



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, 9<sup>th</sup> Floor, Juneau, Alaska 99801-0806  
Telephone: (907) 465-2547 ★ Fax: (907) 465-2974  
E-mail: [license@alaska.gov](mailto:license@alaska.gov)  
Website: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ)

## BARBER, HAIRDRESSER AND ESTHETICIAN APPRENTICE INFORMATION

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The apprentice **MAY NOT** begin training until the application is approved by the board and the apprentice has received the student permit from this office. **NO HOURS WILL BE CREDITED BEFORE BOARD APPROVAL.**

The following must be submitted to the Board of Barbers and Hairdressers for approval:

1. Apprentice enrollment application completed by the apprentice. Please print or type.
2. \$25.00 permit fee for Estheticians (12 AAC 02.140(3)(A))  
\$50.00 permit fee for Barbers and Hairdressers (12 AAC 02.140(3)(B)).
3. Statement of Responsibility form completed by the licensed instructor. The Instructor must hold a current Alaska Instructor License and have been actively engaged in the practice of Barbering, Hairdressing and/or Esthetics for at least three years.
4. Appropriate Curriculum form (12 AAC 09.160 for barbers and hairdressers and 12 AAC 09.163 for estheticians).

### GENERAL INFORMATION

**Apprentices, Shop Owners, and Instructors:** Please be advised that in accordance with the statutes of postsecondary education (AS 14.48), a shop owner may not charge the apprentice a fee to receive training. If a shop owner charges the apprentice a fee for apprenticing, that shop owner may be acting as a school which requires authorization from postsecondary education.

Shop Owners may be required to pay apprentices an hourly wage. For information, contact the Wage and Hour section in the Department of Labor, in Juneau at (907) 465-4842; in Anchorage at (907) 269-4900; or in Fairbanks at (907) 451-2886.

Barber and Hairdresser apprentices must obtain a total of 2,000 hours of training under the apprenticeship program. The apprenticeship may not be completed in less than 12 months from the date of its commencement and must be completed in not more than two years from the date of its commencement.

Esthetician (skin care only) apprentices must obtain a total of 350 hours of training under the apprenticeship program. The apprenticeship may not be completed in less than six months from the date of its commencement and must be completed in not more than one year from the date of its commencement.

An instructor may not sponsor a student-instructor in an apprentice setting. A student-instructor may only receive training in a school.

**Instructor:** Upon board approval of the apprenticeship, the student permit will be sent to the student. It is your responsibility to complete the monthly reporting forms in triplicate, keeping one copy for your own records, forwarding the original to this office no later than the 15th day after the calendar quarter, and providing one copy to the student. It is your responsibility to be sure that the hours are recorded correctly. The monthly reporting forms are available on the board's website at: [www.commerce.state.ak.us/occ/pbah.htm](http://www.commerce.state.ak.us/occ/pbah.htm)

An instructor may sponsor no more than two apprentices.

**Time Clock:** Instructors must provide a time clock in the shop to record the apprentice's attendance.

**Student apprentice:** After you have completed the required 2,000 hours for hairdressing or barbering and/or 350 hours for esthetics, you may apply for the state board examination. You must pass both the written and practical portions of the state examination and pay the required fees to receive your license. In order to be scheduled for the exam, you must submit:

- A. examination application and appropriate fees received no later than 30 days before the date of the exam you wish to attend; and
- B. original monthly reports showing proof of required hours and practical operations.
- C. affidavit of completed training.

A list of examination dates is available upon request or on the board's website at: [www.commerce.state.ak.us/occ/pbah.htm](http://www.commerce.state.ak.us/occ/pbah.htm)

**ITEMS 1 THROUGH 4 MUST BE SUBMITTED WITH THIS APPLICATION  
ANY PORTIONS NOT RECEIVED MAY CAUSE DELAY IN THE APPLICATION PROCESS**



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**APPRENTICE ENROLLMENT APPLICATION FORM**

- Hairdresser       Barber       Esthetician
- Initial Application (First Time Applying)
- Reenrollment
- Transfer From: \_\_\_\_\_

Total Number of Hours: \_\_\_\_\_



**\$50.00 Permit Fee for Barbers and Hairdressers**  
**\$25.00 Permit Fee for Estheticians**  
(make payment payable to the State of Alaska)

Student's Full Name (PRINT): \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Street or P.O. Box City State Zip Code

Daytime Telephone Number: \_\_\_\_\_ Sex:  M  F

Student's Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Shop Where You Wish to Apprentice: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street or P.O. City State Zip Code

Physical Location of Shop: \_\_\_\_\_

Shop License Number: \_\_\_\_\_ Shop's Telephone Number: \_\_\_\_\_

Name of Instructor Providing Training: \_\_\_\_\_ License Number: \_\_\_\_\_

Training Obtained Previously:

\_\_\_\_\_  
Name of School/Shop Number of Hours

\_\_\_\_\_  
Name of School/Shop Number of Hours



\_\_\_\_\_  
**Student Signature** **Date**

**NOTE:**

**A student who has interrupted his or her schooling for a continuous period of two years or more will not be allowed credit for hours of instruction received prior to the date of interruption.**

**Transfer students from a state other than Alaska must submit a certified or notarized copy of their prior records.**



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## STATEMENT OF RESPONSIBILITY

Note: If the apprentice holds a current student permit for training which was received in another facility, the board must still approve this apprenticeship before beginning the apprenticeship.

**TO BOARD OF BARBERS AND HAIRDRESSERS:**

I, \_\_\_\_\_, am willing to assume the full responsibility of apprenticing \_\_\_\_\_ in the practice of Barbering \_\_\_\_\_ Hairdressing \_\_\_\_\_ or Esthetics \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
 Name of Shop and complete physical address

The Shop Owner License Number is \_\_\_\_\_. (Shop Owners must be currently licensed through the Board of Barbers and Hairdressers.)

In accordance with 12 AAC 09.190(b), an instructor may sponsor no more than two apprentices.

I currently have no other apprentices.

I currently supervise the following apprentice(s):

Name of Apprentice \_\_\_\_\_ Student Permit Number \_\_\_\_\_

Name of Apprentice \_\_\_\_\_ Student Permit Number \_\_\_\_\_

This apprenticeship will be held in compliance with the statutes and regulations set forth by the Board of Barbers and Hairdressers. I am currently licensed as an instructor, Alaska License Number \_\_\_\_\_, and have practiced for the last three years at:

1. \_\_\_\_\_  
     Name of Shop                                      Address                                      Dates of Employment
2. \_\_\_\_\_  
     Name of Shop                                      Address                                      Dates of Employment
3. \_\_\_\_\_  
     Name of Shop                                      Address                                      Dates of Employment

By my signature below, I understand that the apprentice may not begin training, nor will hours be credited to the student, until the board approves the apprenticeship application and a permit has been issued. I agree to abide by all statutes and regulations set forth by the board. I also understand that as required by 12 AAC 09.190(h), I must be physically present in the shop whenever my apprentice is performing work in the shop.

I CERTIFY that the information provided is true and correct.



\_\_\_\_\_  
 Signature of Instructor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 City                                      State                                      Zip Code



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## ESTHETICIAN CURRICULUM

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An individual receiving apprenticeship instruction for esthetics must receive the minimum hours of theory and minimum number of practical operations as specified in 12 AAC 09.163. The minimum hours of instruction required by AS 08.13.082(c) for an individual receiving training in the field of esthetics in the apprenticeship program is 350 hours of training. The curriculum listed below is the minimum hours of theory and minimum number of practical operations for an esthetician.

**12 AAC 09.163. ESTHETICIAN SCHOOL CURRICULUM.** A student who enrolls in a course of esthetics must complete a curriculum that consists of at least 350 hours of theoretical and practical training. A school shall teach a minimum of 40 hours of theoretical instruction, including five hours in state law and the following minimum number of practical operations during the 350 hours of training:

Subject	Minimum Number of Practical Operations for Esthetician Curriculum
(1) manual, including skin analysis, cleansing, manipulations, packs and masks.	60
(2) electrical, including the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin care purposes.	40
(3) eyebrow arching and hair removal, including the use of wax, manual or electrical tweezers and depilatories for the removal of superfluous hair.	50
(4) makeup, including skin analysis, complete and corrective makeup, and the application of false eyelashes.	50

By my signature below, I agree to follow the apprenticeship requirements in AS 08.13.082 and the ESTHETICS curriculum set out in 12 AAC 09.163. (If my student is a transfer student, I understand the division will send a breakdown, in writing, of the practical operations needed for my student to complete his/her training.)

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**Apprentice's Name**

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**(Instructor's Signature)**

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**(Date)**



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## HAIRDRESSING CURRICULUM

An individual receiving apprenticeship instruction for hairdressing must receive the minimum hours of theory and minimum number of practical operations as specified in 12 AAC 09.160. The minimum hours of instruction required by AS 08.13.082(b) for individuals receiving training in the field of hairdressing under the apprenticeship program is 2,000 hours of instruction, (as opposed to the 1,650 hours required in a school.) The curriculum listed below is the minimum hours of theory and minimum number of practical operations for hairdressing, keeping in mind the student must receive 2,000 hours of instruction for apprenticeship training.

**12 AAC 09.160. HAIRDRESSER SCHOOL CURRICULUM. (a) A student who is enrolled in a course of barbering or hairdressing must complete a curriculum that consists of at least 1,650 hours of theoretical and practical training. A school shall teach a minimum of 185 hours of theoretical instruction, including five hours in state law, and the following minimum number of practical operations, during the 1,650 hours of training.**

Subject	Minimum Number of Practical Operations for Hairdresser Curriculum
(1) wet hair styling and drying, including hair analysis, shampooing, fingerwaving, pin curling and comb outs	180
(2) thermal hair styling and drying, including hair analysis, straightening, waving, curling with hot combs and hot curling irons, and blower styling	180
(3) permanent waving, including hair analysis and chemical waving	80
(4) chemical straightening including hair analysis and the use of sodium hydroxide and other base solutions, in accordance with (c) of this section*	10
(5) haircutting, including hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting	250
(6) haircoloring and bleaching, including hair analysis, predisposition test, safety precautions, formula mixing, tinting, bleaching, use of dye removers, but not including color rinses	75
(7) scalp and hair treatments, including hair and scalp analysis, brushing, electric and manual scalp manipulation, and other hair treatments	10
(8) beard trimming	5
(9) manual facials, including skin analysis, cleansing, manipulations, packs and masks	15
(10) eyebrow arching and hair removal, including the use of wax, manual or electric tweezers and depilatories for the removal of superfluous hair	15
(11) makeup, including skin analysis, complete and corrective makeup, and the application of false eyelashes	15
(12) manicure	15

(b) A student is responsible for participating in the routine maintenance of the sanitary conditions necessary to conduct business. However, credit may not be given for time spent laundering towels, washing floors, walls, windows, or lavatories, or similar work.

(c) At least one-half of the practical operations required in (a)(4)\* of this section must be operations in which the student has direct hands-on involvement. No more than one-half of the practical operations required in (a)(4) may be observation during group demonstrations.

(d) In addition to meeting the requirements of (a) of this section, the curriculum required for a hairdresser must include the manicuring curriculum set out in 12 AAC 09.144.

By my signature below, I agree to follow the apprenticeship requirements in AS 08.13.082 and the HAIRDRESSING curriculum set out in 12 AAC 09.160. (If my student is a transfer student, I understand the division will send a breakdown, in writing, of the practical operations needed for my student to complete his/her training.)

\_\_\_\_\_ **Apprentice's Name**

\_\_\_\_\_ **(Instructor's Signature)**

\_\_\_\_\_ **(Date)**



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## BARBER CURRICULUM

An individual receiving apprenticeship instruction for barbering must receive the minimum hours of theory and minimum number of practical operations as specified in 12 AAC 09.160. The minimum hours of instruction required by AS 08.13.082(a) for individuals receiving training in the field of barbering under the apprenticeship program is 2,000 hours of instruction (as opposed to the 1,650 hours required in a school). The curriculum listed below is the minimum hours of theory and minimum number of practical operations for barbering, keeping in mind the student must receive 2,000 hours of instruction for apprenticeship training.

**12 AAC 09.160. BARBER SCHOOL CURRICULUM. (a) A student who is enrolled in a course of barbering or hairdressing must complete a curriculum that consists of at least 1,650 hours of theoretical and practical training. A school shall teach a minimum of 185 hours of theoretical instruction, including five hours in state law, and the following minimum number of practical operations, during the 1,650 hours of training.**

Subject	Minimum Number of Practical Operations for Barber Curriculum
(1) wet hair styling and drying, including hair analysis, shampooing, fingerwaving, pin curling, and comb outs	30
(2) thermal hair styling and drying, including hair analysis, straightening, waving, curling with hot combs and hot curling irons, and blower styling	180
(3) permanent waving including hair analysis and chemical waving	50
(4) chemical straightening including hair analysis and the use of sodium hydroxide and other base solutions, in accordance with (c) of this section*	10
(5) haircutting, including hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting	400
(6) haircoloring and bleaching, including hair analysis, predisposition test, safety precautions, formula mixing, tinting, bleaching, use of dye removers, but not including color rinses	75
(7) scalp and hair treatments, including hair and scalp analysis, brushing, electric and manual scalp manipulation, and other hair treatments	10
(8) beard trimming and shaving, in any combination that equals 50	50
(9) manual facials, including skin analysis, cleansing, manipulations, packs, and masks	15
(10) eyebrow arching and hair removal, including use of wax, manual or electric tweezers, and depilatories for the removal of superfluous hair	0
(11) makeup, including skin analysis, complete and corrective makeup, and the application of false eyelashes	0
(12) manicure	0

(b) A student is responsible for participating in the routine maintenance of the sanitary conditions necessary to conduct business; however, no credit will be given for time spent laundering towels, washing floors, walls, windows, lavatories, or similar work.

(c) At least one-half of the practical operations required in (a)(4)\* of this section must be operations in which the student has direct hands-on involvement. No more than one-half of the practical operations required in (a)(4) may be observation during group demonstrations.

By my signature below, I agree to follow the apprenticeship requirements in AS 08.13.082 and the BARBERING curriculum set out in 12 AAC 09.160. (If my student is a transfer student, I understand the division will send a breakdown, in writing, of the practical operations needed for my student to complete his/her training.)

\_\_\_\_\_  
**Apprentice's Name**

\_\_\_\_\_  
**(Instructor's Signature)**

\_\_\_\_\_  
**(Date)**