) Only after the instruments are cleaned in accordance with (g) above, shall instruments be packaged individually or in packages of several instruments that would be used for an individual client and must contain a heat indicator. The instruments shall not be packaged until they are cleaned in accordance with (g) above.
- i) Dry heat sterilizers and autoclaves shall be:
 - 1) Approved by the Food and Drug Administration (FDA);
 - 2) Contain visible physical indicators, for example, thermometers and timers; and
 - 3) Cleaned, used and maintained according to the manufacturer's instructions.
- j) Cleaned instruments shall be sterilized in accordance with the manufacturer's instructions for individual sterilizers and by one of the following methods:

- 1) Dry heat method which shall, at a minimum, conform to the following time-temperature relationships which relate to the time of exposure after attainment of the specific temperature does not include a heat-up lag time:
 - i) 338 degrees Fahrenheit (170 degrees Centigrade)—one hour;
 - ii) 320 degrees Fahrenheit (160 degrees Centigrade)—two hours; or
- 2) Autoclave method which shall, at a minimum, be performed for 15 to 20 minutes at 121 degrees Centigrade (250 degrees Fahrenheit); 15 to 20 pounds per square inch for packaged instruments and items, or other time-temperature relationships recommended by the manufacturer of the units which relate to the time the material is at temperature, and shall not include a penetration or heat-up lag time.
- k) Biological indicators using spore cultures must be utilized at least monthly to assure adequacy of sterilization. The spore testing shall be performed by an outside laboratory. Lab reports of biological indicators shall be filed in a sterility assurance file for two years.
- l) The electrologist shall take the following safety precautions:
 - 1) To prevent accidental puncture injuries, disposable or damaged needles shall not be recapped, bent, or otherwise manipulated by hand prior to disposal. Disposable or damaged needles shall be placed in a sharps container. The sharps container shall be securely sealed and removed by a Department of Environmental Protection regulated hauler of medical waste as required by N.J.A.C. 7:26-3A; and
 - 2) Removable tips for epilator needle holders shall be removed after each treatment soaked in an FDA-approved chemical disinfectant in accordance with manufacturer recommendations. The covered container used to hold the disinfectant shall be emptied daily or whenever visibly contaminated, then cleaned, dried, and refilled with fresh disinfectant.
- m) Soiled disposable items, other than instruments, shall be discarded into a container lined with a plastic bag, securely fastened, and disposed of daily into the regular trash disposal, unless otherwise specified by State and local health regulations.
- n) A hospital-grade disinfectant registered with the Environmental Protection Agency (EPA) shall be used to disinfect:

- 1) Equipment, such as an epilator or lamp used during treatment, between the use of each client; and
- 2) Exposed surfaces such as counter tops, tables and sinks on a daily basis.

13:35-12.12 POSTING OF LICENSES AND REQUIRED NOTICES

- a) All licensed office premises shall clearly display the following:
 - 1) The office premises license;
 - 2) The licenses of all electrologists rendering services within the office; and
 - 3) A list of all services performed and the charge for each service.
- b) All licensed office premises shall display the following notice:

NOTICE

This office and the electrologists herein are licensed to engage in the practice of electrology by the State of New Jersey, Division of Consumer Affairs. Any member of the public having a complaint concerning the manner in which electrology practice is conducted may notify the State Board of Medical Examiners, Electrologists Advisory Committee at PO Box 45041, Newark, New Jersey 07101.

13:35-12.13 EXAMINATION REQUIREMENTS; REEXAMINATION

- a) Except as provided at N.J.A.C. 13:35-12.5, an applicant for licensure as an electrologist shall successfully complete the Certified Professional Electrologist (CPE) Examination, or its successor, and the New Jersey Electrology Jurisprudence Examination.
- b) An applicant, who has previously taken the Certified Professional Electrologist Examination (CPE), or its successor, shall have successfully completed the examination within five years of application for an electrologist license.
- c) An applicant for licensure as an electrology instructor shall successfully complete the examination administered by the Committee.

- d) The applicant shall be eligible to take either the Certified Professional Electrologist (CPE) Examination, or its successor, or the instructor examination administered by the Committee, for one year from the date the Committee advises the applicant that the applicant is eligible to sit for the examination or for two administrations of the examination unless the applicant can demonstrate undue hardship to the Committee.
- e) If an applicant fails the Certified Professional Electrologist (CPE) Examination, or its successor, twice, the applicant may take the examination a third time only if the applicant completes an electrology course(s) as directed by the Committee, from an accredited electrology education program and submits to the Committee a certification of program completion.

13:35-12.14 LICENSE RENEWAL: ELECTROLOGIST AND ELECTROLOGY INSTRUCTOR

- a) The Committee shall send a notice of renewal to each licensee, at least 60 days prior to the expiration of the license. The notice of renewal shall explain inactive renewal and advise the licensee of the option to renew as inactive. If the notice to renew is not sent 60 days prior to the expiration date, no monetary penalties or fines shall apply to the holder for failure to renew, provided that the license is renewed within 60 days from the date the notice is sent or within 30 days following the date of license expiration, whichever is later.
- b) A licensee shall renew one's license for a period of two years from the last expiration date. The licensee shall submit a renewal application to the Committee, along with the renewal fee as set forth at N.J.A.C. 13:35-12.22, prior to the date of license expiration.
- c) A licensee may renew one's license by choosing inactive status. A licensee electing to renew the licensee's license as inactive shall not engage in the practice of electrology, or hold oneself out as eligible to engage in the practice of electrology in New Jersey, until such time as the license is returned to active status.
- d) If a licensee does not renew the license prior to its expiration date, the licensee may renew the license within 30 days of its expiration by submitting a renewal application, a renewal fee, and a late fee as set forth at N.J.A.C. 13:35-12.22. During this 30-day period, the license shall be valid and the licensee shall not be deemed practicing without a license.
- e) A licensee who fails to submit a renewal application within 30 days of license expiration shall have one's license suspended without a hearing.
- f) A licensee who continues to engage in the practice of electrology with a suspended license shall be deemed to be engaging in the unauthorized practice of electrology and shall be

subject to action consistent with N.J.S.A. 45:1-14 et seq., even if no notice of suspension has been provided to the individual.

13:35-12.14A LICENSE REACTIVATION: ELECTROLOGIST AND ELECTROLOGY INSTRUCTOR

- a) A licensee who holds an inactive license pursuant to N.J.A.C. 13:35-12.14(c) may apply to the Committee for reactivation of the inactive license. A licensee seeking reactivation of an inactive license shall submit:
- 1) A renewal application;
 - 2) A certification of employment listing each job held during the period the license was inactive, which includes the name, address, and telephone number of each employer;
 - 3) The renewal fee for the biennial period for which reactivation is sought as set forth at N.J.A.C. 13:35-12.22.
 - i) If the renewal application is sent during the first year of the biennial period, the applicant shall submit the renewal fee as set forth at N.J.A.C. 13:35-12.22.
 - ii) If the renewal application is sent during the second year of the biennial period, the applicant shall submit one-half of the renewal fee as set forth at N.J.A.C. 13:35-12.22; and
 - 4) Evidence of having completed all continuing education credits that were required to be completed during the biennial period immediately prior to the renewal period for which reactivation is sought, consistent with the requirements set forth at N.J.A.C. 13:35-12.19.
 - i) An applicant who holds a valid, current license in good standing issued by another state to engage in the practice of electrology and submits proof of having satisfied that state's continuing education requirements for that license, shall be deemed to have satisfied the requirements at (a)4 above. If the other state does not have any continuing education requirements, the requirements at (a)4 above shall apply.
 - ii) Notwithstanding (a)4i above, an applicant shall satisfy the continuing education requirement pertaining to universal precautions as set forth at N.J.A.C. 13:35-12.19(c).
- b) If Committee review of an application establishes a basis for concluding that there may be practice deficiencies in need of remediation prior to reactivation, the Committee may require the applicant to submit to, and successfully pass, an examination or an assessment of skills, a refresher course, or other requirements as determined by the Committee prior to reactivation of the license. If that examination or assessment identifies deficiencies or educational needs, the Committee may require the applicant, as a condition of reactivation of licensure, to take and successfully complete any education or training or to submit to any supervision, monitoring, or limitations as the Committee determines is necessary to assure that the applicant practices with reasonable skill and safety. The Committee, in its discretion, may

restore the license subject to the applicant's completion of the training within a period of time prescribed by the Committee following the restoration of the license. In determining whether there are practice deficiencies requiring remediation, the Committee shall consider the following non-exhaustive list of factors:

- 1) Length of time license was inactive;
- 2) Employment history;
- 3) Professional history;
- 4) Disciplinary history and any action taken against the applicant's license by any licensing board;
- 5) Actions affecting the applicant's privileges taken by any institution, organization, or employer related to the practice of electrology or other professional or occupational practice in New Jersey, any other state, the District of Columbia, or in any other jurisdiction;
- 6) Pending proceedings against a professional or occupational license issued to the licensee by a professional board in New Jersey, any other state, the District of Columbia, or in any other jurisdiction; and
- 7) Civil litigation related to the practice of electrology or other professional or occupational practice in New Jersey, any other state, the District of Columbia, or in any other jurisdiction.

13:35-12.14B LICENSE REINSTATEMENT: ELECTROLOGIST AND ELECTROLOGY INSTRUCTOR

- a) A licensee whose license has been suspended pursuant to N.J.A.C. 13:35-12.14(e) may apply to the Committee for reinstatement. A licensee applying for reinstatement shall submit:
 - 1) A reinstatement application;
 - 2) A certification of employment listing each job held during the period of suspended license, which includes the name, address, and telephone number of each employer;
 - 3) The renewal fee for the biennial period for which reinstatement is sought;
 - 4) The past due renewal fee for the biennial period immediately preceding the renewal period for which reinstatement is sought;
 - 5) The reinstatement fee as set forth at N.J.A.C. 13:35-12.22; and
 - 6) Evidence of having completed all continuing education credits that were required to be completed during the biennial period immediately prior to the renewal period for which reinstatement is sought, consistent with the requirements as set forth at N.J.A.C. 13:35-12.19.

- i) An applicant who holds a valid, current license in good standing issued by another state to engage in the practice of electrology and submits proof of having satisfied that state's continuing education requirements for that license, shall be deemed to have satisfied the requirements at (a)6 above. If the other state does not have any continuing education requirements, the requirements at (a)6 above shall apply.
 - ii) Notwithstanding (a)6i above, an applicant shall satisfy the continuing education requirement pertaining to universal precautions set forth at N.J.A.C. 13:35-12.19(c).
- b) If Committee review of an application establishes a basis for concluding that there may be practice deficiencies in need of remediation prior to reinstatement, the Committee may require the applicant to submit to, and successfully pass, an examination or an assessment of skills, a refresher course, or other requirements as determined by the Committee prior to reinstatement of the license. If that examination or assessment identifies deficiencies or educational needs, the Committee may require the applicant, as a condition of reinstatement of licensure, to take and successfully complete any education or training or to submit to any supervision, monitoring, or limitations as the Committee determines is necessary to assure that the applicant practices with reasonable skill and safety. The Committee, in its discretion, may restore the license subject to the applicant's completion of the training within a period of time prescribed by the Committee following the restoration of the license. In determining whether there are practice deficiencies requiring remediation, the Committee shall consider the following non-exhaustive list of factors:
- 1) Length of time license was suspended;
 - 2) Employment history;
 - 3) Professional history;
 - 4) Disciplinary history and any action taken against the applicant's license by any licensing board;
 - 5) Actions affecting the applicant's privileges taken by any institution, organization, or employer related to the practice of electrology or other professional or occupational practice in New Jersey, any other state, the District of Columbia, or in any other jurisdiction;
 - 6) Pending proceedings against a professional or occupational license issued to the licensee by a professional board in New Jersey, any other state, the District of Columbia, or in any other jurisdiction; and
 - 7) Civil litigation related to the practice of electrology or other professional or occupational practice in New Jersey, any other state, the District of Columbia, or in any other jurisdiction.

13:35-12.15 UNLICENSED PRACTICE

- a) No person shall practice electrology, whether or not compensation is received or expected, unless the person holds a valid license to practice electrology in this State. No person shall teach electrology, whether or not compensation is received or expected, unless the person holds a valid license to teach electrology in this State. Nothing in these rules shall be construed to:
- 1) Prohibit any person licensed to practice or certified to teach electrology in this State under any other law or rule from engaging in the practice or teaching for which he or she is licensed, regulated or certified; or
 - 2) Prohibit any student enrolled in an approved clinical electrology education program from performing that which is necessary to the student's course of study.
- b) No person, firm, corporation, partnership or other legal entity shall operate, maintain or use premises for the rendering of any service as provided in the definition of electrology without first having secured an office premises license from the Board.
- c) No person, business entity or its employees, agents or representatives shall use the titles "licensed electrologist" or "licensed electrology instructor" or the letters "L.E." or "L.E.I.," or any other title, designation, words, letters, abbreviations or insignia indicating the practice or teaching of electrology, unless licensed to practice or teach electrology pursuant to the provisions of this subchapter.
- d) The holder of an office premises license shall not aid, abet, or permit a person not licensed by the Board to render any services encompassed within the definition of electrology.

13:35-12.16 LICENSURE BY CREDENTIALS (COMITY LICENSE)

- a) Any person with a valid registration, certification or license to practice electrology or as an electrology instructor issued by another state or possession of the United States or the District of Columbia shall, upon submission of an application provided by the Committee and payment of a fee as set forth in N.J.A.C. 13:35-12.22, be issued a license to provide electrology services or to act as an electrology instructor, whichever is applicable, provided that:
- 1) The education, training, and examination requirements in such other jurisdiction are substantially equivalent to those required by this State at the time of application;
 - 2) The applicant has not previously failed the Certified Professional Electrology (CPE) Examination or the Certified Technical Trainer (CTT) Examination or their successors, required by N.J.A.C. 13:35-12.6 and 12.7;

- 3) All other State registrations, certificates, or licenses are current, active, and in good standing; and
 - 4) The applicant has passed the New Jersey Electrology Jurisprudence Examination.
- b) If the out-of-State applicant has failed the examination required by N.J.A.C. 13:35-12.6 and 12.7, licensing shall be at the discretion of the Committee. The Committee shall take the following into consideration to determine the applicant's qualification for licensure:
- 1) Educational history;
 - 2) Consumer complaint history;
 - 3) Examinations taken and date(s) and number of failures, if any;
 - 4) Employment history; and
 - 5) Length of licensure in the other jurisdiction(s).

13:35-12.17 SUSPENSION, REVOCATION OR REFUSAL TO RENEW LICENSE

- a) The Board may refuse to grant or may suspend or revoke a license to practice or teach electrology or operate an electrology office upon proof that the licensee:
- 1) Has employed unlicensed persons to practice electrology or supervised or aided an unlicensed person in the practice of electrology;
 - 2) Has advertised the practice of electrology so as to disseminate false, deceptive or misleading information, whether as an individual, through a professional service corporation, or through a third party;
 - 3) Has promoted the sale of devices, appliances, or goods to a client so as to exploit the client for financial gain;
 - 4) Has used instruments or procedures in the practice of electrology that are not approved by the Board or Committee as set forth in N.J.A.C. 13:35-12.10 and 12.11;
 - 5) Has maintained an office not in compliance with the standards for sanitary conditions set forth in N.J.A.C. 13:35-12.10 and 12.11;

- 6) Has acted in a manner inconsistent with the standards of practice of electrology at N.J.A.C. 13:35-12.10, 12.11, 12.18, 12.19, 12.20 and 12.21;
- 7) Has obtained a certificate, registration, license or authorization to sit for an examination, as the case may be, through fraud, deception or misrepresentation;
- 8) Has engaged in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense;
- 9) Has engaged in gross negligence, gross malpractice or gross incompetence which damaged or endangered the life, health, welfare, safety or property of any person;
- 10) Has engaged in repeated acts of negligence, malpractice or incompetence;
- 11) Has engaged in professional or occupational misconduct as may be determined by the Board;
- 12) Has been convicted of, or engaged in acts constituting, any crime or offense involving moral turpitude or relating adversely to the activity regulated by the Board. For the purpose of this subchapter, a judgment of conviction or a plea of guilty, non vult, nolo contendere or any other such disposition of alleged criminal activity shall be deemed a conviction;
- 13) Has had his or her authority to engage in the practice of electrology revoked or suspended by any other state, agency or authority for reasons consistent with this subchapter;
- 14) Has violated or failed to comply with the provisions of any Act or regulation administered by the Board;
- 15) Is incapable, for medical or any other good cause, of discharging the functions of a licensee in a manner consistent with the public's health, safety and welfare;
- 16) Has repeatedly failed to submit completed applications, or parts of, or documentation submitted in conjunction with such applications, required to be filed with the Department of Environmental Protection;
- 17) Has violated any provision of P.L. 1983, c.320 (C.17:33A-1 et seq.) or any insurance fraud prevention law or Act of another jurisdiction or has been adjudicated, in civil or administrative proceedings, of a violation of P.L. 1983, c.320 (C.17:33A-1 et seq.) or has

- been subject to a final order, entered in civil or administrative proceedings, that imposed civil penalties under the Act against the applicant or holder;
- 18) Is presently engaged in drug or alcohol use that is likely to impair the ability to practice the profession or occupation with reasonable skill and safety. For purposes of this subchapter, the term "presently" means at this time within the previous 365 days;
 - 19) Has permitted an unlicensed person or entity to perform an act for which a license or certificate of registration or certification is required by the Board, or aided and abetted an unlicensed person or entity in performing such an act; or
 - 20) Has advertised fraudulently in any manner.
- b) In addition to the consequences listed in (a) above, the Board may impose additional or alternative penalties pursuant to N.J.S.A. 45:1-14 et seq. for violations of any provision of the Act and this subchapter.
 - c) The refusal to renew, temporarily suspend or revoke a license, and/or the issuance of a civil penalty under this section may be ordered by the Board provided that the licensee has an opportunity to be heard by the Board or Committee.

13:35-12.18 RECORDKEEPING

- a) Licensees shall make contemporaneous, permanent entries into client records which shall accurately reflect the electrology services rendered. Client records shall be maintained for a period of seven years from the date of the most recent entry. The client record shall contain:
 - 1) A Health History Assessment, only to the extent that it relates to the practice of electrology;
 - 2) The dates and duration of each treatment;
 - 3) The client's presenting problem and/or condition;
 - 4) The name of the treating electrologist if there is more than one electrologist practicing at the office;
 - 5) Areas treated, size of needle, modality and settings;
 - 6) Progress notes;

- 7) Any referral to a physician; and
 - 8) Fees charged and paid.
- b) Corrections and/or additions may be made to a client record, provided that each change is clearly identified as such, dated and initialed by the licensee.
 - c) A client record which is prepared and maintained on a personal or other computer shall be producible as hard copy upon demand.
 - d) Licensees shall provide a copy of a client treatment record to a client or an authorized representative no later than 30 days from receipt of a written request from the client or an authorized representative.
 - e) Licensees shall maintain the confidentiality of professional treatment records, except that:
 - 1) The licensee shall release client records as directed by a subpoena issued by the Board of Medical Examiners or the Office of the Attorney General, or by a demand for statement in writing under oath, pursuant to N.J.S.A. 45:1-18. Such records shall be originals, unless otherwise specified, and shall be unedited, with full client names; and
 - 2) The licensee shall release information as required by law or regulation.

13:35-12.19 CONTINUING EDUCATION; PROGRAMS; STANDARDS

- a) A licensed electrologist applying for biennial license renewal shall complete, during the preceding biennial period, continuing education in the continuing education credits specified in (c) below. Licensees during their initial period of licensure are exempt from the continuing education requirements of this section.
- b) Each licensee shall confirm on the application for biennial licensure renewal that he or she has completed the required number of continuing education credits as provided for in (c) below. Falsification of any information submitted with the renewal application may result in penalties and/or license suspension pursuant to the Uniform Enforcement Act, N.J.S.A. 45:1-21.
- c) Each applicant for a biennial license renewal shall complete during the preceding biennial period 20 credits of continuing education, consistent with the following requirements:
 - 1) Three credits shall be in courses pertaining to universal precautions.

- 2) Seventeen credits shall be in courses and/or other activities directly related to the practice of electrology.
- d) (Reserved)
- e) Any continuing education credits earned that are in excess of the 20 credits specified in (c) above during a biennial licensure period shall not be carried forward into the following biennial licensure period.
- f) A licensee who is required to complete remedial continuing education pursuant to Board action shall not receive credit for such imposed continuing education toward the mandatory 20 credits of biennial continuing education.
- g) The Board may direct a licensee to complete continuing education credits to correct a deficiency in the licensee's continuing education requirement.
- h) A licensee may obtain continuing education credits from the following:
 - 1) Successful completion of programs, courses or seminars approved by the Continuing Education Review Committee (CERC) of the American Electrology Association or the Committee pursuant to (i) below. The Committee shall approve only such continuing education programs as are available to all electrologists in this State on a reasonable nondiscriminatory basis. Programs may be held within or out of the State, but shall be held, so as to allow electrologists in all areas of the State to attend. The Committee shall maintain a list of all approved programs, courses, and lectures at the Committee office and shall furnish this information to the licensees upon request;
 - 2) Post-graduate work at electrology schools whose curriculum has been approved by the Board pursuant to N.J.A.C. 13:35-12.6, transcripts of which shall be furnished to the Committee;
 - 3) Course work in the following areas related to the practice of electrology such as:
 - i) Communications;
 - ii) Ethics;
 - iii) Business;
 - iv) Accounting;

- v) Technology; and
 - vi) Health related subjects such as diabetes, dermatology, endocrinology, plastic surgery and allergies;
- 4) Authorship of peer reviewed textbooks, articles or manuals specifically related to electrology; and
- 5) Correspondence, self-study, televised, videotaped, teleconference and internet courses related to the practice of electrology with verification by the course provider that the course was monitored and successfully completed by the licensee.
- i) Credit for continuing education shall be granted for each biennial licensure period as follows:
- 1) A licensee shall receive one continuing education credit for each hour of attendance at programs, courses or seminars approved by the Continuing Education Review (CER) Committee of the American Electrology Association or the Committee. Credit shall not be granted for courses that are less than one instructional hour long. Completion of an entire course is required in order to receive any continuing education credit;
 - 2) Successful completion of post-graduate course work pursuant to (h) above: one continuing education credit for each course credit awarded;
 - 3) Successful completion of related courses pursuant to (h) above: one continuing education credit for each course credit awarded with a maximum of five credits per biennial licensure period;
 - 4) Publication in a peer reviewed professional journal of an article related to the practice of electrology: three credits per article with a maximum of six credits per biennial licensure period;
 - 5) Authorship of a peer reviewed textbook or manual related to the practice of electrology: five credits for each textbook or manual with a maximum of 10 credits per biennial licensure period; and
 - 6) Correspondence, self-study, televised, videotaped, teleconference, and internet courses related to the practice of electrology.
- j) To report continuing credit hours, a licensee shall:

- 1) Certify on the application for biennial renewal completion of the required number of continuing education credits. Falsification of any information submitted on the renewal application may result in penalties and/or license suspension;
- 2) Maintain all evidence, as outlined in (j)3 below, of completion of continuing education requirements for a period of five years after completion of the credits and shall submit such documentation to the Committee upon request;
- 3) Provide to the Committee, upon request, documentation of continuing education requirements as follows:
 - i) For programs, courses, seminars and conferences approved by the Board pursuant to (i) above: the course provider's written verification of attendance;
 - ii) For post-secondary courses: a transcript;
 - iii) For articles published in a peer reviewed professional journal: the published article;
 - iv) For authored textbooks or manuals: the textbook or manual; and
 - v) Correspondence, self-study, televised, videotaped teleconference and internet courses: verification from the course provider.
- k) The Committee will, from time to time, conduct random audits to determine licensee compliance with continuing education requirements.
- l) The Committee may, upon receipt of a request for waiver, waive continuing education requirements on an individual basis for reasons of hardship, such as severe illness, disability or military service.
 - 1) Any licensee seeking a waiver of the continuing education requirements shall apply to the Committee in writing and set forth in specific detail the reasons for requesting the waiver. The licensee shall provide the Committee with such supplemental materials as will support the request for waiver.
- m) All sponsors of continuing education shall:
 - 1) Submit the following for each course, program or seminar offered, for evaluation by the Committee:

- i) A detailed description of course content and estimated hours of instruction; and
 - ii) The curriculum vitae of each lecturer, including specific background which qualifies the individual as a lecturer in the area of instruction;
- 2) Obtain Committee approval prior to representing that any course, seminar, or program fulfills the requirements of this section;
 - 3) Monitor the attendance at each approved course, program or seminar and furnish to each enrollee a verification of attendance, which shall include at least the following information:

The title, date and location of the course, program or seminar offering;

- i) The name and license number of the attendee;
 - ii) The number of credits awarded; and
 - iii) The name and signature of the sponsor and the seal of the organization;
- 4) Evaluate course offerings. Evaluations shall be solicited from both the attendees and the instructors; and
 - 5) Submit a fee pursuant to N.J.A.C. 13:35-12.22 for each submission of courses, programs or seminars reviewed by the Committee.

13:35-12.20 SEXUAL MISCONDUCT

- a) A licensee shall not engage in sexual contact with a client during the course of electrology treatment. "Sexual contact" means the knowing touching of a person's body directly or through clothing, where the circumstances surrounding the touching would be construed by a reasonable person to be motivated by the licensee's own prurient interest or for sexual arousal or gratification. "Sexual contact" includes, but is not limited to, the imposition of a part of the licensee's body upon the part of the client's body, sexual penetration, or the insertion or any imposition of any object of any part of a licensee's or client's body into or near the genital, anal or other opening of the other person's body. "Sexual contact" does not include the touching of a client's body which is necessary during a generally accepted and recognized electrology procedure.
- b) A licensee shall not engage in any discussion of an intimate sexual nature with a client during the course of treatment unless that discussion is directly related to a proper electrology purpose. Such discussion shall not include disclosure by the licensee of his or her own sexual relationships.

- c) A licensee shall provide privacy and examination conditions which prevent the exposure of the unclothed body of the client. Appropriate draping measures shall be employed to protect the client's privacy.
- d) A licensee shall not engage in sexual harassment during the course of electrology treatment. "Sexual harassment" means solicitation of any sexual act, physical advances, or verbal or non-verbal contact that is sexual in nature, and which occurs in connection with a licensee's activities or role as a provider of electrology services, and that either: is unwelcome, offensive to a reasonable person, or creates a hostile workplace environment, and the licensee knows, should know, or is told this; or is sufficiently severe or intense to be abusive to a reasonable person in that context.
- e) A licensee shall not engage in any other activity during the course of treatment which would lead a reasonable person to believe that the activity serves the licensee's personal prurient interests or which is for the sexual arousal, or sexual gratification of the licensee or client or which is construed as an act of sexual abuse.
- f) Violation of any of the prohibitions or directives set forth in (a) through (e) above shall constitute professional misconduct pursuant to N.J.S.A. 45:1-21 (e).
- g) It shall not be a defense to any action under this section that the client solicited or consented to sexual contact with the licensee.

13:35-12.21 ADVERTISING AND SOLICITATION PRACTICES

- a) The following words and terms, when used in this section, shall have the following meanings, unless the context clearly indicates otherwise.

"Advertisement" means any attempt directly or indirectly by publication, dissemination, or circulation in print or electronic media which directly or indirectly induces or attempts to induce any person to purchase or enter into an agreement for treatment from a licensee.

"Electronic media" means radio, television, and Internet.

"Graphic representation" means the use of drawings, animations, clinical photographs, dramatizations, music or lyrics.

"Print media" means newspapers, magazines, periodicals, professional journals, telephone directories, circulars, handbills, flyers, billboards, signs, matchcovers and other similar items, documents or comparable publications, the content of which is disseminated by means of the printed word.

"Range of fees" means a stated upper and lower limit on the fees charged for services or goods offered by a licensee.

"Routine professional service" means a service which a licensee routinely performs.

- b) A licensee may provide information to the public by advertising in print or electronic media.
- c) An advertisement by a licensee shall include:
 - 1) The name of the licensee;
 - 2) The address of the licensee's office;
 - 3) The licensee's office phone number; and
 - 4) The license number and/or premises license number.
- d) A licensee who engages in the use of advertising which contains any of the following shall be deemed to be engaged in professional misconduct:
 - 1) Any statement, claim or format such as a graphic representation, which is false, fraudulent, misleading or deceptive;
 - 2) Any claim that the treatment performed or the materials and/or equipment used are superior to that which is ordinarily performed or used in the profession unless the claim is objective and can be substantiated;
 - 3) Any promotion of a professional service which the licensee knows or should know is beyond the licensee's ability to perform or any guarantee of results from any treatment not consistent with the definition of electrology in N.J.A.C. 13:35-12.2;
 - 4) The communication of any fact, data or information which may personally identify a client without that client's signed written permission obtained in advance; or
 - 5) Any violations of (e) through (j) below.
- e) The Committee may require a licensee to substantiate the truthfulness of any assertion or representation set forth in an advertisement. Failure of a licensee to provide factual

substantiation to support a representation or assertion shall be deemed professional misconduct.

- f) An advertisement offering free services or a fee reduction, including coupons, shall state the reduced fee or range of fees and the licensee's usual fee or range of fees for each service for which a reduction is advertised. The reference fee required in this subsection shall have been the usual fee charged for the advertised service for a period of not less than 90 days prior to the advertised reduction.
- g) The responsibility for the form and content of any advertisement offering treatment by a licensee shall be:
 - 1) Jointly and severally that of each licensee who is a principal of the firm or entity identified in the advertisement; and
 - 2) Borne by the licensee even if the advertisement is placed by an unlicensed entity.
- h) The time period during which an advertised fee will remain in effect shall be set forth on the face of the advertisement. In the absence of such disclosure, the effective period shall be deemed to be 30 days from the date of the advertisement's final publication.
- i) A video or audio tape of every advertisement communicated by electronic media shall be retained by the licensee and shall be made available for review upon request by the Committee. A copy of any advertisement appearing in the print media shall also be retained by the licensee and made available for review. The tapes and print media copies required to be retained by this subsection shall be kept for a period of three years from the date of the last authorized publication or dissemination of the advertisement.
- j) Testimonial advertisement shall be conducted as follows:
 - 1) All testimonials involving a specific or identifiable procedure shall truthfully reflect the actual experience of the client and shall include the following statement:

"This procedure may not be suitable for every client. All clients must be evaluated by an electrologist as the appropriateness of performing the procedure and informed of any potential risks and complications."
 - 2) Where compensation has been paid to a testimonial giver, the fact of such compensation shall be conspicuously disclosed in a legible and readable manner in any advertisement in

the following language: "COMPENSATION HAS BEEN PROVIDED FOR THIS TESTIMONIAL."

- 3) A licensee who advertises through the use of testimonials shall maintain documentation relating to such testimonials for a period of three years from the date of the last use of the testimonial. Such documentation shall include, at a minimum, the name, address and telephone number of the individual in the advertisement, the type and amount or value of compensation.
- 4) The testimonial shall not guarantee any specific results from any treatment.

13:35-12.22 FEE SCHEDULE

a) The following fees shall be charged by the Committee:

1)Application fee:

- i) Electrologist.....\$100.00
- ii) Electrology instructor\$ 75.00
- iii) Office premises\$200.00

2)Initial license fee:

iv) Electrologist:

- (1)First year of the biennial period.....\$200.00
- (2)Second year of the biennial period\$100.00

v) Electrology Instructor:

- (1) First year of the biennial period\$100.00
- (2)Second year of the biennial period.....\$50.00

vi) Office premises:

- (1) First year of the biennial period\$90.00

(2) Second year of the biennial period.....	\$45.00
3)Biennial license renewal fee:	
vii) Electrologist.....	\$200.00
viii) Electrology instructor	\$100.00
ix) Office premises	\$90.00
4)Duplicate license	\$25.00
5)Duplicate wall certificate	\$40.00
6)Reinstatement fee	\$150.00
7)Late fee	\$50.00
8)Jurisprudence examination.....	\$50.00
9)Comity license	\$75.00
10) Continuing education sponsor fee	\$100.00
11) License verification fee	\$40.00
12) Inactive license fee	(Reserved)

**SUBCHAPTER 12A.
TELEMEDICINE AND TELEHEALTH: ELECTROLOGISTS**

13:35-12A.1 PURPOSE AND SCOPE

- a) The purpose of this subchapter is to implement the provisions of P.L. 2017, c. 117 (N.J.S.A. 45:1-61 et seq.), which authorizes healthcare providers to engage in telemedicine and telehealth.

- b) This subchapter shall apply to all persons who are licensed by the Committee.

- c) Pursuant to N.J.S.A. 45:1-62, an electrologist must hold a license issued by the Committee if he or she:
- 1) Is located in New Jersey and provides electrology services to any client located in or out of New Jersey by means of telemedicine or telehealth; or
 - 2) Is located outside of New Jersey and provides electrology services to any client located in New Jersey by means of telemedicine or telehealth.
- d) Notwithstanding N.J.S.A. 45:1-62 and (c) above, a healthcare provider located in another state who consults with a licensee in New Jersey through the use of information and communications technologies, but does not direct client care, will not be considered as providing health care services to a client in New Jersey consistent with N.J.S.A. 45:9-37.76 et seq., and will not be required to obtain licensure in New Jersey in order to provide such consultation.

13:35-12A.2 DEFINITIONS

The following words and terms, when used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

“Asynchronous store-and-forward” means the acquisition and transmission of images, diagnostics, data, and medical information either to or from an originating site or to or from the licensee at a distant site, which allows for the client to be evaluated without being physically present.

“Committee” means the Electrologists Advisory Committee.

“Cross-coverage” means a licensee engages in a remote electrology evaluation of a client, without in-person contact, at the request of another licensee who has established a proper licensee-client relationship with the client.

“Distant site” means a site at which a licensee is located while providing electrology services by means of telemedicine or telehealth.

“Licensee” means an individual licensed by the Committee.

“On-call” means a licensee is available, where necessary, to physically attend to the urgent and follow-up needs of a client for whom the licensee has temporarily assumed responsibility, as designated by the client’s primary care licensed electrologist or other health care provider of record.

“Originating site” means a site at which a client is located at the time that electrology services are provided to the client by means of telemedicine or telehealth.

“Proper licensee-client relationship” means an association between a licensee and client wherein the licensee owes a duty to the client to be available to render professional services consistent with his or her training and experience, which is established pursuant to the requirements at N.J.A.C. 13:35-12A.4.

“Telehealth” means the use of information and communications technologies, including telephones, remote client monitoring devices, or other electronic means, to support clinical health care, provider consultation, client and professional health-related education, public health, health administration, and other services in accordance with the provisions of P.L. 2017, c. 117 (N.J.S.A. 45:1-61 et seq.).

“Telemedicine” means the delivery of a health care service, including supportive mental health services, using electronic communications, information technology, or other electronic or technological means to bridge the gap between a health care licensee who is located at a distant site and a client who is located at an originating site, either with or without the assistance of an intervening licensee, and in accordance with the provisions of P.L. 2017, c. 117 (N.J.S.A. 45:1-61 et seq.). “Telemedicine” does not include the use, in isolation, of audio-only telephone conversation, electronic mail, instant messaging, phone text, or facsimile transmission.

13:35-12A.3 STANDARD OF CARE

- a) Prior to providing services through telemedicine or telehealth, a licensee shall determine whether providing those services through telemedicine or telehealth would be consistent with the standard of care applicable for those services when provided in-person.
- b) If a licensee determines, either before or during the provision of electrology services, that services cannot be provided through telemedicine or telehealth in a manner that is consistent with in-person standards of care, the licensee shall not provide or supervise services through telemedicine or telehealth.

- 1) A licensee working under supervision shall be responsible for determining whether electrology services can be provided through telemedicine or telehealth in a manner that is consistent with in-person standards of care.
- c) A licensee who determines that services cannot be provided through telemedicine or telehealth pursuant to (b) above shall advise the client to obtain services in-person.
 - d) A licensee who provides a diagnosis, treatment, or consultation recommendation, including discussions regarding the risk and benefits of a client's treatment options, through telemedicine or telehealth shall be held to the same standard of care or practice standards as are applicable to in-person settings.

13:35-12A.4 LICENSEE-CLIENT RELATIONSHIP

- a) Prior to providing services through telemedicine or telehealth, a licensee shall establish a licensee-client relationship by:
 - 1) Identifying the client with, at a minimum, the client's name, date of birth, phone number, and address. A licensee may also use a client's assigned identification number, Social Security number, photo, health insurance policy number, or other identifier associated directly with the client; and
 - 2) Disclosing and validating the licensee's identity, license, title, and, if applicable, specialty and board certifications.
- b) Prior to initiating contact with a client for the purpose of providing services to the client using telemedicine or telehealth, a licensee shall:
 - 1) Review the client's medical history and any available medical records, to the extent they relate to the practice of electrology;
 - 2) Determine, as to each unique client encounter, whether he or she will be able to provide the same standard of care using telemedicine or telehealth as would be provided if the services were provided in-person; and
 - 3) Provide the client the opportunity to sign a consent form which authorizes the licensee to release client records of the encounter to the client's primary care licensee or other healthcare provider identified by the client.

- c) Notwithstanding (a) and (b) above, electrology services may be provided through telemedicine or telehealth without a proper licensee-client relationship if the provision of electrology services is:
- 1) For informal consultations with another health care provider performed by a licensee outside the context of a contractual relationship, or on an irregular or infrequent basis, without the expectation or exchange of direct or indirect compensation;
 - 2) During episodic consultations by a health care specialist located in another jurisdiction who provides consultation services, upon request, to a licensee in this State;
 - 3) Related to health care assistance provided in response to an emergency or disaster, provided that there is no charge for the medical assistance; or
 - 4) Provided by a substitute licensee acting on behalf and at the designation of an absent licensee in the same specialty on an on-call or cross-coverage basis.

13:35-12A.5 PROVISION OF ELECTROLOGY SERVICES THROUGH TELEMEDICINE OR TELEHEALTH

- a) As long as a licensee has satisfied the requirements at N.J.A.C. 13:35-12A.4, a licensee may provide electrology services to a client through the use of telemedicine and may engage in telehealth to support and facilitate the provision of electrology services to clients.
- b) Prior to providing services through telemedicine or telehealth, a licensee shall determine the client's originating site and record this information in the client's record.
- c) A licensee providing healthcare services through telemedicine shall use interactive, real-time, two-way communication technologies, which shall include, except as provided at (e) below, a video component that allows a licensee to see a client and the client to see the licensee during the provision of electrology services.
- d) A licensee providing services through telemedicine or telehealth may use asynchronous store-and-forward technology to allow for the electronic transmission of:
 - 1) Images;
 - 2) Diagnostics;
 - 3) Data; and

- 4) Medical information.
- e) If, after accessing and reviewing the client's records, a licensee determines that he or she is able to meet the standard of care for such services if they were being provided in-person without using the video component described at (c) above, the licensee may use interactive, real-time, two-way audio in combination with asynchronous store-and-forward technology, without a video component.
- f) Prior to providing services through telemedicine or telehealth, a licensee shall review any medical history or medical records provided by a client as follows:
- 1) For an initial encounter with a client, medical history and medical records shall be reviewed prior to the provision of electrology services through telemedicine or telehealth; and
 - 2) For any subsequent interactions with a client, medical history and medical records shall be reviewed either prior to the provision of electrology services through telemedicine or telehealth or contemporaneously with the encounter with the client.
- g) During and after the provision of electrology services through telemedicine or telehealth, a licensee shall provide his or her name, professional credentials, and contact information to the client. Such contact information shall enable the client to contact the licensee for at least 72 hours following the provision of services, or for a longer period if warranted by the client's circumstances and accepted standards of care.
- h) After the provision of electrology services through telemedicine or telehealth, a licensee shall provide the client, upon request, with his or her records reflecting the services provided.
- i) A licensee shall provide, upon a client's written request, the client's information to the client's primary care provider or to other health care providers.
- j) A licensee engaging in telemedicine or telehealth shall refer a client for follow-up care, when necessary.

13:35-12A.6 RECORDS

A licensee who provides services through telemedicine or telehealth shall maintain a record of the care provided to a client. Such records shall comply with the requirements at N.J.A.C.

13:35-12.18, and all other applicable State and Federal statutes, rules, and regulations for recordkeeping, confidentiality, and disclosure of a client's medical record.

13:35-12A.7 PREVENTION OF FRAUD AND ABUSE

- a) In order to establish that a licensee has made a good faith effort to prevent fraud and abuse when providing services through telemedicine or telehealth, a licensee must establish written protocols that address:
 - 1) Authentication and authorization of users;
 - 2) Authentication of the client during the initial intake pursuant to N.J.A.C. 13:35-12A.4(a)1;
 - 3) Authentication of the origin of information;
 - 4) The prevention of unauthorized access to the system or information;
 - 5) System security, including the integrity of information that is collected, program integrity, and system integrity;
 - 6) Maintenance of documentation about system and information usage;
 - 7) Information storage, maintenance, and transmission; and
 - 8) Synchronization and verification of client profile data.

13:35-12A.8 PRIVACY AND NOTICE TO CLIENTS

- a) Licensees who communicate with clients by electronic communications other than telephone or facsimile shall establish written privacy practices that are consistent with the Federal standards set forth at 45 CFR Parts 160 and 164, which are incorporated herein by reference, as amended and supplemented, relating to privacy of individually identifiable health information.
- b) Written privacy practices required at (a) above shall include privacy and security measures that assure confidentiality and integrity of client-identifiable information. Transmissions, including client email, prescriptions, and laboratory results must be password protected, encrypted electronic prescriptions, or protected through substantially equivalent authentication techniques.

- c) A licensee who becomes aware of a breach in confidentiality of client information, as defined at 45 CFR 164.402, shall comply with the reporting requirements of 45 CFR 164.
- d) Licensees, or their authorized representatives, shall provide a client, prior to evaluation or treatment, with copies of written privacy practices and shall obtain the client's written acknowledgement of receipt of the notice.
- e) Licensees who provide services through telemedicine or telehealth, or their authorized representatives, shall, prior to providing services, give clients notice regarding telemedicine and telehealth, including the risks and benefits of being treated by telemedicine or telehealth and how to receive follow-up care or assistance in the event of an adverse reaction to the treatment, or in the event of an inability to communicate as a result of a technological or equipment failure. A licensee shall obtain a signed and dated statement indicating that the client received this notice.
- f) When telemedicine or telehealth is unable to provide all pertinent clinical information that a licensee exercising ordinary skill and care would deem reasonably necessary to provide care to a client, the licensee shall inform the client of this prior to the conclusion of the provision of care through telemedicine or telehealth and shall advise the client regarding the need for the client to obtain an additional in-person evaluation reasonably able to meet the client's needs.