

New Jersey Office of the Attorney General

Division of Consumer Affairs
State Board of Medical Examiners
Electrologists Advisory Committee
124 Halsey Street, 6th Floor, P.O. Box 45041
Newark NJ 07102
973-504-6377

LICENSING REQUIREMENTS FOR OFFICE PREMISES

To be eligible for an office license, a person, firm, corporation, partnership, or other legal entity intending to open and operate an electrologists' office shall:

- Submit a completed application form provided by the Committee;
- Permit and pass inspections of the premises; and
- Submit the fees as required by N.J.A.C. 13:35-12.22.

An electrology office shall be completely separate from living quarters and shall:

- Maintain separate treatment and waiting room or rooms;
- Have at least 48 square feet in each treatment room;
- Have solid floor to ceiling walls in each treatment room;
- Have a sink with hot and cold running water in each treatment room;
- Provide sufficient lighting to perform the procedure and adequate ventilation in each treatment room;
- Maintain clean and sanitary conditions in all rooms;
- Provide a restroom;
- Provide a separate outside entrance which leads directly to a waiting room if the electrology office is located within or adjacent to living quarters;
- Maintain separate electrical outlets in each treatment room;
- Comply With all local zoning requirements;
- Prohibit smoking in all rooms; and
- Prohibit animals in the treatment room, except as otherwise permitted by law.

An electrology office shall maintain the following equipment and supplies in each treatment room on the premises:

- Epilators, except radio tube epilators shall not be permitted;

- Single use, presterilized, unexpired disposable needles;
- A sharps container;
- A professional treatment table or professional treatment reclinable chair;
- Magnification equipment;
- Disposable towels, disposable client drapes and treatment table paper stored in a closed cabinet ;
- A plastic-lined trash can;
- Non-sterile disposable examination gloves;
- Hospital grade disinfectant detergent;
- A covered instrument holding container for forceps;
- FDA-approved antiseptic skin cleansing agent;
- Liquid soap in disposable container;
- 70 percent Isopropyl alcohol.

An electrology office shall maintain:

- An ultrasonic cleaner;
- An autoclave or dry-heat oven manufactured for the purpose of sterilization of medical instruments;
- Monthly reports of biological indicators;
- Client files maintained to protect privacy and confidentiality;
- Clean lab coats or uniforms;
- Protein dissolving solution;
- Treatment solutions and if not stored in an original container, labeled as to its contents;
- Sterilization pouches; and
- Heat indicators;

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.