



Certification Page Regular and Emergency Rules

Revised May 2014

Emergency Rules *(After completing all of Sections 1 and 2, proceed to Section 5 below)*

Regular Rules

ARR15-062

1. General Information

a. Agency/Board Name Administration and Information, Department of		
b. Agency/Board Address 2515 Warren Avenue, Suite 302	c. City Cheyenne	d. Zip Code 82002
e. Name of Contact Person Betty Abernethy		f. Contact Telephone Number 307-777-3457
g. Contact Email Address betty.abernethy@wyo.gov		h. Adoption Date January 25, 2016
i. Program Wyoming Board of Barber Examiners		

2. Rule Type and Information: For each chapter listed, indicate if the rule is New, Amended, or Repealed:

If "New," provide the Enrolled Act numbers and years enacted:

c. Provide the Chapter Number, Short Title, and Rule Type of Each Chapter being Created/Amended/Repealed
(Please use the Additional Rule Information form for more than 10 chapters, and attach it to this certification)

Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input checked="" type="checkbox"/> Amended	<input type="checkbox"/> Repealed
1	Complaint, Practice, and Procedure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Sanitation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	General Provisions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Schools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Instructors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Student and Student Instructor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Course of Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Mobil Barber Shop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Licensure or Instructor by Examination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

d. The Statement of Reasons is attached to this certification.

e. If applicable, describe the emergency which requires promulgation of these rules without providing notice or an opportunity for a public hearing:

LEGISLATIVE SERVICE OFFICE

FEB 04 2016

3. State Government Notice of Intended Rulemaking

a. Date on which the Notice of Intent containing all of the information required by W.S. 16-3-103(a) was filed with the **Secretary of State:** August 19, 2015

b. Date on which the Notice of Intent and proposed rules in strike and underscore format and a clean copy were provided to the **Legislative Service Office:** August 19, 2015

c. Date on which the Notice of Intent and proposed rules in strike and underscore format and a clean copy were provided to the **Attorney General:** August 19, 2015

4. Public Notice of Intended Rulemaking

a. Notice was mailed 45 days in advance to all persons who made a timely request for advance notice. Yes No N/A

b. A public hearing was held on the proposed rules. Yes No

If "Yes:"	Date: November 16, 2015	Time: 9:00 am	City: Cheyenne	Location: Board of Medicine conference room, 130 Hobbs Avenue
-----------	-------------------------------	------------------	-------------------	--

5. Final Filing of Rules

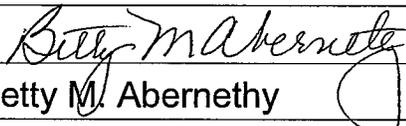
a. Date on which the Certification Page with original signatures and final rules were sent to the **Attorney General's Office for the Governor's signature:** February 4, 2016

b. Date on which final rules were sent to the **Legislative Service Office:** February 4, 2016

c. Date on which a PDF of the final rules was electronically sent to the **Secretary of State:** February 4, 2016

6. Agency/Board Certification

The undersigned certifies that the foregoing information is correct.

Signature of Authorized Individual (Blue Ink as per Rules on Rules, Section 7)	
Printed Name of Signatory	Betty M. Abernethy
Signatory Title	Executive Secretary
Date of Signature	February 4, 2016

7. Governor's Certification

I have reviewed these rules and determined that they:

1. Are within the scope of the statutory authority delegated to the adopting agency;
2. Appear to be within the scope of the legislative purpose of the statutory authority; and, if emergency rules,
3. Are necessary and that I concur in the finding that they are an emergency.

Therefore, I approve the same.

Governor's Signature	
Date of Signature	

Attorney General: 1. Statement of Reasons; 2. Original Certification Page; 3. Summary of Comments (regular rules); 4. Hard copy of rules: clean and strike/underscore; and 5. Memo to Governor documenting emergency (for emergency rules only).

LSO: 1. Statement of Reasons; 2. Copy of Certification Page; 3. Summary of Comments (regular rules); 4. Hard copy of rules: clean and strike/underscore; 5. Electronic copy of rules (PDFs) emailed to Criss.Carlson@wyoleg.gov: clean and strike/underscore; and 6. Memo to Governor documenting emergency (for emergency rules only).

SOS: 1. PDF of clean copy of rules; and 2. Hard copy of Certification Page as delivered by the AG.

WYOMING

EXECUTIVE SECRETARY

Betty Abernethy
2515 Warren Ave., Suite 302
Cheyenne, WY 82002

BOARD OF BARBER EXAMINERS

STATE OF WYOMING

Matthew H. Mead, Governor
(307) 777-8572
Fax (307) 777-3681

STATEMENT OF REASONS FOR ADOPTION OF RULES AMENDED

Pursuant to authority granted under the Board of Barber Examiners Practice Act, W.S. 33-7-101 through 33-7-211, the Wyoming Board of Barber Examiners has submitted to the office of the Attorney General and the Legislative Service office copies of rules and regulations which it proposes to file with the Secretary of State.

The changes to the rules and regulations are drafted to further comply with the request from Governor Mead to reduce Rules and Regulations in length and in content. The Board of Barber Examiners has worked to eliminate redundancies, bring all spelling, grammar, and punctuation up to date. While doing this efforts have been made to eliminate out dated information and bring industry safety and infection control procedures up to date by adopting the National Barber Wet Disinfection and Blood Incident Standards for Wyoming. In more than one instance, information is being moved to a more relevant place in the rules to make them more cohesive and easier for licensees and the public to access information.

These amendments are proposed to: Chapters 1 through Chapter 10. The Board of Barbers has put forth their best effort to reduce the rules in areas that were over stated, repetitive, and sometimes located in the wrong chapter. The Board of Barbers has also proposed changes to bring regulations to match the current industry requirements for health and safety.

Specifically the changes are:

Chapter 1, Complaint, Practice and Procedure

- Section 1, Complaints. Will clean up and use proper legal terminology and correct grammar and spelling;
- Section 2, Investigation. Clarifies duties and responsibilities for investigations;
- Section 3, Service of Notice and Formal Complaint. The change clarifies dates and responsibilities for the service of notice in a complaint;
- Section 4, Docket. Simplifies the terminology and procedures for setting a docket number;
- Section 5, Answer or Appearance. Updates the requirement to meet a more realistic response time, three days did not give the licensee adequate time to respond;
- Section 6, (new) Default in Licensee Answering or Appearing. The change is to meet the Uniform Rules for Contested Case Practice and Procedure.
- Section 7, (new) Contested Case Hearing. The change is in compliance with the Office of Administrative Hearings and with its Uniform Rules for Contested Case Practice and

Procedure. This incorporates the Rules of the OAH by reference and will be uniform with other agencies for contested case hearings.

- Original Sections 6 through 11 have been deleted and replaced by the Rules of OAH.
- Section 8, (was 12) Attorneys. Removes un-necessary wording.
- Section 9, (was 13) Attorney General to be Present. Removes the word “State” and indicates that it is the Investigative Committee that is being represented by the Office of the Attorney General.
- Section 10, (was 14) Records of Proceedings. This change removes un-necessary wording and makes it simple to follow.
- Sections 15 through 17 are deleted and are incorporated in Section 7.

Chapter 2, Infection Control.

- Section 1 through 5 were deleted as some had outdated information but most pertained to owning or operating a Barber Shop and were moved to Chapter 9;
- Section 1, (new) Infection Control and Safety Standards. This brings the Wyoming Board of Barber Examiners to the National Standard for safety. This was an update to better protect the public.
- Section 2, (new) Blood Exposure Procedure Standards. This continues the Boards efforts to be current in health and safety procedures.
- Section 3, (new) Additional Infection Control. These changes are to address industry specific procedures to ensure the safety of the public is being met with the highest standards available.
- Section 4, (new) provides a list of prohibited items that have been proven not to meet the standards of disinfection and cannot be used by the licensee on the public.

Chapter 3, Fees.

- Section 1, Fees Generally. The Board now uses the National Standardized Examination and all examination costs are the same to the Board and this makes it consistent across all types of examination. The Board is reducing the cost of a Barber Instructor license, this will make all personal license the same cost to the licensee.

Chapter 4, General Provisions.

- Section 3, will be updated with the current terminology for the National Standards for Infection Control.
- Section 4, will be changed to support the 2015 legislative action to set minimum standards by the Board by placing the requirements with those already established for training in Chapter 8. This will establish the guidelines for the Cross over license and allow a Wyoming Cosmetologist or Hairstylist to take the additional training to qualify for a Barber license.
- Section 7, as a result of the Public Comment and Hearing is proposed to be deleted to better insure consistency in the teaching skills of licensed instructors for the Barbering industry. Further clarification is noted at the end of this document.

Chapter 5, School. Changes are made in the header as well as well as Section 5 to correct basic spelling, grammar, and punctuation.

- Section 8, School License Renewal. This section was confusing and clarification needed to be made as to when a late fee would be imposed.
- Section 9, Combined Cosmetology/Barber School. Unnecessary terminology was removed.
- Sections 10 through 13, (new) No School license may be transferred. Now that the statutes make it possible for a barber school to be established, guidelines for licensure needed to be expanded on to ensure the protection of students and inspections required to protect the public.

Chapter 6, Instructors. This change is a correction in the chapter title.

Chapter 7, Student and Student Instructor. Correction to the title.

- Corrections are made throughout the chapter to correct spelling, grammar, and punctuation. No changes were made that change the intent of the rules.

Chapter 8, Course of Study

- Section 1, will add (d) to clarify when a school shall issue a diploma to ensure minimum competency is established for testing.
- Section 2 and 3, Barber Stylist and Barber Course Curriculum, (a) to clean up and use proper terminology for safety and infection control. This is not a sterile industry but must practice proper disinfection and safety. This will bring the regulations up to national standards.
- Section 5, Course of Study for Cosmetologist Crossover License and Section 6, Course of Study for Hair Stylist Crossover License. These are new sections and establish the course and curriculum for a cosmetologist or a hairstylist licensed under W.S. 33-12-119 through 33-12-140, to acquire the additional training to learn shaving and clipper techniques as well as the hairstylist to get the additional training in skin to meet the current requirements to become a licensed Barber or Barber Stylist in Wyoming.

Chapter 9, Barber Shops.

- Sections 1 through 9 were originally listed in Chapter 2. This information and requirements made more sense to be included with requirements for a Barber shop. The rules were not relevant to safety and infection control.
- Section 10, Mobil Barber Shop was the only item that originally was included in Chapter 9. It was necessary to offer more information to the public as to what is require to own and operate any kind of barber shop.

Chapter 10, Licensure or Instructor by Examination

- Section 1, add (b) to clarify when a barber school can issue a diploma for qualifications for examination to get a Barber or Barber Stylist license.

At the request of the public a Public Comment and Hearing was held on November 16, 2015. This hearing was held at the Wyoming Board of Medicine, Conference room, 130 Hobbs Avenue, Cheyenne, WY 82009. After a thorough review of the comments, the Board of Barber Examiners agreed with the public's concern about maintaining a high level of education in Wyoming for future students in Barbering. The proposed changes to Chapter 8 were to reinforce the high standard of

education to make it consistent with the national standards with Barbering. The Board discovered Chapter 4, Section 7, was a direct contradiction to maintaining high standards of education. The public felt that Instructors should have training in the skill of teaching to maintain the standard. This change is reflected in the deletion of Section 7 of Chapter 4.

Chapter 1

Complaint, Practice, and Procedure

Section 1. Complaints. All complaints against a licensee or registrant shall be filed with the Board in writing and shall contain:

- (a) Name and address of licensee or registrant;
 - (b) Name, address, and telephone number of complainant;
 - (c) Nature of alleged violations;
 - (d) A short and concise statement of facts relating to the alleged violations;
- and
- (e) Signature of complainant.

Section 2. Investigation.

(a) The Board shall consider the complaint to determine if further investigation of the matter is warranted. If further investigation is necessary, the Board shall assign an investigator. The investigator may be a Board member or the Board may hire an independent investigator to assist a representative of the Attorney General's Office as the investigative committee.

- (b) Upon completing the investigation, the committee may:
- (i) Prepare and file a formal complaint and notice of hearing with the Board setting the matter for a contested case hearing or;
 - (ii) Recommend to the Board that the complaint be dismissed.
- (c) The Board may resolve a complaint at any time by:
- (i) Accepting a voluntary surrender of a license;
 - (ii) Accepting conditional terms for settlement; or
 - (iii) Dismissal.

Section 3. Service of Notice and Formal Complaint. Notice and Complaint shall be served by the Boards Investigative Committee by mail at least twenty (20) days before the hearing. The Board shall send it by certified or registered mail with return receipt requested to the last known address of the registrant or licensee.

Section 4. Docket. A contested case docket number shall be assigned when a complaint is filed with the Investigative Committee. A separate file shall be established for each docketed case in which shall be placed all papers, pleadings, documents, transcripts, evidence, and exhibits.

Section 5. Answer or Appearance. The licensee or registrant shall file a Notice of Appearance, at least twenty (20) working days before the date set for hearing.

Section 6. Default in Licensee Answering or Appearing. In the event the registrant or licensee fails to answer or otherwise appear within the time allowed, a default shall be

entered. A registrant or licensee in default may attend and participate in any subsequent hearing, but may not introduce evidence.

Section 7. Contested Case Hearing.

(a) The hearing shall be conducted by the Office of Administrative Hearings in accordance with its Uniform Rules for Contested Case Practice and Procedure. The hearing officer shall submit proposed findings of fact, conclusions of law and order to the Board within thirty (30) days of the hearing's conclusion. The parties may submit exceptions to the proposed order within ten (10) days after its service. By incorporating the Office of Administrative Hearings' Uniform Rules, the Board makes the following findings;

(i) Incorporating the full text of the Uniform Rules would be cumbersome and inefficient given the length and nature of the rules;

(ii) The incorporation is limited to the Uniform Rules of the Office of Administrative Hearing, effective on October 17, 2014, and shall not include any subsequent editions or amendments to the Uniform Rules;

(iii) Copies of the Uniform Rules are available to the public at the Board's office at 2515 Warren Avenue, Suite 302, Cheyenne, WY 82002 or at <http://cosmetology.wy.gov/Barbers.aspx>.

(b) Proposed orders shall be given consideration, but are not binding upon the Board. All final decisions shall be issued by the Board and shall be based exclusively on the evidence in the record and matters officially noticed. The Investigative Review Committee shall not participate in the Board's final decision.

(c) The Board shall, following the full and complete hearing, make and enter a written decision and order containing findings of fact and conclusions of law. The decision and order shall be filed with the Board.

(d) A licensee aggrieved by a Board decision may file a petition in the district court under the Wyoming Rules of Appellate Procedure and the Administrative Procedure Act.

Section 8. Attorneys. The filing of an answer or other appearance by an attorney constitutes an appearance for the party for whom the pleading is filed.

Section 9. Attorney General to be Present. In all hearings held upon formal action brought before the Board, a representative of the Office of the Attorney General of Wyoming shall appear on behalf of the Investigative Committee, and shall present all evidence, testimony, and legal authority in support of the Notice and Complaint to be considered by the Board.

Section 10. Record of Proceedings. When the denial, revocation, or suspension of any license or registrant is the subject for hearing, it shall be a contested case and the proceedings shall be reported by a court reporter or other adequate means or device.

CHAPTERChapter 1

COMPLAINT, PRACTICE AND PROCEDUREComplaint, Practice, and Procedure

Section 1. Complaints. All complaints against a licensee or registrant shall be filed with the Board in writing and ~~should~~shall contain:

- (a) Name and address of licensee or registrant;
- (b) Name, address, and telephone number of complainant;
- (c) Nature of alleged violations;
- (d) A short and concise statement of facts relating to the alleged violations;

and

- (e) Signature of complainant.

Section 2. Investigation.

(a) The Board shall consider the complaint to determine if further investigation of the matter is warranted. If further investigation is ~~deemed~~ necessary, the Board shall assign an investigator. The investigator ~~which~~ may be a Board member or the Board may hire an independent investigator to assist a representative of the Attorney General's Office as the investigative committee.

(b) Upon ~~completion~~completion of the investigation, the committee may:

(i) Prepare and file a formal complaint and notice of hearing with the Board, setting the matter for a contested case hearing or;

(ii) Recommend to the Board that the complaint be dismissed; or

(c) The Board may resolve a complaint at any time by:

(i) Accepting a voluntary surrender of a license;

(ii) Accepting conditional terms for settlement; or

(iii) ~~Dispensing with it in an informal manner; or~~

(iv) Dismissal.

Section 3. Service of Notice and Formal Complaint. Notice and Complaint shall be served by the Boards Investigative Committee by mail at least twenty (20) days ~~prior~~before to the ~~date set for~~ hearing. The Board shall send it ~~It shall be sent~~ by certified or registered mail with return receipt ~~thereof~~requested to the last known address of the registrant or licensee.

Section 4. Docket. A contested case docket number shall be assigned ~~a number~~ when a complaint is filed with the ~~Boards~~ Investigative Committee. A separate file shall be

established for each docketed case, in which shall be placed all papers, pleadings, documents, transcripts, evidence, and exhibits.

Section 5. Answer or Appearance. The licensee or registrant shall file an ~~AN ANSWER OR~~ Notice of Appearance, ~~which shall be received by the Board~~ at least ~~threetwenty~~ (320) working days ~~prior to~~ before the date set for hearing.

Section 6. Default in Licensee Answering or Appearing. In the event the registrant or licensee fails to answer or otherwise appear within the time allowed, a default shall be entered. ~~and the allegations as set forth in the Notice and Complaint shall be taken as true and the Board may enter an appropriate order.~~ A registrant or licensee in default may attend and participate in any subsequent hearing, but may not introduce evidence.

Section 7. Contested Case Hearing.

(a) The hearing shall be conducted by the Office of Administrative Hearings in accordance with its Uniform Rules for Contested Case Practice and Procedure. The hearing officer shall submit proposed findings of fact, conclusions of law and order to the Board within thirty (30) days of the hearing's conclusion. The parties may submit exceptions to the proposed order within ten (10) days after its service. By incorporating the Office of Administrative Hearings' Uniform Rules, the Board makes the following findings;

(i) Incorporating the full text of the Uniform Rules would be cumbersome and inefficient given the length and nature of the rules;

(ii) The incorporation is limited to the Uniform Rules of the Office of Administrative Hearing, effective on October 17, 2014, and shall not include any subsequent editions or amendments to the Uniform Rules;

(iii) Copies of the Uniform Rules are available to the public at the Board's office at 2515 Warren Avenue, Suite 302, Cheyenne, WY 82002 or at <http://cosmetology.wy.gov/Barbers.aspx>.

(b) Proposed orders shall be given consideration, but are not binding upon the Board. All final decisions shall be issued by the Board and shall be based exclusively on the evidence in the record and matters officially noticed. The Investigative Review Committee shall not participate in the Board's final decision.

(c) The Board shall, following the full and complete hearing, make and enter a written decision and order containing findings of fact and conclusions of law. The decision and order shall be filed with the Board.

(d) A licensee aggrieved by a Board decision may file a petition in the district court under the Wyoming Rules of Appellate Procedure and the Administrative Procedure Act.

~~**Section 6.** — Discovery. In all contested cases coming before the Board, the taking of depositions and discovery shall be available to the parties.~~

~~**Section 7.** — Subpoenas. Subpoenas for appearance and to produce testimony, books, papers, documents, or exhibits may be issued by the Board of hearing officer on behalf of any party to the contested.~~

~~**Section 8.** — Contested Case Hearing. All issues and matters set forth in the Notice and Complaint shall be presented to the Board. A licensee or registrant may be represented by an attorney, who is licensed to practice law in this State or is associated with an attorney licensed to practice law in this state.~~

~~**Section 9.** — Hearing Officer. The Board may employ and retain a hearing officer to assist and advise the Board in the conduct of the hearing and preparation of recommended findings of fact, conclusions of law and order.~~

~~**Section 10.** — Order of Procedure at Hearing. Hearings shall be conducted with the following order of procedure:~~

~~(a) — The Board of hearing officer shall announce that the hearing is convened upon the call of the docket number and title of the matter and case to be heard, and thereupon the Board of hearing officer shall incorporate all pleadings into the record and shall note for the record all subpoenas issued and all appearances of record;~~

~~(b) — Opening statements may be made;~~

~~(c) — All persons testifying at the hearing shall be administered the standard oath;~~

~~(d) — The representative of the investigative committee shall thereupon proceed to present committee's evidence. Witnesses may be cross examined by the Licensee or his/her attorney if represented. Redirect examination may be permitted;~~

~~(e) — The licensee or registrant shall be heard in the same manner as the investigative committee. The investigative committee shall have the opportunity of cross examination and redirect examination may be permitted.~~

~~(f) Closing statements, at the conclusion of the presentation of evidence, may be made by the parties or attorneys. A rebuttal statement may be made by the investigative committee. The time for oral argument may be limited;~~

~~(g) After all proceedings have been concluded, the Board or hearing officer shall excuse all witnesses and declare the hearing closed. Any party may submit written briefs of law to the Board or hearing officer. The Board may take the case under advisement. The decision of the Board shall be announced within due and proper time following consideration of all of the matters presented at the hearing and exception filed by any party to a hearing officer's recommended decision;~~

~~(h) The Board and hearing officer shall retain the right and opportunity to examine any witness upon the conclusion of all testimony offered by a particular witness.~~

~~**Section 11.** Rules of Civil Procedure to Apply. The rules of practice and procedure contained in the Wyoming Rules of Civil Procedure insofar as they are applicable and not inconsistent with the matters before the Board and applicable to the rules and orders promulgated by the Board shall apply.~~

~~**Section 12. Section 8.** Attorneys. The filing of an answer or other appearance by an attorney constitutes an appearance for the party for whom the pleading is filed. The Board and all parties shall be notified in writing of any withdrawal. Any person appearing before the Board at a hearing in a representative capacity shall be precluded from examining or cross-examining any witness unless the person is an attorney licensed to practice law in this State, or is associated with an attorney licensed to practice law in this State. This rule shall not be construed to prohibit any licensee or registrant from representing his/herself before the Board, but any licensee or registrant appearing on his/her own behalf must abide by all procedural rules established for the hearing.~~

~~**Section 13. Section 9.** Attorney General to be Present. In all hearings held upon formal action brought before the Board, a representative of the Office of the Attorney General of Wyoming shall appear on behalf of the State, Investigative Committee, and shall present all evidence, testimony, and legal authority in support of the Notice and Complaint to be considered by the Board.~~

~~**Section 14. Section 10.** Record of Proceedings. When the denial, revocation, or suspension of any license or registrant is the subject for hearing, it shall be ~~regarded as~~ a contested case and the proceedings, ~~including all testimony~~, shall be reported ~~verbatim~~ by a court reporter or other adequate means or device.~~

Section 15. ~~Decision. Findings of Fact and Conclusions of Law and Order.~~

~~(a) The Board shall, with the assistance of the hearing officer, following the full and complete hearing, make and enter a written decision and order containing findings of fact and conclusions of law. The decision and order shall be filed with the Board and shall, bear execution, become the decision and order as a result of the hearing.~~
be the Board's final decision subject to judicial review under the WAPA.

~~(b) No member, staff, or agent of the Board who participated or advised in the investigation of presentation of evidence at the hearing shall participate or advise in decision.~~

~~(c) (a) Upon entry and filing, the Board shall mail copies of the decision to each licensee or registrant and attorneys of records.~~

Section 16. ~~Appeals to District Court. Appeals from Board decisions shall be taken to the District Court having jurisdiction and proper venue in accordance with applicable statutes and the Wyoming Rules of Appellate Procedure.~~

Section 17. ~~Transcript in Case of Appeal. In an appeal to the District Court, the appellant shall pay and arrange for the transcript of the testimony. The transcript shall be verified by oath of the reporter or transcriber as a true and correct transcript of the testimony and other evidence in the case.~~

Chapter 2 Infection Control

Section 1. Infection Control and Safety Standards, adopted from the National Interstate Council of Cosmetology and Barbering (NIC).

(a) Wet disinfection and storage standards.

(i) Prior to use on any client, all non-porous tools and implements or multi-use items must be cleaned AND disinfected. Items must be cleaned with soap and warm water or a chemical cleaner. The items must then be disinfected by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions. **Note: Items that are porous are not able to be disinfected and must be disposed of after each use.**

(ii) Items MUST stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer's label to be effective.

(iii) All disinfectant solution must be changed per the manufacturer's label or sooner if contaminated.

(b) Dry storage standards.

(i) Disinfected implements must be stored in a disinfected, dry covered container and be isolated from contaminants. At no time can these items come into contact with used/dirty items.

(c) Hand washing.

(i) Thoroughly wash hands and the exposed portions of arms with soap and water before providing services to each client and after, smoking, drinking, eating, and using the restroom.

Section 2. Blood Exposure Procedure Standards, adopted from NIC.

(a) If a blood exposure should occur, the following steps must be followed:

(i) When possible injured party should go to a sink and rinse injury with running water and "milk" the injury if possible to remove any bacteria that may have entered the wound.

(ii) Supply injured party with antiseptic or single use packet of antibacterial ointment on the appropriate dressing to cover the injury.

(iii) Bag all blood-soiled (contaminated) porous articles and dispose of in trash. Immediately wash and disinfect all non-porous items (do not continue service with these items).

(b) The following is the responsibility of the candidate/student/licensee and should be executed as follows. Candidate, Student, License injury.

(i) Protection – if a cut is sustained, stop the service, put on gloves (if appropriate) and clean the injured area.

(ii) Apply antiseptic to the injured area;

(iii) Dressing – cover the injury with the appropriate adhesive dressing;

(iv) Cover injured area with finger guard or glove if appropriate;

(v) Bag and dispose of all contaminated single use items;

- (vi) Remove gloves and wash hands;
- (vii) Clean model/client;
- (viii) Clean and disinfect implements and station;
- (ix) Clean hands; and
- (x) Return to the service.
- (c) Model/Client injury
 - (i) Stop service;
 - (ii) Glove hands of candidate/student/licensee;
 - (iii) Clean injured area;
 - (iv) Apply antiseptic
 - (v) Cover the injury with the appropriate dressing to prevent further blood exposure;
 - (vi) Bag and dispose of all contaminated single use items;
 - (vii) Clean and disinfect any implements or surfaces contaminated;
 - (viii) Clean hands; and
 - (ix) Return to services.
- (d) Examination
 - (i) Examiners are to use new disposable latex gloves or non-allergenic equivalent when checking the candidate's service. Bag and dispose used gloves;
 - (ii) Follow with washing hands;
 - (iii) Documents incident in blood exposure log; and
 - (iv) Do not allow containers, brushes, nozzles or liquid styptic container to touch the skin or contact the wound. Use an applicator.

Section 3. Additional Infection Control.

- (a) Clippers and Trimmers
 - (i) All clippers and trimmers must be cleaned and disinfected after each use with disinfectant designed for clippers and trimmers, and used according to manufactures recommendations.
 - (ii) Clipper wash may be used as a cleaner prior to disinfection, but is not acceptable as a disinfectant unless it is labeled as germicidal, virucidal and fungicidal with proven effectiveness against HIV, HEPB and Staphylococcus aureus (including MRSA). When labeled as such, it must be used as specified by the manufacturer.
- (b) Leather Barber Strop
 - (i) A Leather Barber Strop is a porous items that may be used in the Barber Shop, but only if razor has been cleaned and disinfected in accordance with Section 1, item (i) of this chapter prior to use on strop. A strop may not be used during service when the blade has come in contact with the patron.
- (c) Products
 - (i) All lotions, waxes, creams and hair/shave preparations must be removed from the original container in a manner that does not contaminate the product remaining in the container. Bare hands may not be used to remove product from any container. Product must be removed with a spatula that is single use and disposed of

after use or multi-use and disinfected after each “dip” into the container. This does not apply to items in squeeze tubes, spray bottles or shakers.

(d) Barber Chairs.

(i) All headrest of barber chairs shall be cleaned, or have a clean cover or towel between each usage. When not in use, the headrest must be kept in a clean place which is free of dust and debris.

(e) Infectious Disease.

(i) No person infected with a disease in a communicable form which can be transmitted in the course of his employment shall work in a shop or school.

(ii) Licensees shall not treat or attempt to treat any disease of the skin.

(f) All barbers shall have an adequate amount of implements so that proper disinfection can occur between customers.

(g) Coffee or other refreshments shall be served in single use containers with lids only.

(h) Restroom facilities shall be adequately supplied with disposable hand towels or dryers and liquid or powder soap.

Section 4. Prohibited equipment.

(a) Common shaving brushes;

(b) Finger bowls;

(c) Lump alum (when used for styptic purposes);

(d) Powder puffs; and

(e) Wooden handle, natural bristle neck brushes

CHAPTERChapter 2
SANITATION RULESInfection Control

~~**Section 1.** — The use of barber shops as a living, dining or sleeping apartment is prohibited. No barber shop may be established in a residence except by permission of the State Board of Barbers Examiners.~~

~~**Section 2.** — No barber shop shall be located in connection with the following activities or structures unless there is a solid partition from floor to the ceiling which physically separates such activities:~~

~~(a) — Living quarters.~~

~~(b) — Food service, bars or lounges, bakeries, grocery stores, pet shops, or garages.~~

~~(c) — The Board may require the positive physical separation of a barber shop from adjacent activities which creates or tends to create unsanitary conditions in the barber shop or the adjacent activity.~~

~~**Section 3.** — The walls, furniture, all fixtures, and all other personal property in barber shops shall at all times be kept clean and in good repair; jardinières and cuspidors shall be for display purposes only. Floor shall be kept clean and hair clippings shall be removed from the floor.~~

~~**Section 4.** — Every barber shop shall be equipped with hot and cold potable running water in sufficient quantity to provide ample amounts for adequate and complete cleaning of the shop and customer needs. Provision shall be made for approved waste disposal of liquid and solid wastes. The water supply shall comply with the requirements of the Federal Safe Drinking Water Act, the safe drinking water amendment 42 U.S.C. §300 g et seq. and the regulations adopted thereunder.~~

~~**Section 5.** — All equipment, implements, and/or instruments shall be properly cleaned with soap and water and completely immersed in an approved disinfected following each use. All clippers and trimmers must be cleaned and disinfected according to manufacturers recommendations after each use. Disinfecting solutions which shall be an EPA registered, hospital grade, bactericidal, virucidal and fungicidal disinfectant. All clean, disinfected equipment, implements and/or instruments shall be stored in a clean dry disinfected cabinet or container. A clean neck strip and/or towel shall be used for each customer. Clean towels must be kept in a closed cabinet. Soiled towels shall be placed in a closed container.~~

~~**Section 1.** — Infection Control and Safety Standards, adopted from the National Interstate Council of Cosmetology and Barbering (NIC).~~

~~(a) — Wet disinfection and storage standards.~~

~~(i) — Prior to use on any client, all non-porous tools and implements or multi-use items must be cleaned AND disinfected. Items must be cleaned with soap and warm water or a chemical cleaner. The items must then be disinfected by complete~~

immersion in an EPA registered, bactericidal, virucidal, fungicidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions. **Note: Items that are porous are not able to be disinfected and must be disposed of after each use.**

(ii) Items MUST stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer's label to be effective.

(iii) All disinfectant solution must be changed per the manufacturer's label or sooner if contaminated.

(b) Dry storage standards.

(i) Disinfected implements must be stored in a disinfected, dry covered container and be isolated from contaminants. At no time can these items come into contact with used/dirty items.

(c) Hand washing.

(i) Thoroughly wash hands and the exposed portions of arms with soap and water before providing services to each client and after, smoking, drinking, eating, and using the restroom.

Section 2. Blood Exposure Procedure Standards, adopted from NIC.

(a) If a blood exposure should occur, the following steps must be followed:

(i) When possible injured party should go to a sink and rinse injury with running water and "milk" the injury if possible to remove any bacteria that may have entered the wound.

(ii) Supply injured party with antiseptic or single use packet of antibacterial ointment on the appropriate dressing to cover the injury.

(iii) Bag all blood-soiled (contaminated) porous articles and dispose of in trash. Immediately wash and disinfect all non-porous items (do not continue service with these items).

(b) The following is the responsibility of the candidate/student/licensee and should be executed as follows. Candidate, Student, License injury.

(i) Protection – if a cut is sustained, stop the service, put on gloves (if appropriate) and clean the injured area.

(ii) Apply antiseptic to the injured area;

(iii) Dressing – cover the injury with the appropriate adhesive dressing;

(iv) Cover injured area with finger guard or glove if appropriate;

(v) Bag and dispose of all contaminated single use items;

(vi) Remove gloves and wash hands;

(vii) Clean model/client;

(viii) Clean and disinfect implements and station;

(ix) Clean hands; and

(x) Return to the service.

(c) Model/Client injury

(i) Stop service;

(ii) Glove hands of candidate/student/licensee;

(iii) Clean injured area;

- (iv) Apply antiseptic
- (v) Cover the injury with the appropriate dressing to prevent further blood exposure;
- (vi) Bag and dispose of all contaminated single use items;
- (vii) Clean and disinfect any implements or surfaces contaminated;
- (viii) Clean hands; and
- (ix) Return to services.
- (d) Examination
 - (i) Examiners are to use new disposable latex gloves or non-allergenic equivalent when checking the candidate's service. Bag and dispose used gloves;
 - (ii) Follow with washing hands;
 - (iii) Documents incident in blood exposure log; and
 - (iv) Do not allow containers, brushes, nozzles or liquid styptic container to touch the skin or contact the wound. Use an applicator.

Section 3. Additional Infection Control.

- (a) Clippers and Trimmers
 - (i) All clippers and trimmers must be cleaned and disinfected after each use with disinfectant designed for clippers and trimmers, and used according to manufactures recommendations.
 - (ii) Clipper wash may be used as a cleaner prior to disinfection, but is not acceptable as a disinfectant unless it is labeled as germicidal, virucidal and fungicidal with proven effectiveness against HIV, HEPB and Staphylococcus aureus (including MRSA). When labeled as such, it must be used as specified by the manufacturer.
- (b) Leather Barber Strop
 - (i) A Leather Barber Strop is a porous items that may be used in the Barber Shop, but only if razor has been cleaned and disinfected in accordance with Section 1, item (i) of this chapter prior to use on strop. A strop may not be used during service when the blade has come in contact with the patron.
- (c) Products
 - (i) All lotions, waxes, creams and hair/shave preparations must be removed from the original container in a manner that does not contaminate the product remaining in the container. Bare hands may not be used to remove product from any container. Product must be removed with a spatula that is single use and disposed of after use or multi-use and disinfected after each "dip" into the container. This does not apply to items in squeeze tubes, spray bottles or shakers.
- (d) Barber Chairs.
 - (i) All headrest of barber chairs shall be cleaned, or have a clean cover or towel between each usage. When not in use, the headrest must be kept in a clean place which is free of dust and debris.
- (e) Infectious Disease.
 - (i) No person infected with a disease in a communicable form which can be transmitted in the course of his employment shall work in a shop or school.
 - (ii) Licensees shall not treat or attempt to treat any disease of the skin.

(f) All barbers shall have an adequate amount of implements so that proper disinfection can occur between customers.

(g) Coffee or other refreshments shall be served in single use containers with lids only.

(h) Restroom facilities shall be adequately supplied with disposable hand towels or dryers and liquid or powder soap.

~~Section 6.~~**Section 4. Prohibited equipment.**

- (a) Common shaving brushes;
- (b) Finger bowls;
- (c) Lump alum (when used for styptic purposes);
- ~~(d) Sponges~~
- ~~(e)~~(d) Powder puffs; and
- ~~(f)~~(e) Wooden handle, Natural bristle neck brushes

~~Section 7. — All headrests of barber chairs shall be equipped with a paper dispenser which will provide a paper covering for the headrest or a clean towel may used to cover the headrest. The paper covering or towel shall be replaced following each usage. When not in use, the headrest must be kept in a clean place which is free of dust and debris.~~

~~Section 8. — No barber shall shave or cut the hair of any person who appears to have an infectious condition.~~

~~Section 9. — All barbers shall wash their hands thoroughly with soap and water after using the restroom and before rendering Barber services to a customer.~~

~~Section 10. — The use of alum or other material to stop the flow of blood is prohibited unless as a powder applied with a clean towel or in a liquid form.~~

~~Section 11. — It shall be the duty of the head barber or manager of each barber shop, barber school or barber college to insure that each barber employed has a license to practice barbering in the State of Wyoming. Licenses shall be posted in front of work stands where they may be easily seen. All licenses must be renewed on or before the first day of July each year. Every shop and school shall post a copy of the most recent inspection sheet, sanitation rules and regulations, wet disinfection standards and blood spill procedures in a conspicuous location in the place of business.~~

~~Section 12. — No shop or school license, barber license or permit can be transferred. When a shop or school is sold the party holding license for the shop must return it to the Board of Barber Examiner. The new owner(s) must obtain a new license for the same shop.~~

~~Section 13. — Special inspections are required for new shops and schools, shops or schools changing locations and re-opening that have been closed three months or more.~~

~~They will be charged a fee as set forth in Chapter III of the Board of Barber Examiners Rules and Regulations.~~

~~**Section 14.** In the event a barber shop or barber school is found by the inspecting member of the State Board of Barber Examiners or their designee to be in violation of these rules and, in the opinion of the inspector, constitutes a health hazard, the Local or State Department of Health shall be notified. If findings indicate that practices or physical condition of the shop or school constitutes a health hazard, the Board shall institute immediate action to close the shop until corrections have been accomplished.~~

~~**Section 15.** Coffee or other refreshments shall be served in a single use containers only.~~

~~**Section 16.** Restroom facilities shall be adequately supplied with disposable hand towels and liquid or powder antibacterial soap.~~

Chapter 3

Fees

Section 1. Fees Generally.

(a) The board hereby establishes non-refundable fees in the amounts indicated, for the following:

(i)	Registered Barber/Barber Stylist Examination	\$125.00
(ii)	Certificate/License of registration (annual)	\$ 60.00
(iii)	Duplicate Certificate/License	\$ 10.00
(iv)	Temporary Permit to Practice	\$ 60.00
(v)	Barber Shop License (annual)	\$ 60.00
(vi)	Mobile Barber Shop License (annual)	\$250.00
(vii)	New Shop or School License Inspection	\$100.00
(viii)	New Mobile Shop Inspection	\$150.00
(ix)	Change of Location of Inspection	\$100.00
(x)	Reopening Inspection	\$100.00
(xi)	Barber School Application	\$150.00
(xii)	Barber School License (annual)	\$100.00
(xiii)	Barber Instructor Examination	\$125.00
(xiv)	Barber Instructor Certificate/License (annual)	\$ 60.00
(xv)	Reciprocity Fee	\$150.00
(xvi)	Barber/Barber Stylist Renewal Late Fee(after July 1)	\$ 30.00
(xvii)	Barber Shop/School Renewal Late Fee (after July 1)	\$ 40.00
(xviii)	Certification of Record	\$ 20.00
(xix)	Mailing List of Names (30 names or 1 page)	\$ 20.00
(xx)	Mailing List of Names on Labels (30 names or 1 page)	\$ 30.00

Section 2. Pursuant to W.S. 16-4-204 each of the following fees may be assessed for the costs and services required to provide copies or printouts of public records.

- | | | |
|-----|---|--------|
| (a) | Photocopies (per copy) | \$.55 |
| (b) | Applicable postage charges | |
| (c) | Applicable hourly rate for staff time involved to produce copies | |
| (d) | Cost of computer discs, document mailers, envelopes and other supplies as applicable. | |

CHAPTERChapter 3

FEESFees

Section 1. Fees Generally.

(a) The board hereby establishes non-refundable fees in the amounts indicated, for the following:

(i)	Registered Barber/Barber Stylist Examination	\$125.00
(ii)	Certificate/License of registration (annual)	\$ 60.00
(iii)	Duplicate Certificate/License	\$ 10.00
(iv)	Temporary Permit to Practice	\$ 60.00
(v)	Barber Shop License (annual)	\$ 60.00
(vi)	Mobile Barber Shop License (annual)	\$250.00
(vii)	New Shop or School License Inspection	\$100.00
(viii)	New Mobile Shop Inspection	\$150.00
(ix)	Change of Location of Inspection	\$100.00
(x)	Reopening Inspection	\$100.00
(xi)	Barber School Application	\$150.00
(xii)	Barber School License (annual)	\$100.00
(xiii)	Barber Instructor Examination	\$100 125.00
(xiv)	Barber Instructor Certificate/License (annual)	\$100 60.00
(xv)	Reciprocity Fee	\$150.00
(xvi)	Barber/Barber Stylist Renewal Late Fee(after July 1)	\$ 30.00
(xvii)	Barber Shop/ <u>School</u> Renewal Late Fee (after July 1)	\$ 40.00
(xviii)	Certification of Record	\$ 20.00
(xix)	Mailing List of Names (30 names or 1 page)	\$ 20.00
(xx)	Mailing List of Names on Labels (30 names or 1 page)	\$ 30.00

Section 2. Pursuant to W.S. 16-4-204 each of the following fees may be assessed for the costs and services required to provide copies or printouts of public records.

- (a) Photocopies (per copy) \$.55
- (b) Applicable postage charges
- (c) Applicable hourly rate for staff time involved to produce copies
- (d) Cost of computer discs, document mailers, envelopes and other supplies as applicable.

Chapter 4 General Provisions

Section 1. Authority and Purpose. These rules are adopted by the Wyoming Board of Barber Examiners, hereafter “Board” pursuant to the authority granted by W.S. 33-7-211, and in accordance with the Administrative Procedures to the Board in undertaking its responsibilities pursuant to this Act.

Section 2. Disposition of Fees. Under no circumstance will fees be refunded.

Section 3. Display of License. Every shop, school and licensee shall conspicuously display the appropriate license(s), infection control rules and regulations, most recent inspection sheet, wet disinfection and blood exposure procedures, in a location accessible and visible to the consumer, void of any obstructions of view.

Section 4. Credit Allowed to Cosmetologist and Hairstylists. A Wyoming Cosmetologist or Hairstylist may enroll in a licensed Barber school. Upon graduating from the school having completed a crossover course of study set forth in Chapter 8, Section 5 (a) of these rules, and meeting all other application requirements, the applicant may sit for the Barber Examination.

Section 5. Publications. Licensees will be notified of rule changes by mail when changes have been made. All changes will be available on the Board’s official web site and upon receipt of a self addressed stamped #10 envelope, the Board will send the current Rules and Regulations to the Licensee. All new applicants for licensure will be provided a copy of the Wyoming Board of Barber Examiners Statutes, Rules and Regulations.

Section 6. Credit Hours vs. Clock Hours. The Board will recognize a conversion ratio of 30 clock hours to 1 credit hour for students transferring to Wyoming to complete their training in Barbering. The credit hours must be in the field of Barbering and have been completed within the past five (5) years.

~~CHAPTER~~Chapter 4
General Provisions

Section 1. Authority and Purpose. These rules are adopted by the Wyoming Board of Barber Examiners, hereafter “Board” pursuant to the authority granted by W.S. 33-7-211, and in accordance with the Administrative Procedures to the Board in undertaking its responsibilities pursuant to this Act.

Section 2. Disposition of Fees. Under no circumstance will fees be refunded.

Section 3. Display of License. Every shop, school and licensee shall conspicuously display the appropriate license(s), ~~sanitation~~infection control rules and regulations, most recent inspection sheet, wet disinfection and blood ~~spill~~exposure procedures, in a location accessible and visible to the consumer, void of any obstructions of view.

Section 4. Credit Allowed to Cosmetologist and Hairstylists. A Wyoming Cosmetologist or Hairstylist may enroll in a licensed Barber school, ~~and upon completion of not less than seven hundred fifty (750) hours, may qualify for the barber examination. Of the seven hundred fifty (750) hours, at least one hundred (100) hours must be completed in shaving and beard trimming and one hundred fifty (150) hours must be completed in clipper cutting and tapering. Upon graduating from the school having completed a crossover course of study set forth in Chapter 8, Section 5 (a) of these rules, and meeting all other application requirements, the applicant may sit for the Barber Examination.~~

Section 5. Publications. Licensees will be notified of rule changes by mail when changes have been made. All changes will be available on the Board’s official web site and upon receipt of a self addressed stamped #10 envelope, the Board will send the current Rules and Regulations to the Licensee. All new applicants for licensure will be provided a copy of the Wyoming Board of Barber Examiners Statutes, Rules and Regulations.

Section 6. Credit Hours vs. Clock Hours. The Board will recognize a conversion ratio of 30 clock hours to 1 credit hour for students transferring to Wyoming to complete their training in Barbering. The credit hours must be in the field of Barbering and have been completed within the past five (5) years.

Section 7. ~~Instructor Qualifications. An individual, holding a current Wyoming Barber or Barber Stylist license consecutively for five (5) years immediately prior to application, who paid the required examination and license fee, may sit for the Wyoming Barber Examination.~~

Chapter 5 Schools

Section 1. Applications and License. No person, association, partnership or corporation may operate a barber school without first securing a license from the Board. Applications shall be made on the prescribed form and be accompanied by the appropriate fee. The completed application shall include or be accompanied by the following information:

- (a) The name of the school, the owner and proprietor, the street address and a description of the exact location of the school.
- (b) A detailed floor plan of the school building showing a minimum of 1,500 square feet of floor space; the location of separate restrooms for male and female students; the location of at least one classroom which is separated from the clinic area by walls or partitions; the shampoo area; dispensary; entrances and exits; carpeted areas of floor and location of all equipment required.
- (c) Proof of ownership of the premises or of a lease agreement covering the premises of the school.
- (d) Copies of the school's information brochure, schools rules and regulations and policies, and the financial agreements required of students.
- (e) A statement that management personnel are knowledgeable about applicable federal, state and local laws and regulations which may apply to the school.
- (f) The names, addresses and license numbers of all instructors.
- (g) School shall not open until the Board inspection and approval of school.

Section 2. Consideration of Application. Applications for school licenses are considered by the Board at regularly scheduled meetings. The School shall not open until the Board inspection and approval of the School has been made by the Board. Applicants are notified of the Board's action by letter.

Section 3. General Requirements.

- (a) Schools may not permit its students to perform any laboratory services on the public under any circumstance until the student has accrued fifteen percent of the total hours required within the course.
- (b) Schools shall display in a conspicuous place within the reception or clinic area of the schools a sign which indicates that all services are performed by supervised students.
- (c) Schools shall not pay compensation to any of its students, either directly or indirectly.
- (d) Instructors or student instructors shall not be permitted to perform services on the public other than that part of the practical work which pertains directly to the teaching demonstration of subjects include in the curriculum.

(e) Schools shall provide both theory instruction and practical skills training in all subjects applicable to the course of study according to the curriculum prescribed by the Board.

(f) Schools must at all times be under immediate supervision of a licensed instructor.

(g) Schools shall require that patrons not be released from a chair after being served by a student until all the work performed has been thoroughly inspected and approved by the instructor.

Section 4. Definitions. The following shall apply through these rules.

(a) A student is a person enrolled in a school of barbering or barber instructor program.

(b) Clinic area or "floor" is the part of the school where students with more than the basic training requirements and instruction are permitted to provide services for patrons or clients.

(c) A patron or client is a customer in a school or elsewhere who comes primarily for his own benefit. He remains a patron or client even when a customary fee for services is waived.

(d) Models are volunteers who may be utilized in class for the demonstration and practice of various procedures. Models do not pay for services rendered and come to the school primarily to aid the school and the student. Students with less than the basic training requirements and instruction may practice on models only when under the direct supervision of an instructor.

(e) A class consists of lectures, demonstrations and discussion designed to provide students with a basic understanding of the principals necessary in the practice of barbering.

(f) An instructor means a person licensed to teach barbering.

Section 5. Facility and Equipment Requirements. All schools must comply with the Sanitary and Safety rules for establishments outlined in Chapter 2 of these rules and provide for:

(a) A clean, well maintained facility;

(b) A reception area for clients and patrons;

(c) An area designed for theory instruction equipped with enough tables or desks and chairs to meet the instructional needs of assigned or scheduled students;

(d) A designated clinic or laboratory area for supervised practical skills training;

(e) One (1) barber chair with a headrest for each three (3) students having the capability of being elevated, lowered and reclined;

(f) One (1) workstation for each three (3) students with cabinet or drawer for tools and mirror large enough for student to see his or her work at all times;

(g) A shampoo bowl readily accessible to the student with hot and cold running water, and a hose arrangement for shampooing;

- (h) One (1) latherizer for each three (3) students;
- (i) Wet and dry disinfectant containers;
- (j) One (1) classroom size chalkboard, whiteboard or screen;
- (k) One (1) chart showing structures of the hair and skin;
- (l) One (1) anatomical chart showing nervous, skeletal, circulatory and muscular systems of the body;
- (m) One (1) English dictionary and one (1) medical dictionary;
- (n) An instructor training manual and curriculum lesson plans for student instructor training course;
- (o) Course outline and curriculum lesson plans for barbering and barber instructor;
- (p) Two (2) copies of the brochure containing Wyoming barber laws, rules and regulations of the Board to be kept in the school's library;
- (q) A copy of the brochure containing Wyoming barber laws shall be provided for each student enrolled and shall become the student's personal copy;
- (r) A seal bearing the name of the school and which shall be impressed on all official documents such as diplomas;
- (s) Diplomas, to be received by students upon their completion of the prescribed course of study; bearing the name of the school, school seal, date of completion, student's name, and instructor signature(s);
- (t) A locking file cabinet for safeguarding of student files and records;
- (u) A conspicuous sign at the entrance bearing the words "Barber School"; a sign with the words "student work only" must be posted in plain sight in the clinic area; and
- (v) One (1) fire extinguisher must be on location or the school must meet all fire safety requirements set forth by the local fire department.

Section 6. Advertising. All advertising of a school shall clearly denote that the establishment is a school of barbering and that all services are provided only by students.

Section 7. School Closing. If a school ceases its operation or is sold as a school to another party, the Board shall be immediately notified and all records of instruction for all students attending the school at or before the time of its closing or sale must be filed with the Board within ten days.

Section 8. School License Renewal. Each school license shall be renewed on a yearly basis on or before June 30th of each year. Failure to renew the license on or before July 31st of each year shall result in a late fee. A license that has been expired less than ninety (90) days may be renewed. An applicant for renewal of a School license that has been expired for more than ninety (90) days must re-apply for the license under the current requirements and fees.

Section 9. Combined Cosmetology/Barber School. A Barber school may be established in the same location as a Cosmetology School licensed under W.S. 33-12-119 through 33-12-140 Combined Schools shall adhere to the requirements of both Boards, and in case of conflicting requirements, the more exacting standard shall be applied.

Section 10. No school license may be transferred. When a school is sold the party holding the license must notify the Board office of the sale and the new owner (s) must obtain a new school license as outlined in this chapter.

Section 11. Special inspections are required for a new schools, or schools changing location. They will be charged a fee as set forth in Chapter three (3) of the Rules and Regulation.

Section 12. All areas licensed and regulated by the Board shall be open to inspections by authorized representatives of the Board anytime during normal business hours.

Section 13. In the event a barber school is found by the inspecting member of the State Board of Barber Examiners or their designee to be in violation of these rules and in the opinion of the inspector, constitutes a health hazard, the Local or State Department of Health shall be notified. If the findings indicate that practices or physical condition of the school constitutes a health hazard, the Board shall institute immediate action to close the school until corrections have been accomplished.

CHAPTERChapter 5
SCHOOLSchools

Section 1. Applications and License. No person, association, partnership or corporation may operate a barber school without first securing a license from the Board. Applications shall be made on the prescribed form and be accompanied by the appropriate fee. The completed application shall include or be accompanied by the following information:

- (a) The name of the school, the owner and proprietor, the street address and a description of the exact location of the school.
- (b) A detailed floor plan of the school building showing a minimum of 1,500 square feet of floor space; the location of separate restrooms for male and female students; the location of at least one classroom which is separated from the clinic area by walls or partitions; the shampoo area; dispensary; entrances and exits; carpeted areas of floor and location of all equipment required.
- (c) Proof of ownership of the premises or of a lease agreement covering the premises of the school.
- (d) Copies of the school's information brochure, schools rules and regulations and policies, and the financial agreements required of students.
- (e) A statement that management personnel are knowledgeable about applicable federal, state and local laws and regulations which may apply to the school.
- (f) The names, addresses and license numbers of all instructors.
- (g) School shall not open until the Board inspection and approval of school.

Section 2. Consideration of Application. Applications for school licenses are considered by the Board at regularly scheduled meetings. The School shall not open until the Board inspection and approval of the School has been made by the Board. Applicants are notified of the Board's action by letter.

Section 3. General Requirements.

- (a) Schools may not permit its students to perform any laboratory services on the public under any circumstance until the student has accrued fifteen percent of the total hours required within the course.
- (b) Schools shall display in a conspicuous place within the reception or clinic area of the schools a sign which indicates that all services are performed by supervised students.
- (c) Schools shall not pay compensation to any of its students, either directly or indirectly.
- (d) Instructors or student instructors shall not be permitted to perform services on the public other than that part of the practical work which pertains directly to the teaching demonstration of subjects include in the curriculum.
- (e) Schools shall provide both theory instruction and practical skills training in all subjects applicable to the course of study according to the curriculum prescribed by the Board.

(f) Schools must at all times be under immediate supervision of a licensed instructor.

(g) Schools shall require that patrons not be released from a chair after being served by a student until all the work performed has been thoroughly inspected and approved by the instructor.

Section 4. Definitions. The following shall apply through these rules.

(a) A student is a person enrolled in a school of barbering or barber instructor program.

(b) Clinic area or "floor" is the part of the school where students with more than the basic training requirements and instruction are permitted to provide services for patrons or clients.

(c) A patron or client is a customer in a school or elsewhere who comes primarily for his own benefit. He remains a patron or client even when a customary fee for services is waived.

(d) Models are volunteers who may be utilized in class for the demonstration and practice of various procedures. Models do not pay for services rendered and come to the school primarily to aid the school and the student. Students with less than the basic training requirements and instruction may practice on models only when under the direct supervision of an instructor.

(e) A class consists of lectures, demonstrations and discussion designed to provide students with a basic understanding of the principals necessary in the practice of barbering.

(f) An instructor means a person licensed to teach barbering.

Section 5. Facility and Equipment Requirements. All schools must comply with the Sanitary and Safety rules for establishments outlined in Chapter 2 of these rules and provide for:

(a) A clean, well maintained facility;

(b) A reception area for clients and patrons;

(c) An area designed for theory instruction equipped with enough tables or desks and chairs to meet the instructional needs of assigned or scheduled students;

(d) A designated clinic or laboratory area for supervised practical skills training;

(e) One (1) barber chair with a headrest for each three (3) students having the capability of being elevated, lowered and reclined;

(f) One (1) workstation for each three (3) students with cabinet or drawer for tools and mirror large enough for student to see his or her work at all times;

(g) A shampoo bowl readily accessible to the student with hot and cold running water, and a hose arrangement for shampooing;

(h) One (1) latherizer for each three (3) students;

(i) Wet and dry disinfectant containers;

(j) One (1) classroom size chalkboard, whiteboard or screen;

- (k) One (1) chart showing structures of the hair and skin;
- (l) One (1) anatomical chart showing nervous, skeletal, circulatory and muscular systems of the body;
- (m) One (1) English dictionary and one (1) medical dictionary;
- (n) An instructor training manual and curriculum lesson plans for student instructor training course;
- (o) Course outline and curriculum lesson plans for barbering and barber instructor;
- (p) Two (2) copies of the brochure containing Wyoming barber laws, rules and regulations of the Board to be kept in the school's library;
- (q) A copy of the brochure containing Wyoming barber laws shall be provided for each student enrolled and shall become the student's personal copy;
- (r) A seal bearing the name of the school and which shall be impressed on all official documents such as diplomas;
- (s) Diplomas, to be received by students upon their completion of the prescribed course of study; bearing the name of the school, school seal, date of completion, student's name, and instructor signature(s);
- (t) A locking file cabinet for safeguarding of student files and records;
- (u) A conspicuous sign at the entrance bearing the words "Barber School"; a sign with the words "student work only" must be posted in plain sight in the clinic area; and
- (v) ~~And one~~ One (1) fire extinguisher must be on location or the school must meet all fire safety requirements set forth by the local fire department.

Section 6. Advertising. All advertising of a school shall clearly denote that the establishment is a school of barbering and that all services are provided only by students.

Section 7. School Closing. If a school ceases its operation or is sold as a school to another party, the Board shall be immediately notified and all records of instruction for all students attending the school at or before the time of its closing or sale must be filed with the Board within ten days.

Section 8. School License Renewal. Each school license shall be renewed on a yearly basis, no later than June 30 of each year. Failure to renew the license on or before July 31st of each year ~~the expiration date~~ shall result in a late fee. A license that has been expired less than ninety (90) days may be renewed. An applicant for renewal of a School license that has been expired for more than ninety (90) days ~~may~~ must re- apply for ~~an original~~ the license under the current requirements and fees.

Section 9. Combined Cosmetology/Barber School. A Barber school may be established in the same location as a Cosmetology School licensed under W.S. 33-12-119 through 33-12-140 ~~and all requirements set forth in Chapter four (4) of the Board of Barber Examiners rules and regulation are met.~~ Combined Schools shall adhere to the requirements

of both Boards, and in case of conflicting requirements, the more exacting standard shall be applied.

Section 9-Section 10. No school license may be transferred. When a school is sold the party holding the license must notify the Board office of the sale and the new owner (s) must obtain a new school license as outlined in this chapter.

Section 10-Section 11. Special inspections are required for a new schools, or schools changing location. They will be charged a fee as set forth in Chapter three (3) of the Rules and Regulation.

Section 11-Section 12. All areas licensed and regulated by the Board shall be open to inspections by authorized representatives of the Board anytime during normal business hours.

Section 12-Section 13. In the event a barber school is found by the inspecting member of the State Board of Barber Examiners or their designee to be in violation of these rules and in the opinion of the inspector, constitutes a health hazard, the Local or State Department of Health shall be notified. If the findings indicate that practices or physical condition of the school constitutes a health hazard, the Board shall institute immediate action to close the school until corrections have been accomplished.

Chapter 6

Instructors

Section 1. Instructor/Student Ratio. At least one licensed instructor must be present on the school premises at all times students are present. There shall be no more than twenty (20) students present for each instructor. Of the twenty (20) students permitted per instructor, no more than three (3) shall be student instructors.

Section 2. Practice by Instructors. No one actively engaged in teaching barbering shall practice barbering in the school except as is absolutely necessary for instructional purposes. Practice in a shop on one's own time is not prohibited.

~~Chapter VI~~Chapter 6
~~INSTRUCTORS~~Instructors

Section 1. Instructor/Student Ratio. At least one licensed instructor must be present on the school premises at all times students are present. There shall be no more than twenty (20) students present for each instructor. Of the twenty (20) students permitted per instructor, no more than three (3) shall be student instructors.

Section 2. Practice by Instructors. No one actively engaged in teaching barbering shall practice barbering in the school except as is absolutely necessary for instructional purposes. Practice in a shop on one's own time is not prohibited.

Chapter 7

Student and Student Instructors

Section 1. Student Qualifications. Students enrolled in any barber course must be at least 17 years of age and must have received at least a tenth grade education or its equivalent.

Section 2. Enrollment Reports. Within ten (10) days of the enrollment of any student, the school shall provide the following information to the Board, on a form approved by the Board.

- (a) The name and address of the school;
- (b) The name and address of the student;
- (c) The date student will commence training;
- (d) Student's date of birth;
- (e) Proof of completing 2nd year of high school or 10th grade;
- (f) Signatures of student and registrar;
- (g) Proof of Lawful Presence;
- (h) Copy of picture identification; and
- (i) A copy of Social Security Card.

Section 3. Student Instructor Qualifications. Prior to enrollment in a school's instructor training course, students must have graduated from high school or have received an equivalency certificate; must have obtained a Wyoming Barber License and must have practiced barbering in a licensed shop for at least two (2) years.

Section 4. Student Instructor Enrollment. Within ten (10) days of the enrollment date of a student instructor, the school shall provide the Board with an enrollment report which shall include the following information:

- (a) The name and address of the school;
- (b) The name and address of the student instructor;
- (c) The date student instructor will commence training;
- (d) Student's date of birth;
- (e) Proof of high school graduation or equivalency certificate;
- (f) Signatures of student and registrar; and
- (g) Proof of work experience as required in Section 3 of the chapter. Proof shall be notarized statement by employer(s).

Section 5. Students and Student Instructors to be supervised. All students and student instructors shall be under supervision of a licensed Instructor throughout the entire course of instruction.

Section 6. Student Records and Reports.

(a) Each school shall keep a daily record of every student's activities which shall be signed by an instructor each day the student attends school. This report will include the daily time of arrival and departure of each student.

(b) On or before the tenth (10th) day of every month, each school shall report to the Board the actual number of hours of instruction and practice each student acquired during the previous month. The actual number of performance credits shall be reported to the Board monthly.

(c) All records and reports shall be made on forms approved by the Board and furnished by the school and shall be made in triplicate, the original report sent to the Board, one copy to the student and one copy retained by the school. Reports shall be signed by the student and an instructor.

(d) All schools shall be required to submit the report required by subsection (b) of this section for a student who is in arrearage in the payment of his tuition at the time such report is due. If reports are made to the Board for this reason, the school shall submit a statement to the Board stating this and the statement shall be signed by the student and the school owner or administrator. Immediately upon settlement of the tuition arrearage by the student, the school shall submit the reports required by subsection (b) for that student to the Board. All requests to transfer hours to another school will be confirmed by the Board office to ensure proper documentation and release of the hours from the school can be made.

Section 7. Transfers.

(a) Students may transfer from one school to another upon notification to the Board.

(b) Transfer students from licensed schools in other states or foreign countries having comparable requirements to those of Wyoming will be granted credit for the hours of instruction completed upon furnishing the Board Certification of hours from the state's or country's governing Board or Licensing agency, provided the hours were earned less than five (5) year before transferring.

Section 8. Withdrawals. Within five (5) days of a student's withdrawal from school, the school shall notify the Board.

Section 9. Reentry.

(a) Re-entering students shall be enrolled as provided for in Sections 2 and 4 of this chapter.

(b) Credit for previously earned hours will not be granted to students who have interrupted their studies for a period of five (5) years or more and they shall complete the full hours required.

Section 10. Student Practice.

(a) No student with fewer hours than fifteen (15) percent of the total hours required be permitted to practice barbering on patrons or clients and no student

instructor shall practice barbering in the school except as is absolutely necessary for instructional purposes.

(b) As part of their course of instruction, students who have satisfactorily completed the basic training or fifteen (15) percent of the total hours required, may practice barbering on patrons under the direct supervision of an instructor in a school.

Chapter 7

~~STUDENT AND STUDENT INSTRUCTORS~~ Student and Student Instructors

Section 1. Student Qualifications. Students enrolled in any barber course must be at least 17 years of age and must have received at least a tenth grade education or its equivalent.

Section 2. Enrollment Reports. Within ten (10) days of the enrollment of any student, the school shall provide the following information to the Board, on a form approved by the Board.

- (a) The name and address of the school;
- (b) The name and address of the student;
- (c) The date student will commence training;
- (d) Student's date of birth;
- (e) Proof of completing 2nd year of high school or 10th grade;
- (f) Signatures of student and registrar;
- (g) Proof of Lawful Presence;
- (h) Copy of picture identification; and
- (i) ~~And a~~ A copy of Social Security Card.

Section 3. Student Instructor Qualifications. Prior to enrollment in a school's instructor training course, students must have graduated from high school or have received an equivalency certificate; must have obtained a Wyoming Barber License and must have practiced barbering in a licensed shop for at least two (2) years.

Section 4. Student Instructor Enrollment. Within ten (10) days of the enrollment date of a student instructor, the school shall provide the Board with an enrollment report which shall include the following information:

- (a) The name and address of the school;
- (b) The name and address of the student instructor;
- (c) The date student instructor will commence training;
- (d) Student's date of birth;
- (e) Proof of high school graduation or equivalency certificate;
- (f) Signatures of student and registrar; and
- (g) ~~And a~~ p Proof of work experience as required in Section 3 of the chapter.

Proof shall be notarized statement by employer(s).

Section 5. Students and Student Instructors to be supervised. All students and student instructors shall be under supervision of a licensed Instructor throughout the entire course of instruction.

Section 6. Student Records and Reports.

(a) Each school shall keep a daily record of every student's activities which shall be signed by an instructor each day the student attends school. This report will include the daily time of arrival and departure of each student.

(b) On or before the tenth (10th) day of every month, each school shall report to the Board the actual number of hours of instruction and practice each student acquired during the previous month. The actual number of performance credits shall be reported to the Board monthly.

(c) All records and reports shall be made on forms approved by the Board and furnished by the school and shall be made in triplicate, the original report sent to the Board, one copy to the student and one copy retained by the school. Reports shall be signed by the student and an instructor.

(d) All schools shall be required to submit the report required by subsection (b) of this section for a student who is in arrearage in the payment of his tuition at the time such report is due. If reports are made to the Board for this reason, the school shall submit a statement to the Board stating this and the statement shall be signed by the student and the school owner or administrator. Immediately upon settlement of the tuition arrearage by the student, the school shall submit the reports required by subsection (b) for that student to the Board. All requests to transfer hours to another school will be confirmed by the Board office to ensure proper documentation and release of the hours from the school can be made.

Section 7. Transfers.

(a) Students may transfer from one school to another upon notification to the Board.

(b) Transfer students from licensed schools in other states or foreign countries having comparable requirements to those of Wyoming will be granted credit for the hours of instruction completed upon furnishing the Board Certification of hours from the state's or country's governing Board or Licensing agency, provided the hours were earned less than five (5) year before transferring.

Section 8. Withdrawals. Within five (5) days of a student's withdrawal from school, the school shall notify the Board.

Section 9. Reentry.

(a) Re-entering students shall be enrolled as provided for in Sections 2 and 4 of this chapter.

(b) Credit for previously earned hours will not be granted to students who have interrupted their studies for a period of five (5) years or more and they shall complete the full hours required.

Section 10. Student Practice.

(a) No student with fewer hours than fifteen (15) percent of the total hours required be permitted to practice barbering on patrons or clients and no student

instructor shall practice barbering in the school except as is absolutely necessary for instructional purposes.

(b) As part of their course of instruction, students who have satisfactorily completed the basic training or fifteen (15) percent of the total hours required, may practice barbering on patrons under the direct supervision of an instructor in a school.

Chapter 8
Course of Study

SECTION 1. Course of Study for Barber/Barber Stylist Students. The following minimum curriculum requirements are established for all schools licensed under the act. Schools offering training in clock hours must meet the following minimum hours in each unit of study. Schools offering training in credit hours must offer an equivalent training program as prescribed by the schools accrediting agency clock hour/credit hour conversion formula. In absence of such formula the state board will prescribe the credit hour/clock hour conversion formula. Schools may offer all or part of the courses set forth herein provided appropriate facility requirements are met and Instructors have appropriate practitioner training to teach the subjects offered. This does not preclude schools from offering non-related courses or advanced courses, which are not prescribed in these rules. Courses are automatically approved if the course units are between one hundred percent and one hundred twenty percent of minimum. Schools desiring to offer instruction that exceeds on hundred twenty percent of the minimum (i.e. a course that is over twenty five percent of the Board's published minimum requirements) must submit to the Board the following:

- (a) A course outline indicating all course hours or credits offered;
- (b) A class scheduled for the entire course indicating how and when each unit of instruction is offered;
- (c) And, justification of why the course should be approved at the extended length.
- (d) No Barber School shall issue diplomas to students who have not completed one or more courses of study as set forth in these rules. Diplomas shall state the course of study completed.

SECTION 2. Barber Stylist Course Curriculum – 1250 Course Hours.

- (a) Safety and Infection Control: 100
 - (i) Related theory;
 - (ii) Products, materials and implements;
 - (iii) Preparations, procedures and practice;
 - (iv) Public protection;
 - (v) Methods of disinfection ;
 - (vi) Chemical agents;
 - (vii) Types and classifications of bacteria;
 - (viii) Bacterial growth; and
 - (ix) Infections.

(b)	Shampoo, Rinses and Scalp Treatments:	100
	(i) Related theory, safety and infection control;	
	(ii) Anatomy;	
	(iii) Physiology;	
	(iv) Preparations;	
	(v) Procedures and practice;	
	(vi) Products, materials and implements;	
	(vii) Hair analysis;	
	(viii) Disorder of the hair and scalp;	
	(ix) Hair and scalp treatments;	
	(x) Related chemistry; and	
	(xi) Client record keeping.	
(c)	Hair Cutting:	450
	(i) Related theory, safety, and infection control;	
	(ii) Anatomy;	
	(iii) Physiology;	
	(iv) Procedures and practice;	
	(v) Preparations, procedures, and practice;	
	(vi) Use of shears, razor and clippers;	
	(vii) Products, materials and implements;	
	(viii) Client consultation and recommendations; and	
	(ix) Client record keeping.	
(d)	Chemical Rearranging – Perms and Relaxers:	150
	(i) Related theory, safety and infection control;	
	(ii) Anatomy;	
	(iii) Physiology;	
	(iv) Preparations, procedures and practice;	
	(v) Products, materials and implements;	
	(vi) Hair analysis and client consultation;	
	(vii) Related chemistry; and	
	(viii) Client record keeping.	
(e)	Hair Coloring – Bleaching:	100
	(i) Related theory, safety and infection control;	
	(ii) Anatomy;	
	(iii) Physiology;	
	(iv) Preparations, procedures and practice;	
	(v) Products, materials and implements;	

- (vi) Hair analysis and client consultation;
- (vii) Related chemistry;
- (viii) Temporary, semi-permanent, demi-permanent and permanent applications;
- (ix) Bleaching, tinting, toning, frosting, special effects and corrective color;
- (x) Client consultation and recommendations; and
- (xi) Client record keeping.
- (f) Hairstyling: 50
 - (i) Related theory, safety and infection control;
 - (ii) Blow dry styling;
 - (iii) Thermal curling; and
 - (iv) Hairpieces.
- (g) Shaving and Beard Trimming: 150
 - (i) Related theory, safety and infection control;
 - (ii) Anatomy;
 - (iii) Physiology;
 - (iv) Honing and stropping;
 - (v) Use of clippers and shears on beard;
 - (vi) Shaving face and neck;
 - (vii) Client consultation; and
 - (viii) Client record keeping.
 - (ix) Facial: 50
 - (x) Related theory, safety and infection control;
 - (xi) Anatomy;
 - (xii) Physiology;
 - (xiii) Preparations, procedures and practice;
 - (xiv) Products, materials and facial implements;
 - (xv) Theory of massage and facial treatments;
 - (xvi) Use of electrical appliances, currents and specialized machines for treatments;
 - (xvii) Client consultation and recommendations; and
 - (xviii) Client record keeping.
- (h) Shop Management and Business Methods: 50
 - (i) Related theory, safety and infection control;
 - (ii) Opening a shop and business plan;
 - (iii) Written agreements;
 - (iv) Regulations and laws;

(v) Shop operations, policies, practices, personnel, compensations, and payroll deductions;

(vi) Use of telephone, advertising, retail and salesmanship, client communications, public relations and insurance.

(i) Miscellaneous: 50

(i) To be applied by the Instructor to strengthen student performance in curriculum related areas; or

(ii) For supervised field trips and other course related training.

SECTION 3. Barber Course Curriculum (No Chemicals) – 1000 Course Hours.

(a) Safety and Infection Control: 100

(i) Related theory;

(ii) Products, materials and implements;

(iii) Preparations, procedures and practice;

(iv) Public sanitation;

(v) Methods of disinfection and sterilization;

(vi) Chemical agents;

(vii) Types and classifications of bacteria;

(viii) Bacterial growth; and

(ix) Infections.

(b) Shampoo, Rinses and Scalp Treatments: 100

(i) Related theory, safety and infection control;

(ii) Anatomy;

(iii) Physiology;

(iv) Preparations;

(v) Procedures and practice;

(vi) Products, materials and implements;

(vii) Hair analysis;

(viii) Disorder of the hair and scalp;

(ix) Hair and scalp treatments;

(x) Related chemistry; and

(xi) Client record keeping.

(c) Hair Cutting: 450

(i) Related theory, safety, and infection control;

(ii) Anatomy;

(iii) Physiology;

(iv) Procedures and practice;

- (v) Preparations, procedures, and practice;
 - (vi) Use of shears, razor and clippers;
 - (vii) Products, materials and implements;
 - (viii) Client consultation and recommendations; and
 - (ix) Client record keeping.
- (d) Hairstyling: 50
- (i) Related theory, safety and infection control;
 - (ii) Blow dry styling;
 - (iii) Thermal curling; and
 - (iv) Hairpieces.
- (e) Shaving and Beard Trimming: 150
- (i) Related theory, safety and infection control;
 - (ii) Anatomy;
 - (iii) Physiology;
 - (iv) Honing and stropping;
 - (v) Use of clippers and shears on beard;
 - (vi) Client consultation; and
 - (vii) Client record keeping.
- (f) Facial: 50
- (i) Related theory, safety and infection control;
 - (ii) Anatomy;
 - (iii) Physiology;
 - (iv) Preparations, procedures and practice;
 - (v) Products, materials and facial treatments;
 - (vi) Theory of massage and facial treatments;
 - (vii) Use of electrical appliances, currents and specialized machines for treatments;
 - (viii) Client consultation and recommendations; and
 - (ix) Client record keeping.
- (g) Shop Management and Business Methods: 50
- (i) Related theory, safety and infection control;
 - (ii) Opening a shop and business plan;
 - (iii) Written agreements;
 - (iv) Regulations and laws;
 - (v) Shop operations, policies, practices, personnel, compensations, and payroll deductions; and

(vi) Use of telephone, advertising, retail and salesmanship, client communications, public relations and insurance.

(h) Miscellaneous: 50

(i) To be applied by the Instructor to strengthen student performance in curriculum related areas; or

(ii) For supervised field trips and other course related training.

SECTION 4. Course of study for student instructor. Any course offered to student instructors shall consist of at least five hundred (500) hours of instruction and shall have a curriculum which provides for the following:

(a) An introduction to teaching;

(b) Ethics and personality development;

(c) Preparations of lesson plans;

(d) The use of audio and visual teaching aids;

(e) Test construction and analysis;

(f) Record keeping for schools and students;

(g) Theory class lectures;

(h) Performance class demonstrations;

(i) Laws and rules governing barbering;

(j) Student supervision, not to exceed two hundred fifty (250) hours supervising students in the clinic area.

SECTION 5. Course of Study for Cosmetologist Crossover License – 150 Course Hours

(a) Clipper Technique: 50

(i) Related theory, safety and infection control; and

(ii) Shear, razor, and clipper techniques in tapering and fading.

(b) Shaving and Beard Trimming; 100

(i) Related theory, safety and infection control;

(ii) Use of clippers and shears on beard;

(iii) Shaving face and neck;

(iv) Client Consultation, recommendations and client record keeping.

SECTION 6. Course of Study for Hairstylist Crossover License – 200 Course Hours

(a) Clipper Technique: 50

(i) Related theory, safety and infection control; and

(ii) Shear, razor, and clipper techniques in tapering and fading.

(b) Shaving and Beard Trimming; 100

- (i) Related theory, safety and infection control;
 - (ii) Use of clippers and shears on beard;
 - (iii) Shaving face and neck;
 - (iv) Client Consultation, recommendations and client record keeping.
- (c) Facial: 50
- (i) Related theory, safety, and infection control;
 - (ii) Anatomy;
 - (iii) Physiology;
 - (iv) Preparation, procedure and practice;
 - (v) Products, materials and implements;
 - (vi) Theory of massage and facial treatments;
 - (vii) Use of electrical appliance, currents, and specialized machines for treatments; and
 - (viii) Client consultation, recommendations, and client record keeping.

Chapter 8
Course of Study

SECTION 1. Course of Study for Barber/Barber Stylist Students. The following minimum curriculum requirements are established for all schools licensed under the act. Schools offering training in clock hours must meet the following minimum hours in each unit of study. Schools offering training in credit hours must offer an equivalent training program as prescribed by the schools accrediting agency clock hour/credit hour conversion formula. In absence of such formula the state board will prescribe the credit hour/clock hour conversion formula. Schools may offer all or part of the courses set forth herein provided appropriate facility requirements are met and Instructors have appropriate practitioner training to teach the subjects offered. This does not preclude schools from offering non-related courses or advanced courses, which are not prescribed in these rules. Courses are automatically approved if the course units are between one hundred percent and one hundred twenty percent of minimum. Schools desiring to offer instruction that exceeds on hundred twenty percent of the minimum (i.e. a course that is over twenty five percent of the Board's published minimum requirements) must submit to the Board the following:

- (a) A course outline indicating all course hours or credits offered;
- (b) A class scheduled for the entire course indicating how and when each unit of instruction is offered;
- (c) _____ And, justification of why the course should be approved at the extended length.

~~(c)-(d)~~ No Barber School shall issue diplomas to students who have not completed one or more courses of study as set forth in these rules. Diplomas shall state the course of study completed.

SECTION 2. ~~BARBER STYLIST COURSE CURRICULUM — 1250 COURSE HOURS~~ Barber Stylist Course Curriculum – 1250 Course Hours.

- (a) ~~Sterization, Sanitation, Bacteriology~~ Safety and Infection Control: 100
 - (i) ~~Related theory, safety, and infection control;~~
 - (ii) Products, materials and implements;
 - (iii) Preparations, procedures and practice;
 - (iv) ~~Public sanitation protection;~~
 - (v) ~~Methods of disinfection and sterilization;~~
 - (vi) Chemical agents;
 - (vii) Types and classifications of bacteria;
 - (viii) Bacterial growth; and

- (ix) Infections.
- (b) ~~SHAMPOO, RINSES, SCALP TREATMENTS~~ Shampoo, Rinses and Scalp Treatments: 100
 - (i) Related theory, safety and infection control;
 - (ii) Anatomy;
 - (iii) Physiology;
 - (iv) Preparations;
 - (v) Procedures and practice;
 - (vi) Products, materials and implements;
 - (vii) Hair analysis;
 - (viii) Disorder of the hair and scalp;
 - (ix) Hair and scalp treatments;
 - (x) Related chemistry; and
 - (xi) Client record keeping.
- (c) ~~HAIR CUTTING~~ Hair Cutting: 450
 - (i) Related theory, safety, and infection control;
 - (ii) Anatomy;
 - (iii) Physiology;
 - (iv) Procedures and practice;
 - (v) Preparations, procedures, and practice;
 - (vi) Use of shears, razor and clippers;
 - (vii) Products, materials and implements;
 - (viii) Client consultation and recommendations; and
 - (ix) Client record keeping.
- (d) ~~CHEMICAL RE ARRANGING – PERMS AND RELAXERS~~ Chemical Rearranging – Perms and Relaxers: 150
 - (i) Related theory, safety and infection control;
 - (ii) Anatomy;
 - (iii) Physiology;
 - (iv) Preparations, procedures and practice;
 - (v) Products, materials and implements;
 - (vi) Hair analysis and client consultation;
 - (vii) Related chemistry; and
 - (viii) Client record keeping.
- (e) ~~HAIR COLORING – BLEACHING~~ Hair Coloring – Bleaching: 100
 - (i) Related theory, safety and infection control;
 - (ii) Anatomy;

- (iii) Physiology;
- (iv) Preparations, procedures and practice;
- (v) Products, materials and implements;
- (vi) Hair analysis and client consultation;
- (vii) Related chemistry;
- (viii) Temporary, semi-permanent, demi-permanent and permanent applications;
- (ix) Bleaching, tinting, toning, frosting, special effects and corrective color;
- (x) Client consultation and recommendations; and
- (xi) Client record keeping.
- (f) ~~HAIRSTYLING~~ Hairstyling: 50
 - (i) Related theory, safety and infection control;
 - (ii) Blow dry styling;
 - (iii) Thermal curling; and
 - (iv) Hairpieces.
- (g) ~~SHAVING AND BEARD TRIMMING~~ Shaving and Beard Trimming: 150
 - (i) Related theory, safety and infection control;
 - (ii) Anatomy;
 - (iii) Physiology;
 - (iv) Honing and stropping;
 - (v) Use of clippers and shears on beard;
 - (vi) Shaving face and neck;
 - (vii) Client consultation; and
 - (viii) Client record keeping.
 - (ix) ~~FACIAL~~ Facial: 50
 - (x) Related theory, safety and infection control;
 - (xi) Anatomy;
 - (xii) Physiology;
 - (xiii) Preparations, procedures and practice;
 - (xiv) Products, materials and facial implements;
 - (xv) Theory of massage and facial treatments;
 - (xvi) Use of electrical appliances, currents and specialized machines for treatments;
 - (xvii) Client consultation and recommendations; and
 - (xviii) Client record keeping.
- (h) ~~SHOP MANAGEMENT AND BUSINESS METHODS~~ Shop Management and Business Methods: 50

- (i) Related theory, safety and infection control;
- (ii) Opening a shop and business plan;
- (iii) Written agreements;
- (iv) Regulations and laws;
- (v) Shop operations, policies, practices, personnel, compensations, and payroll deductions;
- (vi) Use of telephone, advertising, retail and salesmanship, client communications, public relations and insurance.

(i) ~~MISCELLANEOUS~~ Miscellaneous: 50

- (i) To be applied by the Instructor to strengthen student performance in curriculum related areas; or
- (ii) For supervised field trips and other course related training.

SECTION 3. Barber Course Curriculum (No Chemicals) – 1000 Course Hours.

(a) ~~Sterization, Sanitation, Bacteriology~~ Safety and Infection Control:

100

- (i) Related theory, ~~safety, and infection control~~;
- (ii) Products, materials and implements;
- (iii) Preparations, procedures and practice;
- (iv) Public sanitation;
- (v) Methods of disinfection and sterilization;
- (vi) Chemical agents;
- (vii) Types and classifications of bacteria;
- (viii) Bacterial growth; and
- (ix) Infections.

(b) ~~SHAMPOO, RINSES, SCALP TREATMENTS~~ Shampoo, Rinses and Scalp Treatments: 100

- (i) Related theory, safety and infection control;
- (ii) Anatomy;
- (iii) Physiology;
- (iv) Preparations;
- (v) Procedures and practice;
- (vi) Products, materials and implements;
- (vii) Hair analysis;
- (viii) Disorder of the hair and scalp;
- (ix) Hair and scalp treatments;
- (x) Related chemistry; and

	(xi) Client record keeping.	
(c)	HAIR CUTTING <u>Hair Cutting:</u>	450
	(i) Related theory, safety, and infection control;	
	(ii) Anatomy;	
	(iii) Physiology;	
	(iv) Procedures and practice;	
	(v) Preparations, procedures, and practice;	
	(vi) Use of shears, razor and clippers;	
	(vii) Products, materials and implements;	
	(viii) Client consultation and recommendations; and	
	(ix) Client record keeping.	
(d)	HAIRSTYLING <u>Hairstyling:</u>	50
	(i) Related theory, safety and infection control;	
	(ii) Blow dry styling;	
	(iii) Thermal curling; and	
	(iv) Hairpieces.	
(e)	SHAVING AND BEARD TRIMMING <u>Shaving and Beard Trimming:</u>	150
	(i) Related theory, safety and infection control;	
	(ii) Anatomy;	
	(iii) Physiology;	
	(iv) Honing and stropping;	
	(v) Use of clippers and shears on beard;	
	(vi) Client consultation; and	
	(vii) Client record keeping.	
(f)	FACIAL <u>Facial:</u>	50
	(i) Related theory, safety and infection control;	
	(ii) Anatomy;	
	(iii) Physiology;	
	(iv) Preparations, procedures and practice;	
	(v) Products, materials and facial treatments;	
	(vi) Theory of massage and facial treatments;	
	(vii) Use of electrical appliances, currents and specialized machines for treatments;	
	(viii) Client consultation and recommendations; and	
	(ix) Client record keeping.	
(g)	SHOP MANAGEMENT AND BUSINESS METHODS <u>Shop Management and Business Methods:</u>	50

- (i) Related theory, safety and infection control;
 - (ii) Opening a shop and business plan;
 - (iii) Written agreements;
 - (iv) Regulations and laws;
 - (v) Shop operations, policies, practices, personnel, compensations, and payroll deductions; and
 - (vi) Use of telephone, advertising, retail and salesmanship, client communications, public relations and insurance.
- (h) ~~MISCELLANEOUS~~ Miscellaneous: 50
- (i) To be applied by the Instructor to strengthen student performance in curriculum related areas; or
 - (ii) For supervised field trips and other course related training.

SECTION 4. Course of study for student instructor. Any course offered to student instructors shall consist of at least five hundred (500) hours of instruction and shall have a curriculum which provides for the following:

- (a) An introduction to teaching;
- (b) Ethics and personality development;
- (c) Preparations of lesson plans;
- (d) The use of audio and visual teaching aids;
- (e) Test construction and analysis;
- (f) Record keeping for schools and students;
- (g) Theory class lectures;
- (h) Performance class demonstrations;
- (i) Laws and rules governing barbering;
- (j) Student supervision, not to exceed two hundred fifty (250) hours supervising students in the clinic area.

SECTION 5. Course of Study for Cosmetologist Crossover License – 150 Course Hours

- (a) Clipper Technique: 50
 - (i) Related theory, safety and infection control; and
 - (ii) Shear, razor, and clipper techniques in tapering and fading.
- (b) Shaving and Beard Trimming: 100
 - (i) Related theory, safety and infection control;
 - (ii) Use of clippers and shears on beard;
 - (iii) Shaving face and neck;
 - (iv) Client Consultation, recommendations and client record keeping.

(k) SECTION 6. Course of Study for Hairstylist Crossover License – 200 Course Hours

(a) Clipper Technique: 50

(v) Related theory, safety and infection control; and

(vi) Shear, razor, and clipper techniques in tapering and fading.

(b) Shaving and Beard Trimming; 100

(i) Related theory, safety and infection control;

(ii) Use of clippers and shears on beard;

(iii) Shaving face and neck;

(iv) Client Consultation, recommendations and client record keeping.

(c) Facial: 50

(i) Related theory, safety, and infection control;

(ii) Anatomy;

(iii) Physiology;

(iv) Preparation, procedure and practice;

(v) Products, materials and implements;

(vi) Theory of massage and facial treatments;

(vii) Use of electrical appliance, currents, and specialized machines for

treatments; and

(viii) Client consultation, recommendations, and client record keeping.

Chapter 9

Barber Shops

Section 1. Shop Applications and License. No person, association, partnership or corporation may operate a shop without first securing a license from the Board. Applications shall be made on the prescribed form and be accompanied by the appropriate fee. The completed application shall include or be accompanied by the following:

- (a) The name of the shop, the owner and proprietor, and the street address.
- (b) A detailed floor plan of the shop showing work space, the location of restrooms, entrances and exits, and the location of all other equipment required.
- (c) The anticipated date of hooking up the water, electricity, telephone and opening the shop for business.
- (d) Application and fees must be received 15 days prior to opening date.

Section 2. Every barber shop shall be equipped with hot and cold potable running water in sufficient quantity to provide ample amounts for adequate and complete cleaning of the shop and customer needs. Provision shall be made for approved waste disposal of liquid and solid wastes. The water supply shall comply with the requirements of the Federal Safe Drinking Water Act, the safe drinking water amendment 42 U.S.C. §300 g et seq. and the regulations adopted thereunder.

Section 3. Every shop shall provide and maintain toilet and hand washing facilities for employees and patrons. Restroom facilities shall be convenient and accessible and shall not require passage through living quarters for access. All existing shops shall comply with this regulation upon sale or relocation.

Section 4. The use of a barber shop as a living, dining or sleeping apartment is prohibited. No barber shop may be established in a residence except by permission of the State Board of Barber Examiners.

Section 5. No barber shop shall be located in connection with the following activities or structures unless there is a solid partition from floor to the ceiling which physically separates such activities:

- (a) Living quarters.
- (b) Food service, bars or lounges, bakeries, grocery stores, pet shops, or garages.
- (c) The Board may require the positive physical separation of a barber shop from adjacent activities which creates or tends to create unsanitary conditions in the barber shop or the adjacent activity.

Section 6. The walls, furniture, all fixtures, and all other personal property in barber shops shall at all times be kept clean and in good repair; jardinières and cuspidors shall be

for display purposes only. Floor shall be kept clean and hair clippings shall be removed from the floor.

Section 7. Shop Sale, Relocation or Closing.

(a) Shop licenses may not be transferred upon sale of a shop. The new owner(s) must apply for a new shop license pursuant to Section 1 of this chapter.

(b) Prior to relocation of a shop, the information required in Section 1 of this chapter shall be filed with the Board. The original license may be transferred to the new location if the shop remains in the same city and ownership is unchanged. Application and fees must be received 15 days prior to the scheduled opening date.

(c) Upon the permanent closing of a shop, the owner proprietor shall immediately notify the Board.

Section 8. Barbering in Salons/Cosmetology in a Barber Shop.

(a) Licensed barbers may practice in a salon so long as the salon has also been granted a barber shop license by the Board of Barber Examiners.

(b) Cosmetologist may practice in a barber shop so long as the barber shop is also licensed as a salon.

(c) Combined salons and barber shops shall adhere to the requirements of both Boards, and in the case of conflicting requirements, the more exacting standard shall be applied.

Section 9. Shop License Renewal. Each shop license shall be renewed on a yearly basis on or before June 30th of each year. Failure to renew the license on or before July 31st of each year shall result in a late fee. A license that has been expired less than ninety (90) days may be renewed. An applicant for a renewal of a shop license that has been expired for more than ninety (90) days must re-apply for the license under the current requirements and fees.

Section 10. Mobile Barber Shop.

(a) Mobile shop means a self contained, enclosed mobile unit licensed for the practice of barbering and must meet all requirements set for the in Chapter two (2) the Boards rules and regulations.

(b) No person shall establish or operate a mobile shop until such person has obtained a shop license from the Board.

(c) Application is made as for other shops and completed application must include or be accompanied by the following information.

(i) A detailed floor plan showing the location of doors, windows, restroom, sinks, ventilation and equipment.

(d) Inspection. Upon the tentative approval of the floor plan by the Board, the applicant shall make an appointment for an inspection by the Board after which final approval may be granted.

(e) Itinerary. An itinerary showing dates, locations and time of service throughout the state shall be available at the Board's request.

(f) Requirements. In addition to sanitation rules and regulation as apply to shops, mobile shops shall comply with the following:

(g) All storage cabinets shall be secured by the use of spring struts or friction catches;

(h) Mobile units shall have a door width of no less than 30 inches;

(i) All equipment shall be securely anchored to the mobile unit

(j) One five pound ABC fire extinguisher shall be mounted in full view;

(k) No services shall be performed while the unit is in motion;

(l) Sleeping provisions shall not be placed or maintained in the mobile unit;

(m) The water supply shall be self contained. The potable water tanks shall be no less than one hundred (100) gallons, holding tanks shall be of adequate capacity;

(n) Mobile units shall have continuous demand hot water tanks which shall be no less than six (6) gallon capacity;

(o) Mobile units shall have within their perimeters self contained, recirculating, flushing chemical toilets with holding tanks;

(p) The generator for a mobile unit shall have a capacity of no less than 6500 watts and shall be vented outside, UL approved;

(q) Heaters for a mobile unit shall be sealed combustible units with an outside vent of no less than 30 M.B.T.U., UL approved.

Chapter 9
Mobile Barber Shops

Section 1. Shop Applications and License. No person, association, partnership or corporation may operate a shop without first securing a license from the Board. Applications shall be made on the prescribed form and be accompanied by the appropriate fee. The completed application shall include or be accompanied by the following:

- (a) The name of the shop, the owner and proprietor, and the street address.
- (b) A detailed floor plan of the shop showing work space, the location of restrooms, entrances and exits, and the location of all other equipment required.
- (c) The anticipated date of hooking up the water, electricity, telephone and opening the shop for business.
- (d) Application and fees must be received 15 days prior to opening date.

Section 2. Every barber shop shall be equipped with hot and cold potable running water in sufficient quantity to provide ample amounts for adequate and complete cleaning of the shop and customer needs. Provision shall be made for approved waste disposal of liquid and solid wastes. The water supply shall comply with the requirements of the Federal Safe Drinking Water Act, the safe drinking water amendment 42 U.S.C. §300 g et seq. and the regulations adopted thereunder.

Section 3. Every shop shall provide and maintain toilet and hand washing facilities for employees and patrons. Restroom facilities shall be convenient and accessible and shall not require passage through living quarters for access. All existing shops shall comply with this regulation upon sale or relocation.

Section 4. The use of a barber shop as a living, dining or sleeping apartment is prohibited. No barber shop may be established in a residence except by permission of the State Board of Barber Examiners.

Section 5. No barber shop shall be located in connection with the following activities or structures unless there is a solid partition from floor to the ceiling which physically separates such activities:

- (a) Living quarters.
- (b) Food service, bars or lounges, bakeries, grocery stores, pet shops, or garages.
- (c) The Board may require the positive physical separation of a barber shop from adjacent activities which creates or tends to create unsanitary conditions in the barber shop or the adjacent activity.

Section 6. The walls, furniture, all fixtures, and all other personal property in barber shops shall at all times be kept clean and in good repair; jardinières and cuspidors shall be

for display purposes only. Floor shall be kept clean and hair clippings shall be removed from the floor.

Section 7. Shop Sale, Relocation or Closing.

(a) Shop licenses may not be transferred upon sale of a shop. The new owner(s) must apply for a new shop license pursuant to Section 1 of this chapter.

(b) Prior to relocation of a shop, the information required in Section 1 of this chapter shall be filed with the Board. The original license may be transferred to the new location if the shop remains in the same city and ownership is unchanged. Application and fees must be received 15 days prior to the scheduled opening date.

(c) Upon the permanent closing of a shop, the owner proprietor shall immediately notify the Board.

Section 8. Barbering in Salons/Cosmetology in a Barber Shop.

(a) Licensed barbers may practice in a salon so long as the salon has also been granted a barber shop license by the Board of Barber Examiners.

(b) Cosmetologist may practice in a barber shop so long as the barber shop is also licensed as a salon.

(c) Combined salons and barber shops shall adhere to the requirements of both Boards, and in the case of conflicting requirements, the more exacting standard shall be applied.

Section 9. Shop License Renewal. Each shop license shall be renewed on a yearly basis on or before June 30th of each year. Failure to renew the license on or before July 31st of each year shall result in a late fee. A license that has been expired less than ninety (90) days may be renewed. An applicant for a renewal of a shop license that has been expired for more than ninety (90) days must re-apply for license under the current requirements and fees.

Section 10. ~~Definition, Application and License~~ Mobile Barber Shop.

(a) Mobile shop means a self contained, enclosed mobile unit licensed for the practice of barbering and must meet all requirements set for the in Chapter II the Boards rules and regulations.

(b) No person shall establish or operate a mobile shop until such person has obtained a shop license from the Board.

(c) Application is made as for other shops and completed application must include or be accompanied by the following information.

(i) A detailed floor plan showing the location of doors, windows, restroom, sinks, ventilation and equipment.

(d) Inspection. Upon the tentative approval of the floor plan by the Board, the applicant shall make an appointment for an inspection by the Board after which final approval may be granted.

(e) Itinerary. An itinerary showing dates, locations and time of service throughout the state shall be available at the Board's request.

(f) Requirements. In addition to sanitation rules and regulation as apply to shops, mobile shops shall comply with the following:

(g) All storage cabinets shall be secured by the use of spring struts or friction catches;

(h) Mobile units shall have a door width of no less than 30 inches;

(i) All equipment shall be securely anchored to the mobile unit

(j) One five pound ABC fire extinguisher shall be mounted in full view;

(k) No services shall be performed while the unit is in motion;

(l) Sleeping provisions shall not be placed or maintained in the mobile unit;

(m) The water supply shall be self contained. The potable water tanks shall be no less than on hundred (100) gallons, holding tanks shall be of adequate capacity;

(n) Mobile units shall have continuous demand hot water tanks which shall be no less than six (6) gallon capacity;

(o) Mobile units shall have within their perimeters self contained, recirculating, flushing chemical toilets with holding tanks;

(p) The generator for a mobile unit shall have a capacity of no less than 6500 watts and shall be vented outside, UL approved;

(q) Heaters for a mobile unit shall be sealed combustibile units with an outside vent of no less than 30 M.B.T.U., UL approved.

Chapter 10

Licensure or Instructor by Examination

Section 1. Application for Examination.

(a) Applications for licensure or instructor examination shall be submitted to the Board on the prescribed form accompanied by the appropriate fee and be received in the Board office no later than fifteen (15) days before the examination is given.

(b) An applicant that is otherwise qualified may sit for the examination corresponding to the course of study appearing on his Barber School diploma.

Section 2. Passing Score. The examination for licensure is made up of two (2) phases, Theory and Practical. An applicant must receive a score of 75 or better in all phases of the examination to pass. The instructor examination is also made up of Theory and Practical phases. An applicant must receive a score of 80 or better on each examination phase in order to receive an instructor license.

Section 3. Failure to Pass. An applicant who fails the examination must retake any phase of the examination failed. Applicants who have failed any phase of the examination must reapply and pay the appropriate fee before retaking the examination. Any applicant who has failed any phase of an examination must pass all phases within one (1) year of their initial testing. If the applicant does not receive a passing score for all phases within one (1) year, they must retake the entire examination.

Chapter 10

Licensure or Instructor by Examination

Section 1. Application for Examination.

(a) Applications for licensure or instructor examination shall be submitted to the Board on the prescribed form accompanied by the appropriate fee and be received in the Board office no later than fifteen (15) days before the examination is given.

~~Section 1.~~(b) An applicant that is otherwise qualified may sit for the examination corresponding to the course of study appearing on his Barber School diploma.

Section 2. Passing Score. The examination for licensure is made up of two (2) phases, Theory and Practical. An applicant must receive a score of 75 or better in all phases of the examination to pass. The instructor examination is also made up of Theory and Practical phases. An applicant must receive a score of 80 or better on each examination phase in order to receive an instructor license.

Section 3. Failure to Pass. An applicant who fails the examination must retake any phase of the examination failed. Applicants who have failed any phase of the examination must reapply and pay the appropriate fee before retaking the examination. Any applicant who has failed any phase of an examination must pass all phases within one (1) year of their initial testing. If the applicant does not receive a passing score for all phases within one (1) year, they must retake the entire examination.