



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 BODY PIERCING OR TATTOOING AND PERMANENT COSMETIC COLORING

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

MINIMUM HOURS OF TRAINING REQUIRED FOR LICENSURE:

- ◆ Body Piercing **1,000** hours of training in an **apprenticeship** program approved by the board.
- ◆ Tattooing and Permanent **380** hours of training in an **apprenticeship** program approved by the board.
Cosmetic Coloring

LICENSURE BY EXAMINATION

The written examination is held approximately every four weeks in Anchorage and every eight weeks in Fairbanks and Juneau. The following must be received in the division 30 days before the examination date. 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).

1. Complete notarized application.
2. A check or money order payable to State of Alaska as follows:
 - ◆ Application fee (nonrefundable): \$80.00
 - ◆ Examination fee: \$60.00Initial license fee: \$160.00 (may be submitted now, or upon passing the examination).
If you want to receive licensure in both areas (i.e., Body Piercing and Tattooing & Permanent Cosmetic Coloring), two exam fees, two application fees and two license fees must be submitted.
3. Original or certified true copies of student records verifying training received in accordance with 12 AAC 09.167 or 12 AAC 09.169 and Alaska Statute (AS) 08.13.082(d).
4. Certified true copy of current CPR card and blood borne pathogens card.
5. If your training was obtained outside of Alaska, please complete the "Affidavit Confirming Study of the Statute and Regulation Booklet" form. This form and the statute and regulations are available on the board's website or contact the division for the most current forms.

TEMPORARY LICENSE (for applicants approved to take the examination)

The board may issue a temporary license to practice Body Piercing or Tattooing and Permanent Cosmetic Coloring to an applicant who has completed their training, is qualified to take the examination, and has submitted an application. 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. \$60.00 written examination fee.
3. Temporary license fee of \$80.00.
4. Statement of Responsibility form completed by the licensee 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 (for applicants currently licensed in another state)

The following documents must be on file before your application will be considered:

1. Complete notarized application.
2. A check or money order payable to State of Alaska as follows:
 - A. Nonrefundable Application Fee: \$80.00 (for each type of license)
 - B. Initial License Fee as applicable:
 - ◆ Body Piercing: \$160.00
 - ◆ Tattooing and Permanent Cosmetic Coloring: \$160.00

You must have passed a written examination in another state where you have been or are currently licensed. If you did not pass a written examination equivalent to Alaska's examination, it will be necessary for you to do so in Alaska before receiving your license.

An individual who does not have the required number of training hours will be required to obtain the additional hours through an approved apprenticeship program.

3. Verification of Training Received Outside Alaska (form enclosed).
4. Verification of Licensure (form enclosed) 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.
5. If your training was obtained outside of Alaska, please complete the Affidavit Confirming Study of the Statute and Regulation Booklet (form enclosed). Statutes and Regulations are available on the board's website at www.commerce.state.ak.us/occ/pbah.htm.
6. Certified true copy of current CPR card and blood borne pathogen card.

TEMPORARY PERMIT: An applicant holding a current valid license to practice body piercing or tattooing and permanent cosmetic coloring 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

GENERAL INFORMATION

It is against the law to perform Tattooing and Permanent Cosmetic Coloring on a minor.

Body piercing on a minor may not be done without prior written permission from the minor's parent or legal guardian and the presence of the parent or legal guardian during the body piercing procedure.

If you own a shop that performs body piercing or tattooing and permanent cosmetic coloring, you must obtain a "Shop Owner" license and business license.

SPECIAL ACCOMMODATIONS FOR EXAMINATION – Programs under the jurisdiction of the Division of Corporations, 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.

SOCIAL SECURITY NUMBERS – Alaska Statute 08.01.060(b) requires an applicant for an occupational license to provide a United States Social Security Number. Applicants who do not have a social security number must complete the "Request for Exception from Social Security Number Requirement" form located on the division's website at: www.commerce.state.ak.us/occ or contact the division to request the form.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS -- If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may 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 – All information supplied with this application is considered public information unless required by state or 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."

RENEWAL INFORMATION

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

DEFINITIONS

- I. "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 purposes of this chapter, "body piercing" does not include puncturing the external part of the human ear;
- II. "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.
- III. "shop" is an establishment operated for the purpose of engaging in barbering, hairdressing, manicuring, esthetics, tattooing and permanent cosmetic coloring, or body piercing.



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STATEMENT OF RESPONSIBILITY

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

Date: _____

To Board of Barbers and Hairdressers:

I, _____, am willing to assume the full responsibility of supervising
 Name of Licensee Providing Supervision

_____ who is applying for examination in the practice of
 Name of Applicant

_____. The supervision will take place at:

Name of Shop

located at _____

Mailing Address: _____

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 has not received licensure within the 120 days of the temporary license period, I agree to adhere to the requirement that the applicant may not continue to practice beyond the expiration date of the temporary license.

I certify that the above information is true and correct.

SIGN HERE

 Signature of Licensee Providing Supervision

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20_____.

 Notary Public

SEAL

for the State of _____

My Commission Expires: _____

Please return completed form to:

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****For Training Received Outside Alaska Only!****

**VERIFICATION OF TRAINING FOR
 TATTOOING AND PERMANENT COSMETIC COLORING**

Applicant: Complete the top section of this form and have your trainer complete the bottom section. Please have the person verifying your training mail this form to the above address.

Name of Applicant

Enrollment Date

Name of School or Company Where Training Was Received

Date Training Completed

Complete mailing address of School or Company including city, state and zip code

Trainer: The individual listed above is applying for licensure in Alaska and indicates that he/she obtained training from you or your organization. The Alaska Board of Barbers and Hairdressers must verify the hours earned by the applicant. We have listed Alaska's subject requirements. Please compare the different subject areas and to the best of your ability, indicate the hours of practical operations and theory hours obtained by the applicant. After you complete this form, please mail to the board at the above address. (Note: A total of 380 hours of training is required, with a minimum of 130 theory hours in specific topics and a minimum of 150 hours of practical operations. The remaining 100 hours may be obtained in theory hours, practical hours, or a combination of both.)

Subject	Indicate the total theory hours and hours of practical operations obtained by the applicant	Minimum Number of hours for Tattooing and Permanent Cosmetic Coloring required by Alaska
Safety, sanitation, sterilization, and aseptic		50
Anatomy and physiology		30
Skin and skin disorders		10
Aftercare techniques		10
Equipment and supplies		20
Practical operations		150
Alaska Statutes and Regulations	N/A	10

Please include a copy of your syllabus or course outline that provides information regarding subjects taught.

By my signature below, I attest the information provided above is true and correct to the best of my knowledge. I have also included course information as requested.

 Name of Trainer (please print)

 Signature of Trainer

() _____
 Telephone Number of Trainer

 Mailing Address of Trainer

 If applicable, Certification, Registration or License Number

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20_____.

 Notary Public
 for the State of _____
 My Commission Expires: _____

SEAL

12 AAC 09.169. TATTOOING AND PERMANENT COSMETIC COLORING TRAINING REQUIREMENTS. (a) A student who is receiving training in tattooing and permanent cosmetic coloring must complete a curriculum that consists of at least 380 hours of training. The training must include a minimum of 130 hours of theory instruction and a minimum of 150 hours of practical operations.

(b) The 130 hours of theory instruction required in (a) of this section must include the following:

SUBJECT	MINIMUM NUMBER OF HOURS
(1) safety, sanitation, sterilization, and aseptic	50
(2) anatomy and physiology	30
(3) skin and skin disorders	10
(4) aftercare techniques	10
(5) equipment and supplies	20
(6) Alaska statutes and regulations	10

(c) In addition to the requirements of (a) and (b) of this section, an applicant must successfully complete training equivalent to that required for completion of courses certified by the American Red Cross, the American Heart Association, or a similar organization approved by the board, in

- (1) cardiopulmonary resuscitation (CPR); and
- (2) blood borne pathogens.



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****For Training Received Outside Alaska Only!****

VERIFICATION OF TRAINING FOR BODY PIERCING

Applicant: Complete the top section of this form and have your trainer complete the bottom section. Please have the person verifying your training mail this form to the above address.

Name of Applicant

Enrollment Date

Name of School or Company Where Training Was Received

Date Training Completed

Complete mailing address of School or Company including city, state and zip code

Trainer: The individual listed above is applying for licensure in Alaska and indicates that he/she obtained training from you or your organization. The Alaska Board of Barbers and Hairdressers must verify the hours and/or operations earned by the applicant. We have listed Alaska's subject requirements. Please compare the different subject areas and to the best of your ability, indicate the practical operations and theory hours obtained by the applicant. (Note: A total of 1,000 hours of theory instruction and practical operations is required in Alaska with a minimum of 270 hours of theory completed in specific topics and 150 practical operations.) After you complete this form, please mail to the board at the above address.

Subject	Indicate the total theory hours obtained by the applicant	Minimum Number of Theory hours for Body Piercing required by Alaska
Safety, sanitation, sterilization, and aseptic		100
Anatomy and physiology		30
Skin and skin disorders		10
Aftercare techniques		100
Equipment and supplies		20
Alaska Statutes and Regulations	N/A	10

	Indicate the total practical operations obtained by the applicant	Minimum Number of Practical Operations required by Alaska
Practical operations observed by student		50
Practical operations in which the student participated		50
Practical operations performed by the student under supervision, but without assistance		50
Total number of Practical Operations		150

Please include a copy of your syllabus or course outline that provides information regarding subjects taught.

By my signature below, I attest the information provided above is true and correct to the best of my knowledge. I have also included course information as requested.

 Name of Trainer (please print)

 Signature of Trainer

(_____) _____
 Telephone Number of Trainer

 Mailing Address of Trainer

 If applicable, Certification, Registration or License Number

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20_____.

SEAL

 Notary Public

for the State of _____

My Commission Expires: _____

12 AAC 09.167. BODY PIERCING TRAINING REQUIREMENTS. (a) A student who is receiving training in body piercing must complete a curriculum that consists of at least 1,000 hours of theoretical and practical training. The training must include a minimum of 270 hours of theory instruction and a minimum of 150 practical operations.

- (b) The 150 practical operations required under (a) of this section must include
 - (1) 50 practical operations observed by the student;
 - (2) 50 practical operations in which the student participated; and
 - (3) 50 practical operations performed by the student under supervision, but without assistance.
- (c) The 270 hours of theory instruction required in (a) of this section must include the following:

SUBJECT	MINIMUM NUMBER OF HOURS
(1) safety, sanitation, sterilization, and aseptic	100
(2) anatomy and physiology	30
(3) skin and skin disorders	10
(4) aftercare techniques	100
(5) equipment and supplies	20
(6) Alaska statutes and regulations	10

(c) In addition to the requirements of (a) – (c) of this section, an applicant must successfully complete training equivalent to that required for completion of courses certified by the American Red Cross, the American Heart Association, or a similar organization approved by the board, in

- (1) cardiopulmonary resuscitation (CPR); and
- (2) blood borne pathogens.



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VERIFICATION OF LICENSURE

Applicant: Complete this section and mail to the state board in which you hold a current license. Some states require a fee for completion of a license verification; you may wish to check with the state board prior to submitting this form for completion. If the state where you are currently licensed is not the state in which you received your training and/or examination, please send a copy of this form to the state where you received your training and/or examination as well as the state where you are currently licensed.

Applicant Signature: _____

Printed Name: _____

License No.: _____

Address: _____

PLEASE DO NOT DETACH

Licensing Board: Please provide the information requested below and return the form directly to the Alaska Board of Barbers and Hairdressers at the address at the top of this page. This section is not to be completed by the applicant.

State of _____

Name of Licensee: _____

Type of License Granted: _____ Total Hours: _____

License No.: _____ Issue Date: _____ Expiration Date: _____

By reciprocity/endorsement: Yes No By Examination: Yes No Date: _____

WRITTEN EXAMINATION

Written Examination Administered: Yes No Written Examination Score: _____

What type of examination was administered? _____

Education:

School Attended	Dates	Hours
_____	_____	_____
School Attended	Dates	Hours

Has there been any final disciplinary action taken against this licensee? Yes No
 If yes, please provide a copy of the disciplinary action document.

List derogatory information, if any: _____

Board/Agency Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

SEAL



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**AFFIDAVIT CONFIRMING
STUDY OF THE STATUTE AND REGULATION BOOKLET**
(for tattooing and permanent cosmetic coloring or body piercing)

To satisfy the requirement of 12 AAC 09.167(6) or 12 AAC 09.169(6), I, _____,
(Print your Name)

hereby certify that I studied for at least 10 hours, the Alaska Board of Barbers and Hairdressers Statute and Regulation
booklet dated _____.
(Date on cover of Statute and Regulation booklet)

I certify that the above information is true and correct.

Signature

SUBSCRIBED AND SWORN before me, this _____, day of _____, 20 ____ at
_____, _____
City State

NOTARY SEAL

Notary Public

My Commission Expires: _____

Please return completed form to:

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