



Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
BOARD OF BARBERS AND HAIRDRESSERS
P.O. Box 110806, Juneau, Alaska 99811-0806
333 Willoughby Avenue, 9th Floor, Juneau, Alaska 99801-0806
Telephone: (907) 465-2547 ★ Fax: (907) 465-2974
E-mail: license@alaska.gov
Website: www.commerce.state.ak.us/occ/pbah.htm

APPLICATION FOR SCHOOL LICENSE

PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION.

A person, association, firm, or corporation proposing to open a school of barbering, hairdressing, esthetics, or manicuring shall apply to the board for a school license on a form provided by the department as follows:

1. Complete, notarized application.
2. A check or money order payable to the State of Alaska as follows:
 \$ 80.00 Application Fee (nonrefundable)
 \$640.00 Initial School License Fee
3. Name of the school owner(s).
4. The names of all parties having financial interest in the school.
5. A current and valid certificate of registration for the school issued by the Alaska Commission on Postsecondary Education or a letter from postsecondary education stating that a certificate will be issued upon the board's approval for licensure or verification from postsecondary education that your school is exempt under AS 14.48.030.
6. An exact description of the floor plan and location of school. NOTE: In order to be approved by the board, a school shall provide at least 1,000 square feet, including at least 15 square feet of instructional areas per student. For minimum required instructional areas, please refer to 12 AAC 09.125. See 12 AAC 09.125(i) and (j) for square footage for schools of manicuring.
7. List of equipment and supplies per 12 AAC 09.155 for barbers and hairdressers; 12 AAC 09.162 for estheticians; and 12 AAC 09.146 for advanced manicuring.
8. The original or a notarized copy of a satisfactory sanitary health inspection report completed by the Alaska Department of Environmental Conservation or its designee, conducted within 90 days before the date the application is submitted to the division.

➔ NOTE:

When the application is complete, the school must be inspected by a member of the Board of Barbers and Hairdressers. Upon completion of the board member's review, the application and supporting documentation will be reviewed by the entire board and a license issued once approved.

A branch or extension of a licensed barber or hairdresser school is required to be in compliance with 12 AAC 09.125(b) – (d) and with 12 AAC 09.155 and 12 AAC 09.175. A branch or extension of a licensed manicuring or esthetics school is required to be in compliance with 12 AAC 09.125(b) – (d), and with 12 AAC 09.162 and 12 AAC 09.175.

A school license is not transferable to another person. In the event of sale, lease, or transfer of ownership of a school, the seller, lessor, or transferor shall notify the board in writing of the transaction within 30 days after the sale, lease, or transfer. The notice must include the name and address of the buyer, lessee, or transferee. The buyer, lessee, or transferee must apply for and be issued a new school license before conducting business.

If the operation of a school is moved to a new location, the school owner shall notify the board in writing of the move within 30 days after the move. A school moved to a new location is subject to inspection in accordance with 12 AAC 09.125(f).

The hairdressing curriculum must include the curriculum required for manicuring.

GENERAL INFORMATION

SOCIAL SECURITY NUMBER – In accordance with AS 08.01.060(b), the department is not authorized to issue a license to an individual, unless the applicant's social security number has been provided to the department. If you do not have a United State Social Security Number, please complete the "Request for Exception from Social Security Number Requirement" form located at www.commerce.state.ak.us/occ or contact the division for a copy of the form.

PUBLIC INFORMATION – All information supplied with this application is considered public information unless required by state of federal law to remain confidential. Information about licensees, including mailing addresses, is available on the division's website at: www.commerce.state.ak.us/occ under "License Search."

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS: If the Alaska Commission on Postsecondary Education has determined you are in loan default or if the Alaska Child Support Enforcement Division has determined you are in arrears on child support, you will be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

RENEWAL INFORMATION

All licenses expire on August 31 of odd-numbered years regardless of when issued, except new licenses issued within 90 days of the license expiration date will be issued through the next renewal date.



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12 AAC 09.155 EQUIPMENT FOR BARBERING OR HAIRDRESSING SCHOOLS. (a) In addition to the requirements of 12 AAC 09.125(b), the classroom for theoretical instruction of the practice of barbering or hairdressing must be equipped with seating capacity for all students attending the classroom, and with equipment including

- (1) one blackboard;
 - (2) a chart or charts of the skin, hair, muscles, nerves, bones and circulatory system of the head, neck, and face; and
 - (3) a book or books on general anatomy, physiology, and hygiene.
- (b) The school shall provide each student with at least one board-approved textbook covering all practical operations in 12 AAC 09.160.
- (c) The practical instructional area must have available the following equipment:
- (1) a cabinet for instruments and linens;
 - (2) a towel container for soiled towels;
 - (3) a cape with sanex strips;
 - (4) towels;
 - (5) shampoos, tonics, creams, conditioners, and setting lotions;
 - (6) rollers;
 - (7) clips, and bobby and hair pins;
 - (8) combs;
 - (9) brushes;
 - (10) a dressing table, dresserette, or styling bar with mirror;
 - (11) a styling chair;
 - (12) a portable hair dryer or blower dryer;
 - (13) a curling iron;
 - (14) an injector razor with blades;
 - (15) scissors;
 - (16) permanent-waving solutions, rods, and applicators;
 - (17) chemical straightening solutions;
 - (18) bleaches, tints, rinses, and highlighting solutions;
 - (19) disposable rubber gloves;
 - (20) thinning shears;
 - (21) electric clippers;
 - (22) a manikin;
 - (23) repealed 4/23/98; and
 - (24) for a barbering school, a hot lather machine.
- (d) For every six or fewer students working at one time, the practical instructional area must have available at least
- (1) one shampoo bowl with running hot and cold water; and
 - (2) one standard chair-style hair-dryer unit with hood.

By my signature below, I attest my school has the required equipment referenced in 12 AAC 09.155.

(School Owner's Signature)

(Date)



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12 AAC 09.162 EQUIPMENT FOR ESTHETICS SCHOOLS. (a) In addition to the requirements of 12 AAC 09.125(b), the classroom for instruction in the theory of practice of esthetics must be equipped with adequate seating for all students attending the class, and must include

- (1) one blackboard;
- (2) a chart or charts of the skin, hair, muscles, nerves, bones and circulatory system of the head, neck, and face;
- (3) a book or books on general anatomy, physiology, and hygiene; and
- (4) at least one board-approved textbook, for each student, covering all practical operations listed in 12 AAC 09.163, provided by the school.

(b) The practical instruction area must include the following equipment:

- (1) a cabinet for instruments and linens;
- (2) a towel container for soiled towels;
- (3) a cape with sanex strips;
- (4) towels;
- (5) a dressing table, dresserette, or styling bar with a mirror;
- (6) manicuring materials;
- (7) wax materials;
- (8) tweezers;
- (9) facial masks;
- (10) an adequate reclining chair or massage table with paper liners; and
- (11) electrical equipment, including the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin-care purposes.

(c) For every six or fewer students working at one time, the practical instructional area must have a wash basin with running hot and cold water.

By my signature below, I attest my school has the required equipment referenced in 12 AAC 09.162.

(School Owner's Signature)

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12 AAC 09.146 EQUIPMENT FOR SCHOOLS TEACHING ADVANCED MANICURING. (a) In addition to meeting the requirements of 12 AAC 09.125(b), the classroom for theoretical instruction of the practice of advanced manicuring must be equipped with seating capacity for all students attending the class, and with equipment including

- (1) one blackboard;
 - (2) a chart or charts of the skin, hair, muscles, nerves, bones, and circulatory system; and
 - (3) a book or books on general anatomy, physiology, and hygiene.
- (b) The school shall provide each student with at least one board-approved textbook covering the subjects listed in 12 AAC 09.148.
- (c) The practical instructional area must have available the following equipment:
- (1) a cabinet for instruments and linens;
 - (2) a towel container for soiled linens;
 - (3) a smock;
 - (4) terrycloth or disposable towels;
 - (5) manicuring materials, including orange wood sticks, finger bowls, steel pushers, emery boards, metal nail files, cuticle nippers, callus removers; moisturizing lotion, antibacterial soap, finger nail clippers, plastic spatulas, septic powder, cotton balls, cuticle cream, cuticle oil, cuticle solvent, supply trays, polish, tweezers, nail brushes, and chamois buffers;
 - (6) a manicuring table with adjustable lamp and two chairs;
 - (7) pedicure tubs;
 - (8) a manicure ventilation system;
 - (9) a paraffin wax machine;
 - (10) artificial nail supplies, including acetone, acrylic powder and liquid, dappen dishes, nail forms and tips, natural bristle brushes, fine and heavy grit files, small scissors, buffing blocks, primer, safety glasses and mask, adhesive, glue, three-way buffers, nail oil, and silk wraps;
 - (11) rubber or latex gloves.
- (d) For every six or fewer students working at one time, the practical instructional area must have a wash basin with running hot and cold water.

By my signature below, I attest my school has the required equipment referenced in 12 AAC 09.146.

(School Owner's Signature)

(Date)