



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

BARBER, HAIRDRESSER AND ESTHETICIAN APPLICATION

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THE APPLICATION. ANY PORTION OF THE APPLICATION THAT IS NOT SUBMITTED MAY DELAY THE ISSUANCE OF YOUR LICENSE.

MINIMUM HOUR REQUIREMENTS FOR LICENSURE:

Barber or Hairdresser	1,650 hours of training in an approved school <u>or</u> 2,000 hours of training in an apprenticeship program approved by the board.
Esthetics (skin care only)	350 hours of training in an approved school <u>or</u> 350 hours of training in an apprenticeship program approved by the board.

LICENSURE BY EXAMINATION: The examinations, both written and practical, are scheduled approximately every four weeks in Anchorage and approximately every eight weeks in Fairbanks. Applicants who meet the requirements listed below will be notified of the exact time and place of the examination. The examination dates/deadlines may be viewed on the board's website at: www.commerce.state.ak.us/occ/pbah.htm (or contact the division for the information).

The following must be received in the division 30 days before the examination date:

1. Complete notarized application.
2. Supporting documents of training. (Supporting documents must be original documents or certified true copies, i.e., student monthly reports or certification from another state regarding hours.)
3. A check or money order payable to State of Alaska as follows:
 - Application fee (nonrefundable) of \$80.00.
 - Examination fee of \$95.00 (\$35.00 for written, \$60.00 for practical).
 - If you want to be tested in two areas (i.e., hairdressing and esthetics), two exam fees and two application fees must be submitted. (A separate application for esthetician is enclosed and must be completed, if applicable.)
4. The initial license fee of \$160.00 for Barber, Hairdresser, or Esthetician, may be submitted now, or upon passing the examination.

TEMPORARY LICENSE: The board may issue a temporary license to practice barbering, hairdressing, or esthetics to an applicant who has applied and is qualified to take the examination. The temporary license allows an applicant to practice under the supervision of a person who is currently licensed in the field of practice for which the applicant is applying. The following documents must be in this office before your application for a temporary license will be considered:

1. A completed notarized application and \$80.00 nonrefundable application fee. (Make check or money order payable to the State of Alaska.)
2. Examination fee of \$95.00 (\$60.00 for practical and \$35.00 for written).
3. Temporary license fee of \$80.00.
4. Statement of Responsibility form must be completed by the individual for whom you will be working (form enclosed).

Temporary licenses are valid for 120 days and are nonrenewable. An individual may not receive more than one temporary license for each area of practice. The temporary license allows an applicant to practice under supervision if the applicant is scheduled for an examination or is awaiting examination results.

LICENSURE BY WAIVER OF EXAMINATION: The following documents must be on file before your application will be considered:

1. Complete notarized application.
2. Verification of Training, Examination, and Licensure sent directly from the state board where you are currently licensed. Please note that your out-of-state license must be current when your Alaska license is issued. **A COPY OF YOUR LICENSE IS NOT ACCEPTABLE.**

You must have passed both written and practical examinations in another state where you have been licensed or are currently licensed. If you did not pass both written and practical examinations, it will be necessary for you to do so in Alaska before receiving your license.

3. An individual who has less than the required 1,650 hours of hairdresser or barber training may submit proof of full-time work experience averaging at least 32 hours per week. Depending upon the number of hours of training an applicant may have, either one year or two years of full-time work experience will be required. See 12 AAC 09.095(a)(3)(C) and (D). A form is enclosed for this purpose.

Individuals applying for the esthetician license must have 350 hours of esthetics training.

An individual who does not have the required number of hours or sufficient work experience as a hairdresser or barber may obtain the additional hours by attendance at an approved school or an approved apprenticeship program. An individual who does not have the required esthetician training will be required to obtain the additional hours in a licensed school or approved apprenticeship program.

4. A check or money order payable to State of Alaska as follows:

A. Application Fee - \$80.00 (for each type of license)
(nonrefundable)

B. Initial License Fee as applicable:

Barber – \$160.00
Hairdresser – \$160.00
Esthetician – \$160.00

TEMPORARY PERMITS: An applicant holding a current valid license from a board of barbering/hairdressing or esthetics in another state may be granted a temporary permit. The permit is valid for a maximum of six months or until the board either issues a permanent license or rejects the application. A request for a temporary permit must be made on the application for permanent licensure form and must include the following:

1. Complete notarized application.
2. Notarized copy of a current license from another state. Your license from the other state must be current when Alaska issues your permanent license. If your license in another state lapses before Alaska issues your permanent license, you will be required to renew your out-of-state license.
3. A check or money order payable to State of Alaska as follows:

Application Fee (nonrefundable):	\$80.00
Temporary Permit Fee:	\$80.00
Permanent License Fee	\$160.00

EXAMINATION INFORMATION:

The hairdresser and esthetician written exam is provided in English, Spanish, and Vietnamese. The barber exam is provided in English and Spanish. Individuals wishing to take the written exam in either Spanish or Vietnamese must submit their request in writing by the deadline date of the exam they wish to attend. Late requests will not be accommodated.

Individuals who would like the written exam read to them in English must submit their request for a “verbal” exam in writing. The written request must be received by the deadline date for the exam they wish to attend. Interpreters are not allowed in either the practical or written exam sites.

Candidates taking the written or verbal exam will be allowed 90 minutes to complete the exam. Only individuals who meet the ADA (Americans with Disabilities Act) may be granted additional time, or other accommodations as determined appropriate.

An applicant who fails the written examination or any subject of the practical examination three times or more will be required to complete additional hours of training. See 12 AAC 09.075(f).

SPECIAL ACCOMMODATIONS FOR EXAMINATION – Programs under the jurisdiction of the Division of Corporation, Business and Professional Licensing are administered in accordance with the Americans with Disabilities Act. If you require a special accommodation when taking the licensing examination, you must submit a completed “Application for Examination Accommodation for Candidates with Disabilities” form. This form is available on the division’s website: www.commerce.state.ak.us/occ or contact the division to request the form.

GENERAL INFORMATION

If you wish to practice skin care in the State of Alaska, you must be licensed as an esthetician. The Board of Barbers and Hairdressers also issues licenses for the following categories: Instructor, School, Shop Owner, Student Permits (School or Apprentice), Manicuring, Body Piercing, and Tattooing and Permanent Cosmetic Coloring.

If you own a Shop or are an Independent Contractor you must apply for a shop owner license issued by the board. A state business license is also required. Please contact the Business License section at (907) 465-2550 or on-line at: www.commerce.state.ak.us/occ.

SOCIAL SECURITY NUMBERS – 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 States 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.

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.

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

MANICURISTS

To perform Manicuring, an individual must hold either a Manicurist license or a Hairdresser license. In addition, individuals may obtain an "Advanced Manicurist Endorsement" which may be added to an existing manicuring or hairdressing license. However, please be aware that individuals can perform the same kind of manicuring services with or without the added endorsement. **The endorsement requires additional training and it allows an individual to advertise or hold out as being an "Advanced Manicurist"** but the scope of practice is the same whether an individual holds a manicurist or hairdresser license or advanced manicurist endorsement.

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.

DEFINITIONS

- I. "Barbering" means shaving, trimming, or cutting, styling, curling, permanent waving, bleaching, coloring, cleansing, or chemically straightening the beard or hair of a living person for a fee and for cosmetic purposes.
- II. "Hairdressing" means performing, for a fee, the following services for cosmetic purposes: (a) trimming, or cutting the beard of a living person; and (b) arranging, styling, dressing, curling, temporary waving, permanent waving, cutting, singeing, bleaching, coloring, cleansing, conditioning, or similar work on the hair of a living person.
- III. "Esthetics" means the use of the hands, appliances, cosmetic preparations, antiseptics or lotions in massaging, cleansing, stimulating, or similar work on the scalp, face, or neck, including skin care, make-up and temporary removal of superfluous hair, for cosmetic purposes for a fee.
- IV. "Manicuring" means for a fee, to cut, trim, polish, color, tint, or cleanse a natural or artificial nail; affix material by artificial means to a natural nail for the addition to or extension of the natural nail; cleanse, treat, or beautify the hands or feet for cosmetic purposes; or to otherwise treat the nails of the hand or foot. (See AS 08.13.220(10).) *
- V. "Limited Esthetics" means to perform for a fee for cosmetic purposes: temporary removal of superfluous hair on the face or neck, including eyebrow arching for use of wax; or application of makeup or false eyelashes.*
- VI. "Tattooing and Permanent Cosmetic Coloring" means the process by which the skin is marked or colored by insertion of nontoxic dyes or pigments into the dermal layer of the skin so as to form indelible marks, figures, or decorative designs for nonmedical purposes.
- VII. "Body Piercing" means puncturing the body of a person by aid of needles or other instruments designed to be used to puncture the body for the purpose of inserting jewelry or other objects in or through the human body, except that, for purpose of this chapter, "body piercing" does not include puncturing the external part of the human ear.

*A person licensed as a hairdresser may practice manicuring and limited esthetics under the hairdresser license.



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 BARBER OR HAIRDRESSER LICENSE

I hereby apply for a license in the State of Alaska by: Waiver of Examination Examination

I am applying for licensure in the following category: Barber Hairdresser

Please choose examination location: Anchorage Fairbanks Juneau

Temporary Permit or Temporary License Requested: Yes No

\$80 Application Fee (nonrefundable)
\$160 Initial License Fee

\$80 Temporary Permit/License Fee
\$95 Examination Fee: \$35 Written, \$60 Practical

Name: _____
Last First Middle
Mailing Address: _____
Street/P.O. Box City State ZIP Code
Social Security Number: _____ (Required by AS 08.01.060)
Date of Birth: _____ Sex: F M Telephone Number (Day): _____

Name of Hairdressing or Barbering School(s): (Use additional paper if necessary)

School	Address	Dates Attended	Total Hours

Licensing information: (List all states where you hold/have held a license.)

State	License #	Category	Date Issued	Expiration Date

Work Experience (use additional paper if necessary):

Name of Shop	Address	Dates of Employment

I certify that the information contained in this application is true and correct to the best of my knowledge. I understand that any false information may result in failure to obtain licensure as a practitioner in Alaska, or subsequent revocation of my license.

SIGN HERE

Signature of Applicant

SUBSCRIBED AND SWORN TO before me, a Notary Public, in and for the State of _____,
this _____ day of _____, _____.

NOTARY

NOTARY SEAL

08-4193 (Rev. 08/08/11)

Notary Public

My Commission Expires: _____



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

STATEMENT OF RESPONSIBILITY

(Only to be used if applying for a temporary license while awaiting examination)

Date: _____

To Board of Barbers and Hairdressers:

I, _____, will assume the full responsibility of supervising examination
 (Print Supervisor Name)

applicant _____, in the practice of _____.
 (Name of Applicant)

The supervision will take place at:

_____ Name of Shop
 located at _____

Mailing Address: _____

Shop License Number: _____ Telephone Number: _____

This supervision will be held in compliance with the statutes and regulations set forth by the Board of Barbers and Hairdressers. I am currently licensed as a _____, Alaska License Number _____.

I understand that the above-named applicant must work under my direct supervision and within my physical presence. I further understand that the temporary license is valid for 120 days from date of issue and is nonrenewable. If the applicant fails the examination and is not eligible to receive licensure within the 120 days of the temporary license period, the applicant must cease practicing by the expiration date of the temporary license.

I certify that the above information is true and correct.

 Signature of Supervisor

SUBSCRIBED AND SWORN TO before me, a Notary Public, in and for the State of _____,
 this _____ day of _____, _____.

 Notary Public

NOTARY SEAL

My Commission Expires: _____

Please return completed form to:

Department of Commerce, Community,
 and Economic Development
 Division of Corporations, Business and
 Professional Licensing
 P.O. Box 110806
 Juneau, AK 99811-0806



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

VERIFICATION OF WORK EXPERIENCE

Applicant: Complete the top section of this form and have your present or former employer complete this form if you need to receive credit for working experience when applying for licensure as a hairdresser or barber by waiver of examination. (See 12 AAC 09.095(a)(3)(C) and (D)). If you were self-employed, an individual who has direct personal knowledge of your work experience hours while you were self-employed may sign this form certifying your work experience as a hairdresser or barber.

Please have the person verifying your work experience mail this form to the above address.

Applicant Signature: _____

Printed Name: _____

Address: _____

PLEASE DO NOT DETACH. The information below must be completed by a former employer. Please mail directly to the State of Alaska.

 (Applicant's Name)

was employed at the _____
 (Name of Shop)

Mailing Address: _____

Dates of Employment: From _____ To _____
 Month Day Year Month Day Year

From _____ To _____
 Month Day Year Month Day Year

Average Number of Hours Worked Per Week _____

Position as: Practitioner of barbering
 Practitioner of hairdressing Other _____

How are/were you associated with the applicant? _____

Your daytime telephone number: _____

I certify that the above information is true and correct to the best of my knowledge.

 Signature

SUBSCRIBED AND SWORN TO before me, a Notary Public, in and for the State of _____,

this _____ day of _____, _____.

 Notary Public

SEAL

My Commission Expires: _____

