IMPORTANT NOTICE

BOARD OF BARBERING AND COSMETOLOGY

New License Requirement

Effective June 17, 2003 and pursuant to Hawaii Revised Statutes section 436B-10 and federal law, it is the policy of the State of Hawaii ("**State**") Board of Barbering and Cosmetology ("**Board**") that, in addition to meeting the education, experience, and examination requirements for licensure, an applicant for a Hawaii barber's, cosmetologist's, hairdresser's, esthetician's, or nail technician's license is required to be either **a United States citizen, a United States national, or an alien authorized to work in the United States**.

This means that, even if an applicant meets the education, experience, and examination requirements for licensure, that applicant shall not be issued a license if that applicant is not a U.S. citizen, a U.S. national, or an alien authorized to work in the U.S.

However, the Board will issue the applicant a **conditional approval** that signifies that the applicant has met the education, experience, and examination requirements for licensure; provided that this conditional approval shall **not** be considered a license to engage in the profession and shall **not** authorize the applicant to work in our State. To obtain authorization to work in our State, the applicant shall be required to contact the U.S. Bureau of Citizenship and Immigration Services ("**BCIS**"). In addition, federal law [45 U.S.C. 666 (a)(13)(A)] requires that once an applicant is authorized by the BCIS to work in the U.S., the applicant must supply his/her Social Security Number ("SSN") so that states can use this information for child support enforcement purposes.

Once the applicant submits evidence to the Board that the BCIS has authorized the applicant to work in the U.S. (without conditions or other encumbrances), **provides a SSN**, and meets all of the licensing requirements in effect at that time (including, but not limited to, the requirement that the applicant has not been convicted of any crime that is directly related to the profession), the applicant shall be issued a full and unrestricted license.

This conditional approval shall be valid for two (2) years. An applicant must obtain the appropriate BCIS authorization within this two (2) year period in order to have a license issued. If the applicant is unable to meet this deadline, the applicant may be required to reapply for licensure and meet all of the requirements in effect at that time.

INFORMATION & INSTRUCTIONS – BARBER OR BEAUTY APPRENTICE

(RETAIN FOR FUTURE REFERENCE)

Access this form via our website at: **www.hawaii.gov/dcca/pvl**

This apprentice application is to be used for either **Barber** or **Beauty** Apprentice registration. Act 87, effective **April 29, 1997,** created a **cross-over training** provision that allows licensed barbers to train beauty apprentices in the hairdresser category, and licensed beauty operators in the hairdresser category to train barber apprentices. The training can occur in either a licensed **Barber** or **Beauty Shop.** The trainers for the other beauty operator categories (esthetician and nail technician) shall be licensed beauty operators in the appropriate categories.

Barber or Beauty apprenticeship is another pathway, other than schooling, to obtain training towards licensure. The apprenticeship program provides the **Registered Apprentice** with an opportunity to learn and train in either the practice of barbering or cosmetology.

Barber or Beauty Apprenticeship **training** information is as follows:

1. Apprenticeship training shall begin only after issuance of an **Apprentice Permit** that includes assignment of the **Apprentice Registration Number** along with an **effective date** and an **expiration date.**

2. The apprentice permit will be **MAILED TO and ISSUED IN CARE OF THE SHOP** identified on the application and where the training will occur.

3. Apprenticeship training shall occur only at **licensed shops** under supervision of **licensed barbers** or **beauty operators** in the appropriate license category. It is the responsibility of the apprentice applicant to seek the shop and supervisor willing to participate in the apprenticeship training.

4. The apprenticeship training **curriculum** is provided for in the Administrative Rules of the Board of Barbering and Cosmetology:
   HAR §16-73-20.5 for barber apprentices, and
   HAR §16-78-19 for beauty apprentices.

5. These are the minimum hours of apprenticeship training required for the following license categories:

LICENSE CATEGORIES	APPRENTICESHIP HOURS
Barber	1,500
Cosmetologist (Hairdresser, Esthetician and Nail Technician)	3,600
Hairdresser (Hair only)	2,500
Esthetician (Skin Care and Makeup)	1,200
Nail Technician (Manicure and Pedicure)	700

6. The maximum length of time of apprenticeship training for the beauty apprentice is **42 months at a minimum of 20 hours a week;** the maximum for the barber apprentice is **12 months.**

7. The licensed beauty operator shall be able to train only **one (1)** apprentice per apprenticeship period, and the licensed barber shall be able to train **two (2)** apprentices during the apprenticeship period. In order to be the licensed supervisor, the beauty operator or barber must have at least one year of licensed experience.

8. **Training Progress Reports** provide condensed information about the progress of the apprentice by subject, hours, and/or number of operations and procedures on a monthly basis. The SHOP OWNER and SUPERVISING OPERATOR SHALL BE RESPONSIBLE for the accuracy and submission of the apprentice's Training Progress Reports which are to be turned in to the Board on a periodic basis, and copies of the report should be also provided to the apprentice, supervisor and shop owner. The **"CERTIFICATE OF COMPLETION/Withdrawal from Apprenticeship Training" form** should be used to indicate the total amount of training credited to the apprentice.

9. Please inform this office, in writing, of any **CHANGES** that impact on the apprenticeship program, the registered apprentice, the supervising operator, and the shop.

10. Prior barber/beauty training (schooling or apprenticeship) will generally be recognized provided the training is **not more than three (3) years old** and verification of the training is provided to the Board. The Board relies on the shop and supervisor after an evaluation to determine the amount of hours that can be credited.

11. **UPON COMPLETION of the apprenticeship training**, the apprentice is responsible to apply for a barber or beauty operator license by completing a **Barber** or **Beauty Operator Application.** The type and amount of training should determine the appropriate license category. For applications, call our office at (808) 586-3000 or access an application via our website at: www.hawaii.gov/dcca/pvl. Click on "Barbering and Cosmetology".

Apprentice Registration Requirements

AGE

17 years of age for **Barber apprentices.**
16 years of age for **Beauty apprentices.**

EDUCATION

COSMETOLOGY (All categories) applicants only:

Provide evidence of having an education equivalent to the completion of high school. All documents must be in ENGLISH. Any of the following may be acceptable:

1. Photocopy of a high school diploma or a General Education Certificate (GED);
2. Transcript of high school record;
3. Official statement of having a high school education from an official of the school or other authority; or
4. Evidence of graduating or attending college.

NOTE: Documents written in a **FOREIGN** language must be translated into English. Submit a copy of the document, an original English translation, and a letter stating that the translation is accurate. The translator must be someone other than the applicant.

APPLICATION FORM

Type or print legibly in **dark ink.** Illegible writing could result in processing delays. Complete the application form and answer all questions. Only a completed application is acceptable. If a question or item is not applicable, then indicate "Not applicable" or "NA". **Sign** and **date** the application.

Failure to provide all the requested information will delay the processing of your application.

FEES

Attach the fee of **$45** payable to COMMERCE & CONSUMER AFFAIRS, which includes a non-refundable $20 application fee and $25 registration fee.

LAWS & RULES

Copies of the laws and rules are available by submitting a written request to the Board's address below.

Barber laws, Chapter 438, HRS, and administrative rules, Chapter 16-73, HAR**.**
Cosmetology laws, Chapter 439, HRS, and administrative rules, Chapter 16-78, HAR**.**
Chapter 436B, HRS, Professional and Vocational Licensing Act**.**

The laws and rules are also posted on our website at: www.hawaii.gov/dcca/pvl. Look under "Barbering and Cosmetology".

Apprenticeship training should include training on the laws and rules, and the licensing examination includes questions regarding the laws and rules.

BOARD'S ADDRESS

Mail or deliver the complete application and appropriate fees to:

Mailing Address:	**OR**	Deliver to Office Location:
BOARD OF BARBERING & COSMETOLOGY *DCCA, PVL Licensing Branch* *P.O. Box 3469* *Honolulu, Hawaii 96801* *Phone: (808) 586-3000*		*BOARD OF BARBERING & COSMETOLOGY* *DCCA, PVL Licensing Branch* *335 Merchant Street, Room 301* *Honolulu, Hawaii 96813*

OTHER INFORMATION

Apprentice registrations will not be issued the same day the application is received. Therefore, it is the applicant's responsibility to allow sufficient time for the review and approval of all documents submitted.

ABANDONED APPLICATIONS

Your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years; provided that the failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit the required documents and other information requested by the licensing authority within two consecutive years from the last date the documents or other information were requested, or (2) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process, including attempting to complete the examination requirement.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

Application for Registration - BARBER OR BEAUTY APPRENTICE

Read the instructions and information on the attached sheet before completing this form.

FOR OFFICE USE ONLY

Reg # BAP- _____	Eff. Date
Reg # BEP- _____	Exp. Date:

SECTION 1 - To be completed by the APPRENTICE APPLICANT

What License Category are you applying for?

( ) Barber
( ) Cosmetologist (Hairdresser, Esthetician & Nail Technician)
( ) Hairdresser only
( ) Nail Technician
( ) Esthetician

Name (First-Middle)	(LAST)

Residence Address (Include apt., city, state & zip code)

Mailing Address (ONLY if different from residence location)

Social Security No.	Phone No.

What other names have you used? (maiden name, nicknames, aliases, etc.)

SECTION 2 – To be completed by a currently licensed SUPERVISING BARBER OR BEAUTY OPERATOR AND SHOP OWNER

SUPERVISING BARBER OR BEAUTY OPERATOR

Name of Supervisor (licensed operator)	License No. & Category BEO- BAR-	Expiration date of license (on pocket ID)	Were you licensed in another state?

Affidavit of Supervisor:

I hereby certify that I will supervise the above-named individual. I have at least one year of applicable experience, and I am aware of my responsibilities as supervisor which includes the number of apprentices a licensee is able to supervise.

Date _____ _____
Signature of Supervisor

SHOP OWNER
(If Corporation or partnership then Officer/Partner of entity)

Name of Shop Owner	(If owner is licensed operator) License No.	Expiration date of license (on pocket ID)
Name of Shop	Shop License No.	Expiration date of license (on pocket ID)
Address of Shop	Mailing Address	Phone No.

Affidavit of Shop Owner:

I hereby certify that the statements, answers, and representations made in this section of the application are true and correct. I understand my responsibility as an owner.

Date _____ _____
Signature of Shop Owner

CONTINUED ON REVERSE SIDE

BARB	Appln	040	$20	COS	Appln	141	$20
	Reg	045	$25		Reg	146	$25
	Service Fee	BCF	$15		Service Fee	BCF	$15

SECTION 3 – To be completed by the APPRENTICE APPLICANT

Circle or underline your answers and provide information:

1) Are you at least 17 years of age for barber apprentice, or 16 years of age for beauty apprentice? .....YES NO

2) Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States? .....YES NO

3) Cosmetology (includes cosmetologist, hairdresser, esthetician & nail technician) Apprentice Applicant only.
Do you have an education equivalent to the completion of high school? **ATTACH VERIFICATION OF HIGH SCHOOL** .....YES NO
(Foreign graduates attach both foreign diploma & translation)

4) Do you hold or have you ever held or applied for a barber or beauty license, permit, or apprentice registration in this or any other jurisdiction? .....YES NO
*If "yes": What jurisdiction?*_____ *License or Registration No.*_____
Type of license held _____ *Is license current?* .....YES NO

5) Have you every attended or are you now attending barber or beauty school?.....YES NO
*If "yes", Where did you attend school (name of state)?*_____
When and how many hours did you complete?_____
Note: Submit copy of transcript if less than 3 years old.

6) In the past 20 years have you ever been convicted of a crime in which the conviction has not been annulled or expunged? .....YES NO
If "yes", attach court documentation.

Affidavit of Applicant:

I hereby certify that the statements, answers, and representations made in this application are true and correct.

Date_____ _____
Signature of Applicant

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