

# ***IMPORTANT NOTICE***

## BOARD OF BARBERING AND COSMETOLOGY

### New License Requirement

Effective June 17, 2003 and pursuant to Hawaii Revised Statutes section 436B-10 and federal law, it is the policy of the State of Hawaii ("**State**") Board of Barbering and Cosmetology ("**Board**") that, in addition to meeting the education, experience, and examination requirements for licensure, an applicant for a Hawaii barber's, cosmetologist's, hairdresser's, esthetician's, nail technician's, or instructor license is required to be either **a United States citizen, a United States national, or an alien authorized to work in the United States.**

**This means that, even if an applicant meets the education, experience, and examination requirements for licensure, that applicant shall not be issued a license if that applicant is not a U.S. citizen, a U.S. national, or an alien authorized to work in the U.S.**

However, the Board will issue the applicant a **conditional approval** that signifies that the applicant has met the education, experience, and examination requirements for licensure; provided that this conditional approval shall **not** be considered a license to engage in the profession and shall **not** authorize the applicant to work in our State. To obtain authorization to work in our State, the applicant shall be required to contact the U.S. Bureau of Citizenship and Immigration Services ("**BCIS**"). In addition, federal law [45 U.S.C. 666 (a)(13)(A)] requires that once an applicant is authorized by the BCIS to work in the U.S., the applicant must supply his/her Social Security Number ("SSN") so that states can use this information for child support enforcement purposes.

Once the applicant submits evidence to the Board that the BCIS has authorized the applicant to work in the U.S. (without conditions or other encumbrances), **provides a SSN**, and meets all of the licensing requirements in effect at that time (including, but not limited to, the requirement that the applicant has not been convicted of any crime that is directly related to the profession), the applicant shall be issued a full and unrestricted license.

This conditional approval shall be valid for two (2) years. An applicant must obtain the appropriate BCIS authorization within this two (2) year period in order to have a license issued. If the applicant is unable to meet this deadline, the applicant may be required to reapply for licensure and meet all of the requirements in effect at that time.

# REQUIREMENTS & INSTRUCTIONS - BEAUTY INSTRUCTOR

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

All applicants are required to take and pass the Hawaii instructor's examination. An applicant who is applying for examination will come into contact with two different and separate agencies during the licensing process:

- 1) Board of Barbering and Cosmetology ("Board") reviews and approves applications for examination and temporary permits; and issues licenses.
- 2) Testing Agency, Experior Assessments LLC, administers the examination to applicants after the application has been approved.

NOTE: A beauty instructor shall teach only in the certification category in which the instructor holds a beauty operator license.

Briefly, the requirements and steps to obtain and maintain an instructor's license in Hawaii are:

- I. Meet the experience and educational requirements;
- II. Apply with the Board for examination and temporary permit;
- III. Upon approval by the Board, register directly with Experior for the examination;
- IV. Take and pass the exam;
- V. Apply for license with the Board; and
- VI. Renew license biennially.

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

## I. EXPERIENCE & EDUCATIONAL REQUIREMENTS

- A) Be **currently** licensed as a beauty operator or instructor for at least one (1) year in Hawaii or in another jurisdiction; and
- B) Have completed at least **600 hours of beauty school instructor training** in compliance with the Board's curriculum. If the instructor training is less than 600 hours, either make up the difference in instructor training at a beauty school or verify a minimum of one year instructor experience on the attached "Experience Verification" form (COSM-02A).

## II. APPLY WITH THE BOARD FOR EXAMINATION & TEMPORARY PERMIT

The temporary permit is a privilege to work and train while waiting to take the examination and will be issued to applicants upon application who have met all qualifications for examination. The temporary permit will be valid for a period covering three (3) examinations as consecutively scheduled by the Board (approximately one (1) year). The temporary permit will be issued **one time only** without extension or reissuance of another permit, therefore, the applicant is encouraged to take the first and all subsequently scheduled examinations.

Briefly, the steps to apply with the Board for the examination and a temporary permit are:

- A) Completion of Application for Exam & License - Beauty Instructor;
- B) Completion of the Temporary Permit form (if applicant intends on working before sitting for the examination);
- C) Submittal of evidence of experience and education;
- D) Submittal of required fees; and
- E) Submittal of all required items to the Board by the Board's filing deadline.

Specific instructions for each of the above steps are given in the sections below. The letter of each section corresponds to the letter of the step.

### II. A) APPLICATION FOR EXAM & LICENSE - BEAUTY INSTRUCTOR:

Use a typewriter or print legibly in black ink to complete the attached "Application for Examination & License" form.

Answer all questions and fill in all blocks. If a particular item does not apply to you, fill in "not applicable" or "NA" next to the questions or in the block.

- **Failure to provide all the requested information will delay the processing of your application.**
- **Applicants are subject to requirements in effect at the time of filing the application.**

II. B) TEMPORARY PERMIT FORM:

Use a typewriter or print legibly in black ink to complete the "Application for Temporary Permit" form.

Fill in your name and complete mailing address. Upon approval, the permit section of the application will be completed and signed, and mailed back to you. Upon receipt of the validated permit form, you may begin working under supervision in a beauty school. **Do not detach.**

**Do not submit this application by itself.** An application for a temporary permit is considered only when it is accompanied by the application for the examination.

II. C) EXPERIENCE & EDUCATION:

**Attach** a completed "Experience Verification" form to confirm at least 1 year of experience as a licensed operator or as an instructor. Additional forms are available at the Board's office upon request or from our website at <http://cca.hawaii.gov/pvl/>.

**Attach** evidence (transcript) of completion of at least 600 hours of beauty school instructor training.

- If instructor training is less than 600 hours, provide verification of one year instructor experience.

**Attach** a copy of your **current** operator or instructor license.

- If your out-of-State instructor's license does not indicate a license category, also provide a copy of your operator's license in that state.

II. D) FEES:

**Attach** the non-refundable application fee of \$20.00. Make check payable to: *COMMERCE & CONSUMER AFFAIRS*.

If an application for a temporary permit is being made, **attach** another payment of \$40.00 for the temporary permit. Make check payable to *COMMERCE & CONSUMER AFFAIRS*.

**Note:** *A \$25.00 service fee will be charged for checks which are returned by the bank.*

II. E) SUBMIT ALL REQUIRED ITEMS TO THE BOARD BY THE EXAM FILING DEADLINE:

At least SEVEN (7) WEEKS prior to a scheduled examination, all documents (applications, fees, education and experience documents) are due in the Board's office. Specific exam dates and filing deadline dates are published on the "Exam Schedule" which is available at the Board's office. It is the responsibility of the applicant to ascertain filing deadlines and examination dates.

All required items and documents should be assembled and submitted to the Board at one time. Incomplete and/or irregular applications will not be accepted.

Upon submittal of all required items and documents, you will be notified of action taken by the Board on your application forms. Mail all required items/documents to:

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

**or**

Deliver to office location at:  
335 Merchant Street, Room 301  
Honolulu, HI 96813

Phone: (808) 586-3000

### **III. REGISTER WITH TESTING AGENCY TO TAKE EXAM**

**Notice of Board Action:** Upon approval, a "Notice of Board Action" will be sent to the applicant. Along with the Notice advising of an approval for examination will be the "Registration Form" which must be used by the applicant to register directly with Experior, the testing agency that gives the exam. Instructions for completion of the Registration Form are attached to the form. Should you need assistance in completing the Registration Form contact Experior at (808) 261-8182 or visit their website at [www.experioronline.com](http://www.experioronline.com).

The Registration Form must be completed by the applicant and sent with the testing fee directly to Experior and **received by the Experior registration deadline date**. Please note and observe registration deadline and exam dates.

### **IV. TAKE & PASS EXAM**

**Admission to the Exam:** After registering with Experior you will receive an "Admission Ticket" by mail at least 10 days prior to the examination date. If you have been approved to take the exam by the Board and have registered with Experior by their filing deadline, but you did not receive an admission ticket, contact Experior at (808) 261-8182.

**After taking the exam:** Experior will mail the results of your examination approximately 2 weeks after the exam.

Applicants who receive a "Pass" notice from Experior will also receive Board information and instructions to apply for licensure.

Applicants who receive a "Fail" notice from Experior will receive information and instructions for the next exam.

Applicants are encouraged to apply for and take all scheduled examinations as necessary.

#### **ABANDONMENT OF APPLICATION**

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; provided that the failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit the required documents and other information requested by the licensing authority within two consecutive years from the last date the documents or other information were requested, or (2) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process, including attempting to complete the examination requirement.

### **V. APPLYING FOR LICENSE WITH THE BOARD**

Upon receipt of a "Pass" notice, you may apply for a license for with the Board. Submit any requested information and pay the license fees noted on the accompanying "Fees Due" notice sent with the examination results.

### **VI. RENEW LICENSE BIENNIALLY**

All licenses, regardless of when licenses were issued, **expire on December 31 of each odd-numbered year**. Licenses must be renewed on or before the license expiration date. If you have not received a renewal notice 30 days prior to the expiration date, contact us at the address or telephone number on this form.

You are required to keep the Board informed in writing of any address changes.

Licenseses renewing after the license expiration date and within 3 years of the license expiration date are subject to late fees upon restoration. **After 3 years, a forfeited license may not be restored and reapplication is required.**

#### **LAWS AND RULES**

To obtain a copy of the board's laws and rules, send a written request for the "Cosmetology Laws and Rules" to the Board's address. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Act should be read in conjunction with the above statutes. The laws and rules are also posted on our website at <http://cca.hawaii.gov/pvl/>. Click on "Barbering and Cosmetology".

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

# APPLICATION FOR EXAM & LICENSE - BEAUTY INSTRUCTOR

Read the attached "Requirements & Instructions" before completing this form.

Legal Name (First-Middle)	(LAST)
<b>Other Names Used</b> (Provide previous surnames, maiden name, nicknames, and aliases used.):	
Residence Location (Include apt. no., city, state & zip code)	
Mailing Address ( <b>ONLY</b> if different from Residence Location):	
Social Security No.	Phone No. (days)

FOR BOARD USE ONLY

Approved: \_\_\_\_\_ Initials/Date: \_\_\_\_\_

---

CHECKLIST

[ ] Experience 1 yr – BEO or I  
 [ ] Transcript – 600 hrs or \_\_\_\_\_ hrs + 1 yr Ins exp  
 [ ] Current lic – BEO or I  
 [ ] BEO Specialty – ALL HAIR ESTN NAIL  
 (BEO- \_\_\_\_\_ )

---

Lic No I - _____	Eff. Date: _____
ALL	HAIR
ESTN	NAIL

Circle or underline your answers and give details and attach pertinent documentation when required:

1. Are you at least 16 years of age? ..... YES NO
2. Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States? ..... YES NO
3. Have you ever applied to take any beauty exam in Hawaii before? ..... YES NO  
 If response is "yes": When (month/year) did you apply for the exam? \_\_\_\_\_
4. Have you ever held an operator's or instructor's license in Hawaii? ..... YES NO  
 If response is "yes": What was your license number and category? \_\_\_\_\_
5. Has any license ever been suspended, revoked or otherwise subjected to disciplinary action? ..... YES NO
6. Are there any disciplinary actions pending against you? ..... YES NO
7. Have you ever been convicted of a crime in any jurisdiction that has not been annulled or expunged? ..... YES NO  
*If response is "yes" to Nos. 5, 6 & 7 provide information on date, place, and type of conviction/disciplinary action on a separate sheet of paper and attach pertinent documentation.*

EDUCATION	Name of School	Location of School (city-state, country)	Dates Attended (mo/yr)		Highest Grade Completed or Hrs Completed	Course of Study
			From	To		
	High School				8 9 10 11 12	
	Beauty School				hrs	
	Other Schooling				hrs	

**(CONTINUED ON BACK)**

Appln ..... 141 .....	\$20	LIC..... 146 .....	\$22
Instr Permit..... 152 .....	\$40	CRF..... 142 .....	\$50/100
		½ Ren..... 130 .....	\$23
		Service Fee..... BCF .....	\$25

EMPLOYMENT HISTORY	Name of Employer	Address of Employer	Dates Employed (mo/yr)		Length of Service	Av Hrs Per Week	Position Title
			From	To			
					yrs    mos		
					yrs    mos		
					yrs    mos		
STATE LICENSES	Name of State	Method of Licensure	Type of License Held				Date Licensed

Affidavit of Applicant:

I hereby certify that the statements, answers, and representations made on this application and the documents attached, are true and correct. I understand that any misrepresentation is grounds for refusal or subsequent revocation of license (Section 710-1017, Hawaii Revised Statutes). I further certify that I have read and will abide by the provisions of Hawaii Revised Statutes, Chapter 439 and Hawaii Administrative Rules, Chapters 16-78.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

# EXPERIENCE VERIFICATION - BEAUTY INSTRUCTOR

Access this form via website at: [www.hawaii.gov/dcca/pvl](http://www.hawaii.gov/dcca/pvl)

PART I. TO BE COMPLETED BY APPLICANT		
<b>INSTRUCTIONS:</b> A. Complete information in Part I only. B. Have employer(s) complete Part II and sign the form. C. Attach the <b><u>ORIGINAL</u></b> completed form to application.		
Applicant's Name (First-Middle)	(LAST)	Applicant's COMPLETE Mailing Address
Social Security No.	Date	Phone No. (Days)

PART II. TO BE COMPLETED BY EMPLOYER OR SUPERVISOR OF APPLICANT WITH BEAUTY OPERATOR OR INSTRUCTOR EXPERIENCE. (IF SELF-EMPLOYED COMPLETE THIS FORM AND ATTACH SHOP OR BUSINESS LICENSE.)				
The above person is applying for a beauty instructor exam in Hawaii. The applicant is required to submit proof of experience as a licensed operator or licensed instructor. Please supply the following information, sign this form, then return this form to the person at the above address.				
Employment Date	Termination Date	Total Length of Employment yrs.                      mos.	Average Hours Per Week	Applicant worked as an (circle one):  OPERATOR      INSTRUCTOR
Describe work performed by beauty operator or instructor:				
Employer/Supervisor/Qualified Person Name & Title	Employer Licensed in what state?	Employer's License No.		
I hereby certify that the information provided on the above-named person is true and correct and that I am a currently licensed beauty operator or qualified person.				
_____ Signature of Employer/Supervisor/Qualified Person				
_____ Address of Employer				
_____ Phone No. (        )				

# Application for Temporary Permit - INSTRUCTOR

Please read the "Requirements & Instructions" before completing this form. This form should be completed only when requesting a work permit. Applicants for Temporary Permit should already have an application for exam on file with the Board, OR an application for exam should accompany this application. Submit payment of \$40.00 for the temporary permit.

Name (First-Middle)		(LAST)
Mailing Address (Include apt. no., city, state & zip code)		
Social Security No.	Phone No. (Days)	Month and Year of the Exam you intend registering for:

FOR OFFICE USE ONLY

ALL	HAIR	ESTN	NAIL
Permit No.		Eff. Date:	
		Exp. Date:	
Mailed:			

Circle or underline your answers:

- 1) Are you aware that the temporary permit is a privilege to train and work while the applicant is awaiting the examination? ..... YES NO
- 2) Are you aware that you are required to apply and qualify for the examination to become eligible for a temporary permit? ..... YES NO
- 3) Are you aware that once issued, the temporary permit is valid for three (3) examinations scheduled by the board (approx. 1 year), in which time the applicant is required to take and pass the examination? ..... YES NO
- 4) Are you aware that after a temporary permit has been in force for the 3-examination period that the permit is not extended or reissued and that you are still eligible to take the exam but not work? ..... YES NO
- 5) For this reason, are you aware that the board encourages you, once approved for examination, to register with the testing agency and take the first available and all subsequent examinations? ..... YES NO

Affidavit of Applicant:

I hereby certify that the statements, answers, and representations made on this application are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation of license/permit (Section 710-1017, Hawaii Revised Statutes).

Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

COSM-31 0704R

**DO NOT DETACH**

## TEMPORARY INSTRUCTOR'S PERMIT

Board of Barbering and Cosmetology  
 State of Hawaii  
 P.O. Box 3469  
 Honolulu, HI 96801

This temporary permit grants the individual named in the block below the privilege to train and work in the State of Hawaii as a cosmetology instructor. The individual shall be employed in a properly licensed beauty school under the supervision of a licensed instructor. This permit shall be valid for the period stated, approximately one year, **is issued only once, and will not be extended or reissued.** The applicant is, therefore, encouraged to register for and take the first available and all subsequent scheduled examinations.

Licensure Category:

- [ ] Cosmetologist [ ] Esthetician  
 [ ] Hairdresser [ ] Nail Technician

Print your name and complete mailing address in block below.

PERMIT NO. \_\_\_\_\_

EFFECTIVE DATE \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

\_\_\_\_\_  
 Executive Officer, Board of Barbering and Cosmetology

VALID ONLY WHEN EXECUTED AND SIGNED BY THE EXECUTIVE OFFICER OF THE BOARD OF BARBERING AND COSMETOLOGY, STATE OF HAWAII.