

REQUIREMENTS & INSTRUCTIONS - BARBER

Access this form via website at: cca.hawaii.gov/pvl

APPLICANTS ARE SUBJECT TO REQUIREMENTS IN EFFECT AT TIME OF FILING.

Hawaii does not reciprocate with any jurisdiction, therefore, a person shall apply, qualify, be tested, and pay the necessary fees to become licensed by the Board of Barbering and Cosmetology ("Board").

Barber services in Hawaii include, but are not limited to: shaving, facials, cutting, trimming, shampooing, arranging, curling, waving, bleaching, relaxing, or coloring the hair or beard.

ALL APPLICANTS upon filing of a complete application are required to take and pass the **written examination** to become licensed as a barber. The applicant for license will need to comply with the requirements of the following agencies during the licensing process:

- 1) **BOARD OF BARBERING AND COSMETOLOGY** ("Board") approves all applications for examination, temporary permits, and licenses;
- 2) The testing agency, Prometric administers the examination to applicants after the application is Board-approved. **ALL INQUIRIES REGARDING THE EXAMINATION SHOULD BE DIRECTED TO PROMETRIC AT (808) 261-8182.**

The requirements and steps to obtain and maintain a barber's license in Hawaii are:

- 1) Satisfy the qualification requirements;
- 2) Complete the barber application form (required) and temporary permit form (optional);
- 3) Upon the Board's approval, you will receive examination information; you must register **DIRECTLY** with Prometric to take the examination;
- 4) Take and pass the examination;
- 5) Apply for and receive your barber license from the Board;
- 6) Renew your license every 2 years.

Details for each of the steps are listed in the sections below. The number of each section corresponds to the step number above.

1) SATISFY THE QUALIFICATION REQUIREMENTS

AGE Be at least 17 years old.

BARBERING TRAINING Have at least 1,500 clock hours of barber school or apprenticeship training. Experience (after licensure and/or completion of training) in excess of 6 months may be used to satisfy this requirement. Cosmetology training in the hairdresser category may be used to satisfy this requirement, upon evaluation by the Board to determine the extent of acceptable training. Combination (school and apprenticeship) training may be acceptable, subject to the Board's evaluation.

OUT-OF-STATE/FOREIGN LICENSE AND EXPERIENCE Another qualification pathway is to have a barber's license from another jurisdiction and have at least **6 months** of applicable experience (**after licensure**). The Board may accept only the number of hours recognized by the jurisdiction that issued your license.

2) COMPLETE THE BARBER APPLICATION FORM AND TEMPORARY PERMIT FORM

Complete the Barber License Application and **Attach** the appropriate qualification documents. If you choose to apply for a temporary permit, complete the Temporary Permit form and include all necessary fees.

Training/Experience Verification Form: Form BAR-03 is used to verify apprenticeship training and/or barber experience. It must be signed by a qualified (licensed) barber. This form may also be used to verify qualified out-of-State experience and/or out-of-State apprenticeship training.

Complete the top portion of the form, then have your supervisor or employer complete the bottom portion. If you are using the form to verify apprenticeship training, be sure to note the subjects and number of hours on the form.

Attach all supporting documents (license, transcripts, apprenticeship records).

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

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Temporary Permit Application:

Form BAR-04 is used to apply for a temporary permit. The temporary permit allows you to work and train under the supervision of a qualified licensee while waiting to take and pass the licensing examination. It is issued only to applicants who have filed a completed barber exam and license application. It is valid for a period covering 4 examinations as consecutively scheduled by the Board (approximately 1 year). The temporary permit is issued one time only, and cannot be extended or renewed. Therefore, the applicant is encouraged to take the first and all subsequent examinations. Once your temporary permit expires, you will still be eligible to take the exam, but **WILL NOT** be authorized to work as a barber.

Do not submit this application by itself. A temporary permit will only be issued to an applicant with an approved barber exam and license application. Each application must be submitted with the appropriate fees.

NOTE: A temporary permit will not be issued on the same day the application is received; therefore, it is the applicant's responsibility to allow sufficient time for the review and approval of both the license application and temporary permit application.

Out-of-State Applicants:

Submit a copy of your out-of-State license and/or transcript of training that identifies the barber training subjects and hours of each subject that have been completed. Also, verification of experience of at least 6 months is necessary if your training is less than 1,500 clock hours.

Fees:

Attach the non-refundable application fee of \$20.00 to the license application. **Attach** the temporary permit application fee of \$37.00 to the permit application. Make checks payable to COMMERCE AND CONSUMER AFFAIRS. (check must be in U.S. dollars and be from a U.S. financial institution.)

NOTE: *One of the numerous legal requirements that you must meet in order for your new license to be issued is the payment of fees as set forth in this application. You may be sent a license certificate before the check you sent us for your required fees clears your bank. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$25.00 service fee will be charged for checks which are returned by the bank.*

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

3) REGISTER WITH THE TESTING AGENCY TO TAKE THE EXAMINATION

Upon receipt of a complete application, an "approval notice" will be sent to your mailing address together with a Prometric "Examination Registration" form and a "Candidate Information Brochure". If you need assistance in completing these forms, please contact Prometric at (808) 261-8182, or log onto their website at www.experionline.com. You must register directly with Prometric by the examination registration deadline, and pay the necessary fees **directly** to Prometric.

Examinations are scheduled 4 times a year, usually in March, June, September, and December. Please refer to the "Exam Schedule" for filing deadlines. **It is your responsibility to meet the filing deadlines and examination dates.**

REQUESTS TO TAKE THE LICENSING EXAMINATION OUT-OF-STATE - must be approved by the Board. Submit your written request along with your application in advance of the deadline date, to allow for sufficient processing time. Please be advised that you are responsible for any additional cost for this out-of-state testing accommodation and test locations are limited to sites at which the testing service has a secured office.

4) TAKE AND PASS THE EXAMINATION

Admission to Examination:

After registering with Prometric, you will receive an "Admission Ticket" by mail approximately 10 days prior to the examination date. If you have not received your ticket within 5 days of the examination date, contact Prometric immediately at (808) 261-8182.

Examination Results:

Your examination results will be mailed to you approximately 2 weeks after the examination date. Applicants who pass the examination will be sent instructions on how to apply for a license. Applicants who do not pass the examination will be sent re-examination information and instructions for the next examination.

If you do not pass the examination and do not obtain your barber's license after 4 consecutive examinations, you will be required to apply as a barber apprentice and train as such for 6 months before qualifying for another series of examinations. You will not be issued another temporary permit.

5) APPLYING FOR THE LICENSE

Included with your notification of passing the examination is information on how to apply for the barber license. The required licensing fees as noted on your "Fees Due" notice must be remitted at this time.

6) BIENNIAL RENEWAL OF LICENSE

All barber licenses, regardless of when issued, expire on December 31 of each odd-numbered year. Licenses must be renewed on or before this expiration date. About 2 months before the expiration date, the "Renewal Application" is mailed to all licensees at their address of record. To ensure that you receive the renewal application forms, keep the Board informed in writing of your current mailing address. If you do not receive a renewal form 1 month before the expiration date, contact the Licensing Branch of the Professional and Vocational Licensing Division, Department of Commerce and Consumer Affairs for assistance at (808) 586-3000.

License renewal after the expiration date and within the 3-year restoration period is subject to penalty fees. After three years, you may restore your license pending Board review and approval, however, you may need to reapply for licensure as a new applicant.

ADDRESS OF THE BOARD

Mailing Address:

Board of Barbering and Cosmetology
DCCA, PVL Licensing Branch
P. O. Box 3469
Honolulu, HI 96801

Office Location:

335 Merchant Street, Room 301
King Kalakaua Building
Honolulu, HI 96813
Phone No. (808) 586-3000

LAWS AND RULES

To obtain a copy of the barber laws, Chapter 438, Hawaii Revised Statutes, and rules, Chapter 16-73, Hawaii Administrative Rules, send a written request to: Board of Barbering and Cosmetology, COMMERCE AND CONSUMER AFFAIRS, P. O. Box 3469, Honolulu, Hawaii 96801. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Act, should be read in conjunction with the barber laws and rules.

The laws and rules are posted on our website at: cca.hawaii.gov/pvl. Click on "Barbering and Cosmetology".

BE ADVISED THAT THE BARBER LICENSING EXAMINATION INCLUDES QUESTIONS ON THE BOARD'S LAWS AND RULES.

ABANDONMENT OF APPLICATION

Pursuant to HRS §436B-9 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. The failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit any required information and documents requested by the licensing authority within two consecutive years from the last date the documents and information were requested, or (2) failure to complete any additional requirements for licensure that remain after approval of your application, such as attempting to complete an exam requirement, within two consecutive years from the date your application was approved, or (3) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process. If an application is deemed abandoned the applicant shall be required to reapply for licensure and comply with the licensing requirements in effect at the time of the reapplication.

NOTE: A LICENSED BARBER IS ABLE TO PRACTICE AT A LICENSED BARBER SHOP OR BEAUTY SHOP. AN APPROPRIATE SHOP LICENSE IS NECESSARY FOR ANY LOCATION WHERE BARBERING AND/OR COSMETOLOGY PRACTICE OCCURS.

RELEASE OF INFORMATION

If an agency or individual is assisting you with the licensure process, we will not be able to release any information to them unless you provide us with authorization. If you wish to do so, please complete the portion on "**Release of Information to Third Party**", sign, and date it.

APPLICATION FOR EXAM & LICENSE - BARBER Read "Requirements & Instructions" before completing this form.		FOR OFFICIAL USE ONLY	APPROVED <input type="checkbox"/> Initials/date: _____	
Legal Name (First, Middle) _____ (Last) _____			<input type="checkbox"/> Initial	<input type="checkbox"/> 1,500 hours Barber Training
Residence Address (Include apt. no., city, state & zip code) - REQUIRED			<input type="checkbox"/> 6-Month	<input type="checkbox"/> 6 mo.'s Out-of-state lic. Experience
Mailing Address (ONLY if different from above)			License No.	Effective date
Social Security No. _____ Phone No. (days) _____ Res: _____ Bus: _____			BAR-	
Other Names Used (Maiden name, previous surnames, nicknames and aliases; REQUIRED if supporting documents are in that same name)				

Check answers and give details when required:

1. Are you at least 17 years of age? YES NO
2. Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the U.S.? YES NO
(If "NO", read the Important Notice form.)
3. Have you ever been convicted of a crime in any jurisdiction that has not been annulled or expunged? YES NO
(If "YES", provide court documentation on the date, place, violation of each conviction and fulfillment of each sentence.)
4. Has any license/certification/registration ever been suspended, revoked or otherwise subject to disciplinary action? YES NO
(If "YES", give details on a separate sheet and submit pertinent documents.)
5. Are there any disciplinary actions pending against your license? YES NO
(If "YES", give details on a separate sheet and submit pertinent documents.)
6. Are you aware the Board requires 1,500 clock hours of barber training from a school or as an apprentice? YES NO
7. Are you able to verify barber training either in school or as an apprentice? YES NO
(If "YES", attach the completed Training/Experience Verification form.)
8. Do you hold a barber's license from another jurisdiction (state)? YES NO
(If "YES", attach copy of license.)
9. Have you applied for or held a barber license in Hawaii? YES NO
(If "YES", month and date of application or Hawaii License Number _____.)
10. Are you aware that six (6) months of experience would satisfy differences in training? YES NO
(If training and/or experience is less than required, applicant shall do necessary training to satisfy the 1,500 hour requirement.)
11. Are you requesting a Temporary Permit? YES NO
(If "YES", complete the attached Temporary Permit Form and include permit fee.)

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Barber: Appl 040 \$20
Temporary Permit 046 \$37

Lic. 045 \$16
CRF 041 \$50/\$100
1/2 ren. 030 \$23
Service fee. BCF \$25

Print Name of Applicant: _____

Date: _____

BARBER TRAINING	Name of School/Shop (Including Apprentice Training)	Location of School/Shop (city-state, country)	Dates Attended (mo/yr)		Hours Completed
			From	To	
					hours
					hours
					hours

BARBER EXPERIENCE	Name of Employer	Address of Employer	Dates Employed (mo/yr)		Length of Service	Avg. Hrs Per Week	Position/Title
			From	To			
					Yrs	mos	
					Yrs	mos	
					Yrs	mos	

BARBER LICENSES HELD	Name of State	Method of Licensure (Check One)	Type of License Held	Dates of Licensure (mo/yr)	
				From	To
		<input type="checkbox"/> State Exam <input type="checkbox"/> Reciprocity			
		<input type="checkbox"/> State Exam <input type="checkbox"/> Reciprocity			
		<input type="checkbox"/> State Exam <input type="checkbox"/> Reciprocity			

Affidavit of Applicant:

I hereby certify that the statements, answers, and representations made in this application and in the documents attached are true and correct. I understand that any misrepresentation is grounds for refusal or subsequent revocation of license and is a misdemeanor (Section 710-1017, Sections 436B-19 and 439-19 Hawaii Revised Statutes). I further certify that I have read and will abide by the provisions of Hawaii Revised Statutes, Chapter 438 and Hawaii Administrative Rules, Chapter 16-73.

Signature of Applicant

Date

Release of Information to Third Party:

To assist me in the licensing process, I hereby authorize DCCA's staff to release any and all information regarding my application (including, but not limited to application status) to the following third party:

Print Name of Individual who is assisting you: _____

Name of Organization: _____

Signature of Applicant

Date