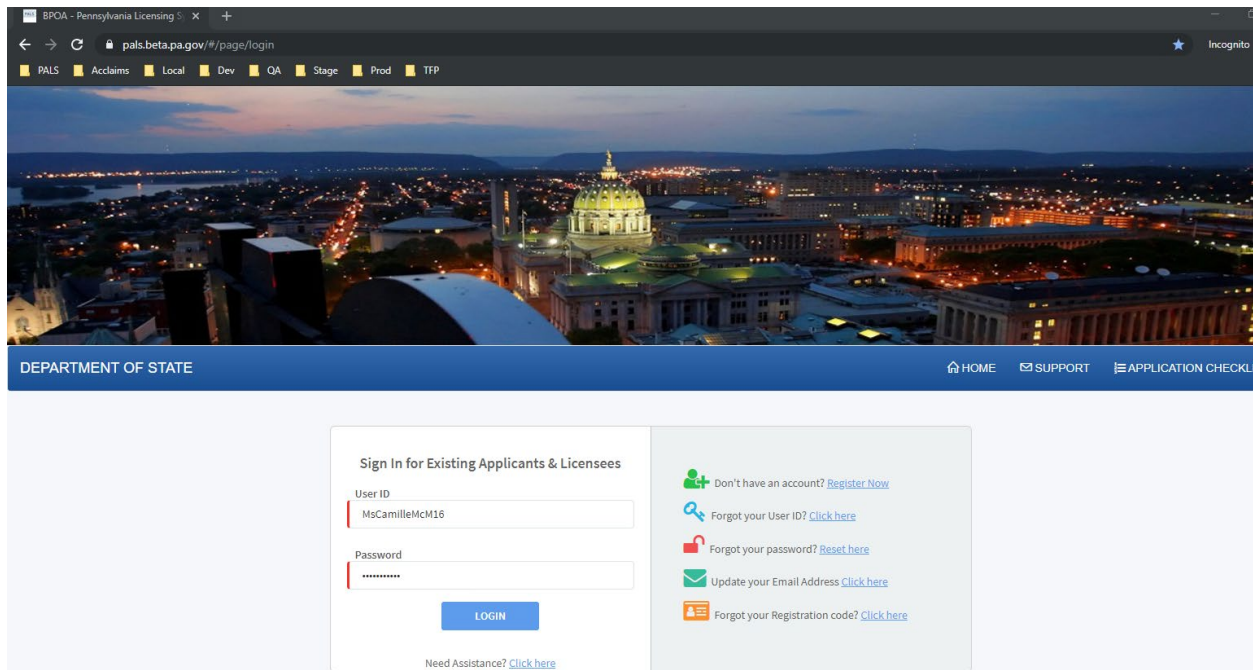


COSMETOLOGY SCHOOL, BARBER SCHOOL, & BARBER SHOP QUARTERLY HOUR REPORT INSTRUCTIONS

IMPORTANT: Beginning with the second quarter of 2024, which ends on June 30, 2024, schools will be required to use PALS to submit their student quarterly hour reports.

1. Log into PALS at <http://www.pals.pa.gov> using your school User ID and Password. If you need assistance logging into PALS, including password reset, please contact the PALS Help Desk at 833-367-2762, option # 2.



2. Go to the **Professional License Details** section and select the blue “REQUEST” to the *left* of the school license number.
3. A **pop-up menu will appear**.
4. Select the **Quarterly Hour Report** option.
5. You will need to **select the quarter and year** – Please note only the current year and quarter will be the option in the “quarter” section.
6. After selecting the year and quarter, select “View.”

COSMETOLOGY SCHOOL, BARBER SCHOOL, & BARBER SHOP QUARTERLY HOUR REPORT INSTRUCTIONS

7. Please enter a **valid (active/not expired) license number for the teacher(s)** of the school. The license types listed below will be accepted as faculty members:

Profession Name	License Type
Barber Examiners	Barber Manager
	Barber Teacher
Cosmetology	Cosmetology Teacher
	Esthetician Teacher
	Nail Technology Teacher
	Natural Hair Braiding Teacher

After entering the teacher license, select “Add.” PALS will then verify if the license is valid. If it is not a valid license, you will receive an error message to enter a valid license. Multiple faculty members can be added to this section.

8. You will now **add the student and their hours** into PALS. Individual students maybe added by using the “Add Student” button. Multiple students may be added at once by using and uploading the provided .csv file. Student status must also be noted. (Example: Active, Graduated, Withdrawn, Transferred, Leave of Absence, or Completed Hours) Further instructions for this are provided on the next page.

COSMETOLOGY SCHOOL, BARBER SCHOOL, & BARBER SHOP QUARTERLY HOUR REPORT INSTRUCTIONS

UPLOADING QUARTERLY HOUR REPORTS

TO UPLOAD QUARTERLY HOURS FOR A SINGLE STUDENT, follow the steps beginning at number 9 immediately below.

TO UPLOAD QUARTERLY HOURS FOR MULTIPLE STUDENTS, refer to page 6 for instructions.

9. Start at the Student Details section (see example below).

The screenshot shows a web interface for entering student information. At the top, there is a file upload section with a 'Choose File' button and an 'Upload File' button. Below this is a blue header bar labeled 'Student Details'. Underneath the header, there is a search bar and a 'Show 10 entries' dropdown. The main form contains several input fields: Course of Study (Esthetician), Last Name (sf), First Name (dsfdf), Enrollment Date (11/05/2019), SSN (3456), Student Status (Graduated), Previous Hours (3), Earned Hours (3), and Total Hours (6). A blue floppy disc icon is next to the Total Hours field. At the bottom, there is a 'Showing 1 to 1 of 1 entries' message, a 'Previous 1 Next' navigation bar, and a '+ Add Student' button.

Enter the required information in the fields marked with a red bar to the left. Then SAVE the information. (floppy disc icon will save student details)

This screenshot shows the same web interface as above, but with two student entries. The first entry is the same as in the previous screenshot. The second entry has the following information: Course of Study (Cosmetologist), Last Name (tret), First Name (erter), Enrollment Date (12/09/2019), SSN (5663), Student Status (Transferred), Previous Hours (4), Earned Hours (5), and Total Hours (9). A blue floppy disc icon and a close button (x) are next to the Total Hours field for the second entry. The 'Showing 1 to 2 of 2 entries' message and the '+ Add Student' button are also visible.

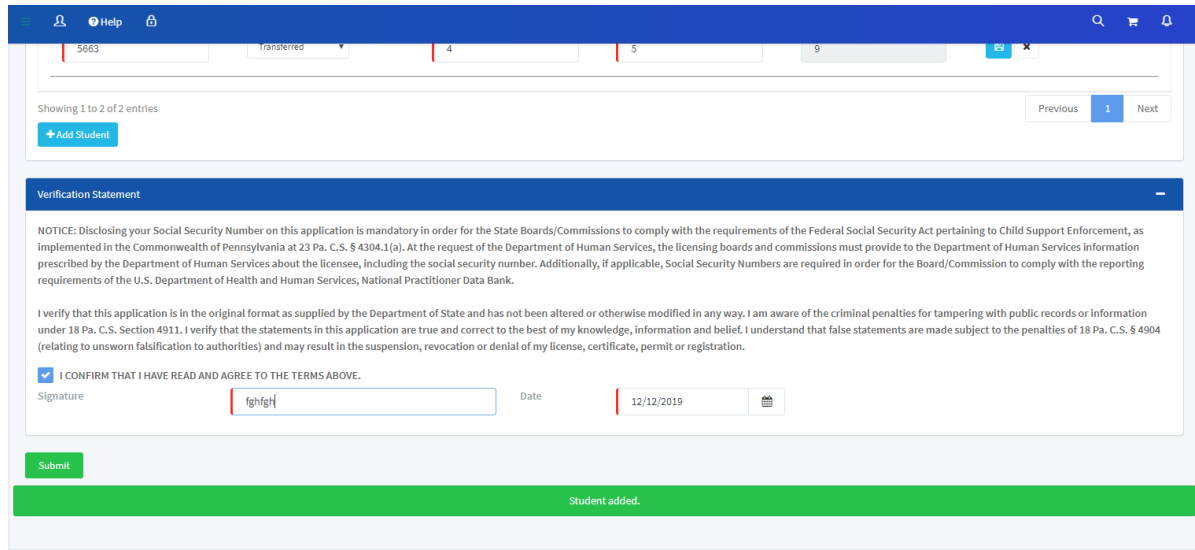
To add another student, click the blue button at the lower left marked “+ Add Student”. Repeat the steps above until all students are added.

It is recommended that if you have multiple students to add use the instructions for Uploading Multiple Student Records, found on page 6.

COSMETOLOGY SCHOOL, BARBER SCHOOL, & BARBER SHOP QUARTERLY HOUR REPORT INSTRUCTIONS

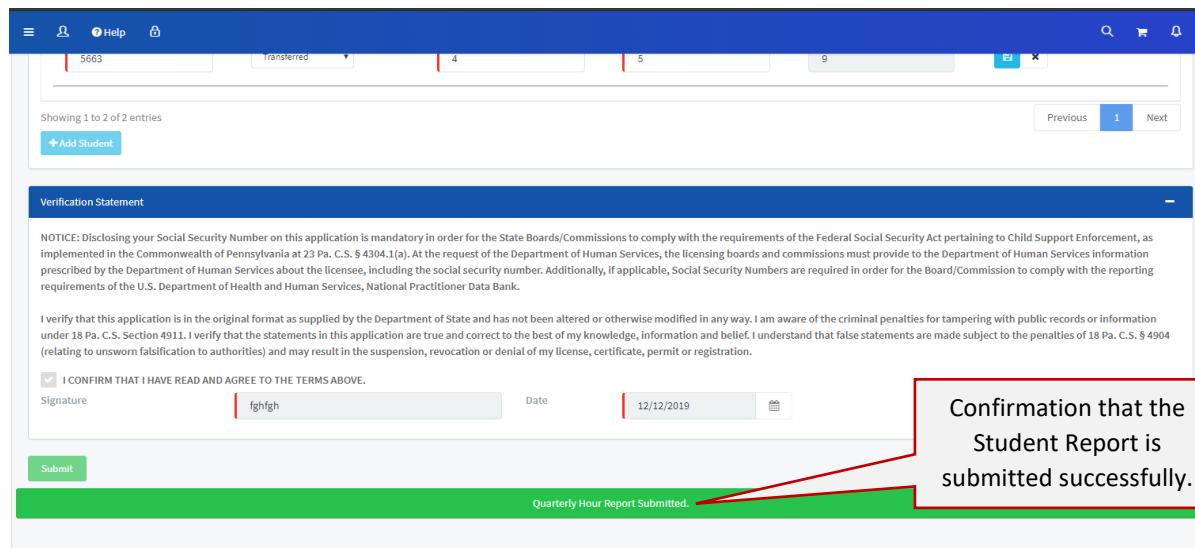
- When you have finished entering the student details, you should see a green bar verifying that the student was successfully added. You must then check the box to confirm you have read and agreed to the terms of use, then e-sign by typing your name and the date of the submission.

(note: the date may prepopulate with the current date)



The screenshot shows a web application interface with a blue header bar containing a user profile icon, a 'Help' button, and a lock icon. Below the header, there are several input fields for student information, including a dropdown menu set to 'Transferred' and a date field set to '12/12/2019'. A green bar at the bottom of the form area displays the message 'Student added.'.

- After e-signing, you will receive a confirmation message (green bar, in the example below) to indicate that the student's hours were successfully submitted.

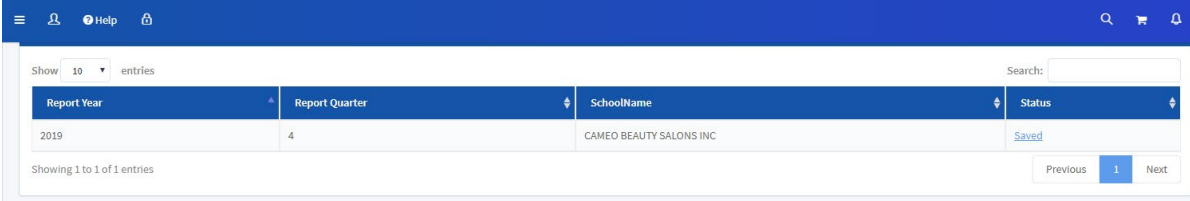


This screenshot is similar to the previous one, but the green bar at the bottom now displays the message 'Quarterly Hour Report Submitted.' A red callout box with a white background and a red border points to this message, containing the text: 'Confirmation that the Student Report is submitted successfully.'

COSMETOLOGY SCHOOL, BARBER SCHOOL, & BARBER SHOP QUARTERLY HOUR REPORT INSTRUCTIONS

12. **Return to the Dashboard, using the “dial” icon and then go to the section marked as Quarterly Hour Reports.** If you go to the section marked Report Year, you will see the submitted report. The year and quarter are noted in that section. The example below shows a saved report that has not yet been submitted. If your report shows as “saved” you must click on the “saved” hyperlink to check the report, make any changes necessary, then select “submit” again to officially submit the report. If it was successfully submitted, the status of the report will show as “Submitted.” To review that submitted report, you can select the “submitted” hyperlink.

Please Note: Once a report is submitted, you may NOT make any changes from your PALS account. Any changes that need made to the report must be submitted to the Board in writing by email at st-cosmetology@pa.gov.



The screenshot shows a web interface with a blue header bar containing a menu icon, a search icon, and a help icon. Below the header, there is a search bar and a dropdown menu set to '10 entries'. The main content area features a table with the following data:

Report Year	Report Quarter	SchoolName	Status
2019	4	CAMEO BEAUTY SALONS INC	Saved

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right of the table area, there are navigation buttons: 'Previous', '1', and 'Next'.

Instructions for how to complete and upload multiple students using the .CSV file provided are on the next page.

COSMETOLOGY SCHOOL, BARBER SCHOOL, & BARBER SHOP QUARTERLY HOUR REPORT INSTRUCTIONS

TO UPLOAD MULTIPLE STUDENT RECORDS VIA A FILE UPLOAD, follow these directions:

When there are several students (dozens or hundreds), it is recommended to upload the information using a **CSV (Comma Separated Values)** Excel spreadsheet.

What is a Comma Separated Values (CSV) file?

A CSV file is a special type of file that you can create or edit in Microsoft Excel. (NOTE: this *may* work in other spreadsheeting programs, but you will need to ensure you follow the directions in the software you are using. Regardless of what software you use, the data must be saved as a ***.csv file.**) Rather than storing information in columns, CSV files store information separated by commas. When text and numbers are saved in a CSV file, it's easy to move them from one program to another. For example, you could export contacts from a computer email program into a CSV file and then import them to Google. In this case, you will export student quarterly hour data into PALS.

How To Create an Excel file and save it as a CSV file:

- 1. Create a new document (spreadsheet) in Microsoft Excel (recommended) – NOTE – a sample .CSV file has been provided to you along with these instructions.**
- 2. When setting up the spreadsheet, you must create the spreadsheet with the columns and field names exactly as shown below. Failure to do so may result in your data being rejected by PALS. You must use the field names shown below in A. through K. and they must be in this order:**

*A – SchoolLicense
B – Syear
C – Squarter
D – CourseName
E – LastName
F – FirstName
G – SSN
H – InitialDate
I – PreviousHours
J – HoursEarned
K – StudentStatus*

Note – Do Not Use Spaces in Column Names. Use exactly as shown above.

COSMETOLOGY SCHOOL, BARBER SCHOOL, & BARBER SHOP QUARTERLY HOUR REPORT INSTRUCTIONS

3. **PALS uses your school license number in the first column.** The school license number is printed on the school license OR you may find it by searching it in PALS

4. **CourseName** is a 2-letter code. Please use the following codes for each course name:

Course Names	Course Code
Barber	BL
Cosmetology	CO
Cosmetology Teacher	CT
Esthetician	CQ
Esthetician Teacher	CQT
Nail Technician	CL
Nail Technology Teacher	CLT
Natural Hair Braider	CN
Natural Hair Braiding Teacher	CNT

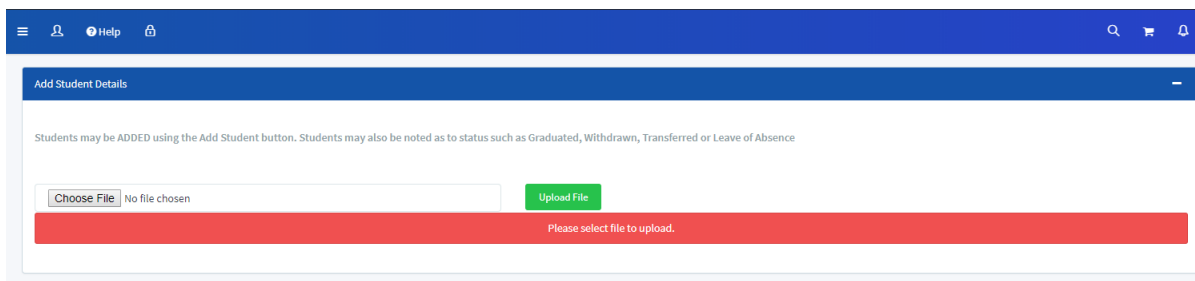
5. **StudentStatus** is used to indicate a student's status. The status of the student **MUST** be written out in full. Acceptable student status is as follow:

Student Status
Active
InActive
Graduated
Withdrawn
Transferred
Leave of Absence
Completed Hours

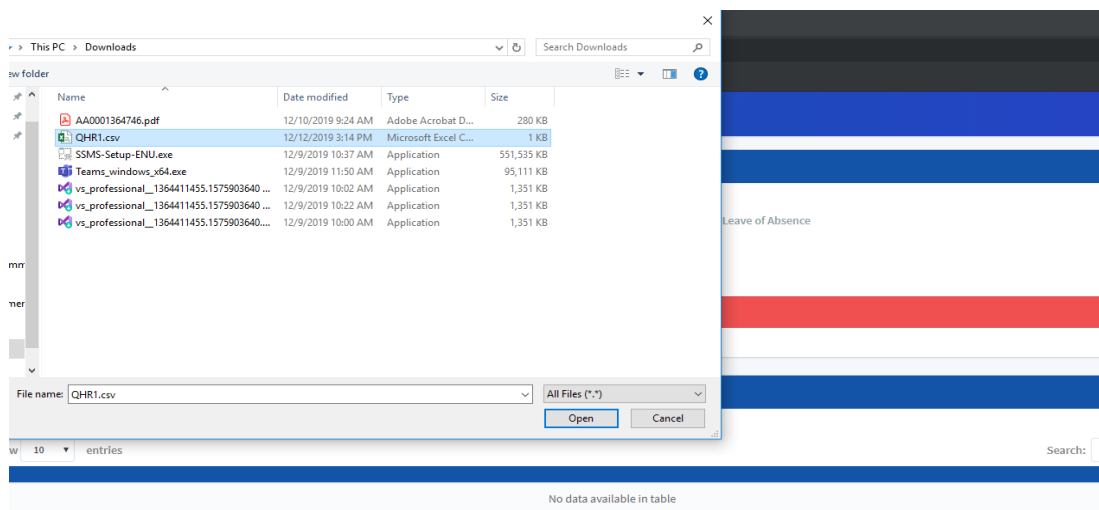
6. A couple of tips when creating your spreadsheet:
 - a. The top line may, or may not, be bolded, according to your preference
 - b. It may be helpful to right justify all columns
 - c. You may adjust column widths so that the entire column header is shown

COSMETOLOGY SCHOOL, BARBER SCHOOL, & BARBER SHOP QUARTERLY HOUR REPORT INSTRUCTIONS

9. Select **File > Save As**
10. Use the drop-down box to select CSV (Comma delimited) (*.csv) give the file a name (NOTE: it is suggested that you name the file something like “Student Quarterly Hour Report 2-2024” or similar, so that you will know what it is called when you need it) and then select **Save**
11. You can now use this new CSV file to export your student information into PALS. If you are using a .CSV file, move onto step 12 for upload instructions.
12. Go to the section marked “Add Student Details” and select Choose File to search for your .CSV file.

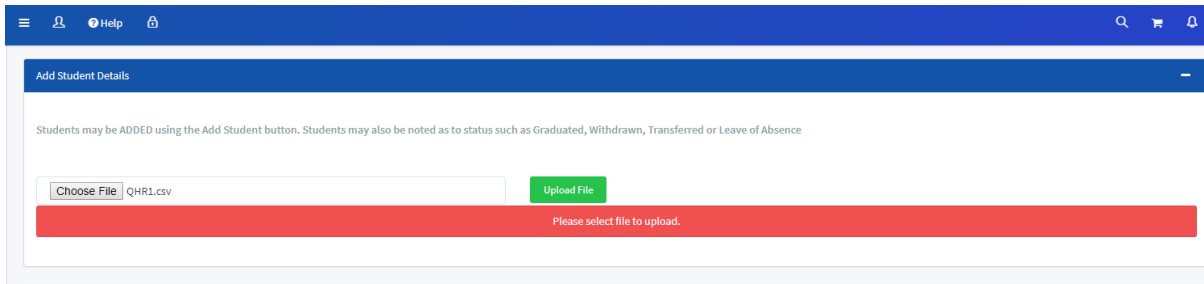


13. You will need to go to the folder where you saved your .CSV file on your computer to select the file with the student data and then click Open after selecting it.

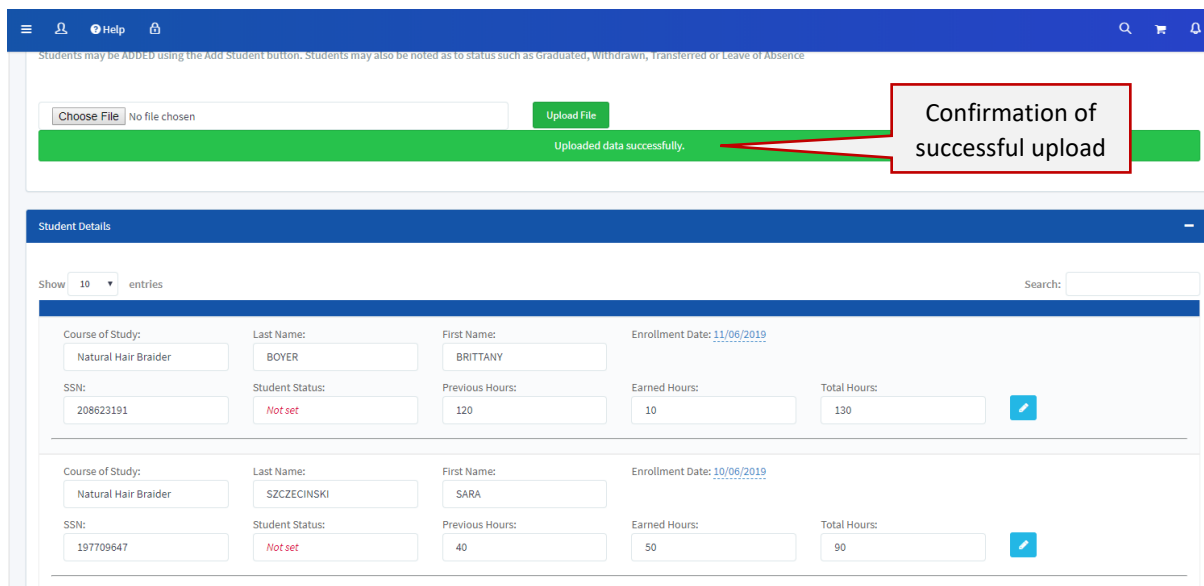


COSMETOLOGY SCHOOL, BARBER SCHOOL, & BARBER SHOP QUARTERLY HOUR REPORT INSTRUCTIONS

Once the name of file you selected is in the area next to the Choose File button, then click on the green button that says “Upload File”.



14. When the .csv file is uploaded, you will receive a confirmation message, similar to that for Individual Students. The students from the uploaded file will be displayed below the confirmation message under “Student Details”

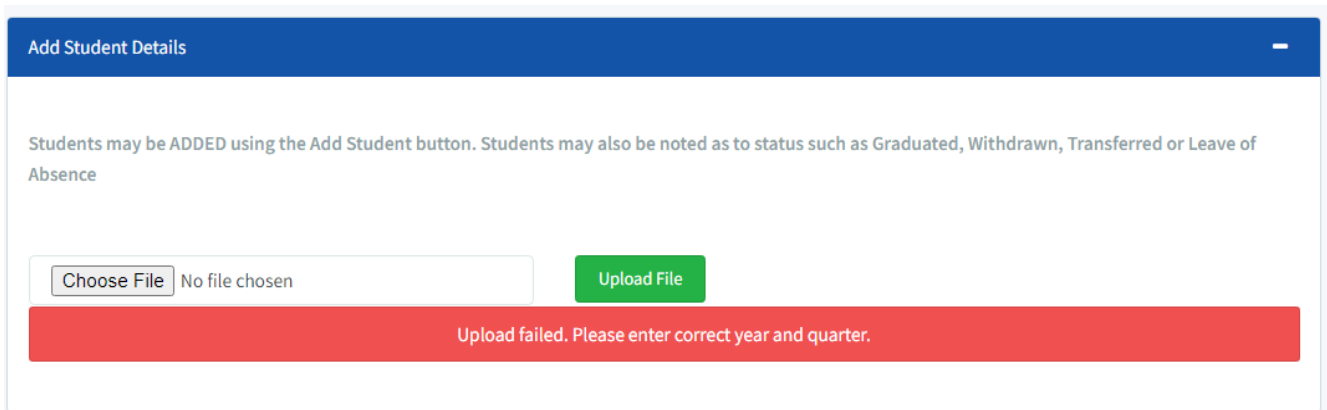


COSMETOLOGY SCHOOL, BARBER SCHOOL, & BARBER SHOP QUARTERLY HOUR REPORT INSTRUCTIONS

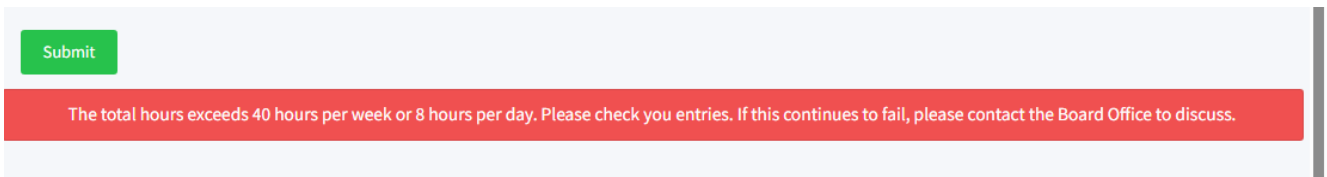
NOTE: Your school quarterly hour report files may not upload due to *validation issues*. Among them are:

- Hours earned by the student fall below the minimum of 25 hours per week
- Hours are not earned within the four (4) consecutive year period as required by the Law
- Hours earned exceed 40 hours per week as per the Board's Regulations
- A student must be in **Active** status to have earned hours.
- The .CSV file does not have the correct format.

You will receive an error message similar to the one in the screenshots below if the file is not acceptable. If you receive this error message, please review your file and be sure that it meets all of the requirements listed in the instructions above.



The screenshot shows a web interface titled "Add Student Details". Below the title, there is a text instruction: "Students may be ADDED using the Add Student button. Students may also be noted as to status such as Graduated, Withdrawn, Transferred or Leave of Absence". Below this text is a file upload area with a "Choose File" button and the text "No file chosen". To the right of this area is a green "Upload File" button. Below the upload area is a red error message box that reads: "Upload failed. Please enter correct year and quarter."



The screenshot shows a web interface with a green "Submit" button. Below the button is a red error message box that reads: "The total hours exceeds 40 hours per week or 8 hours per day. Please check you entries. If this continues to fail, please contact the Board Office to discuss."

COSMETOLOGY SCHOOL, BARBER SCHOOL, & BARBER SHOP QUARTERLY HOUR REPORT INSTRUCTIONS

- The final step is to complete the section called "Verification Statement". You must check the box to confirm that you have read and agreed to the terms and then "e-sign" the section by typing your name (see screenshot below) and then press the green button marked "Submit"

The screenshot shows a web application interface for entering student information and a verification statement. At the top, there are fields for National Hair Brand, License Number, and School. Below these are fields for SSN (197709647), Student Status (Not set), Previous Hours (40), Earned Hours (50), and Total Hours (90). A blue pencil icon is next to the Total Hours field. Below the form is a navigation bar with 'Previous', '1', and 'Next' buttons. A blue button labeled 'Add Student' is also present. The 'Verification Statement' section contains a notice about Social Security Number disclosure, a verification paragraph, a checked checkbox for 'I CONFIRM THAT I HAVE READ AND AGREE TO THE TERMS ABOVE.', a signature field with the text 'dgfógrfd', a date field with '12/12/2019', and a green 'Submit' button.

- When the hours are successfully submitted you will receive a confirmation message:

The screenshot shows the same verification statement form as above, but with a green banner at the bottom that reads 'Quarterly Hour Report Submitted.' The 'Submit' button is now disabled and greyed out. The signature and date fields remain the same.

Congratulations! You have completed your submission of the school Quarterly Hour Reports in PALS!

COSMETOLOGY SCHOOL, BARBER SCHOOL, & BARBER SHOP QUARTERLY HOUR REPORT INSTRUCTIONS

17. You will be able to submit a spreadsheet for students each quarter, prior to the deadline in the Board's Regulations (April 15, July 15, October 15 and January 15). The ability to submit student hours in PALS will be enabled until the final date of the calendar month after the due date of the quarterly month. Once that date has passed, you will no longer be able to report student hours for that quarter. Any edits or reports needed after that date, you must contact the Board office by email with any changes that need made.
For example: for 2024 1st quarter due by April 15, the submit button will be enabled until April 30th.
18. You may update the students' records individually, after the initial upload.
19. Questions or edits to already submitted quarterly hours should be directed to the Board staff via email at st-cosmetology@pa.gov or ra-barber@pa.gov, respectively.

Please note: A csv. spreadsheet is attached to the email you received with this Guide. *You should save the email and this sample for future reference.*

REV 04/09/24