

BARBERING & COSMETOLOGY FAQs

REQUIREMENTS TO OBTAIN A HAWAII BARBER'S LICENSE

Q: *Is there an age requirement for a Hawaii barber's license?*

A: Yes, you must be at least 17 years old to obtain a barber's license in Hawaii.

Q: *What kind of training do I need to qualify for a barber's license?*

A: You must have at least 1500 hours of barber school or apprenticeship training. If you have experience as a licensed barber in another state or jurisdiction, and that experience is more than 6 months, it may be used to satisfy this requirement. Also, a combination of school and apprentice training may be acceptable, subject to the Board's evaluation.

Q: *I have trained as a hairdresser. Does any of the training count towards qualifying for a barber's license?*

A: Yes, cosmetology training in the hairdresser category may be used to satisfy the requirement, upon evaluation by the Board to determine the extent of acceptable training. Please remember that only barbers are trained and are allowed to use a razor, so training as a hairdresser will be lacking this training, and will have to be gained through barber training.

Q: *What is a barber temporary permit? How do I apply for this?*

A: Once you complete the barber license application and qualify for the licensing examination, the Board will grant you a temporary permit to allow you to work and train under the supervision of a qualified licensee while waiting to take and pass the licensing

examination. You must apply for the temporary permit at the time you submit your application for a barber license.

Barber examination questions

Q: *What examination do I need to pass to obtain a Hawaii barber license?*

A: Once you submit your license application, and are notified that you qualify, you will need to register with the testing agency to take the licensing examination. The Board's testing agency is Prometric. If you need assistance in completing the registration form, please contact Prometric at (808) 261-8182, or log onto their website at www.experioronline.com. You must register directly with Prometric by the examination registration deadline and pay the necessary fees directly to Prometric.

Q: *I live outside of Hawaii but want to become licensed in Hawaii. How do I request to take the licensing examination in another state?*

A: Send your request in writing to the Board along with your license application for the Board's approval. Please be advised that you are responsible for any additional costs associated with taking the licensing examination out-of-State, and also that test locations are limited to sites at which the testing service has a secured office.

Q: *Where and when is the barber licensing examination administered?*

A: Prometric is the testing administrator for the examination. The testing site is at 354 Uluniu Street in Kailua, Oahu. Examinations are scheduled 4 times a year, usually in March, June, September, and December.

Q: *What if I don't pass the examination?*

A: If you do not pass the examination and do not obtain your barber's license after 4 consecutive administrations of the

examination, you will be required to apply as a barber apprentice and training as such for 6 months before qualifying for another series of examinations. You will not be issued another temporary permit for this period of training.

Barber licensing questions

Q: When and how do I apply for a Hawaii barber's license?

A: Upon passing the barber licensing examination, you will be notified by the Board and provided with 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.

Q: Does Hawaii reciprocate licenses from other states or jurisdictions?

A: No, licensees from other states or jurisdictions must qualify and apply for a Hawaii barber licensure. The Hawaii Board has no reciprocal arrangements with any other board of barbering.

Q: Does Hawaii have a residency requirement for licensure as a barber?

A: No, you do not have to be a Hawaii resident, however, you must be a U.S. citizen, U.S. national, or alien authorized to work in the U.S. in order to be granted a barber license.

Q: Once I have submitted my application, how long does it normally take for the Board to issue an initial license?

A: Completed applications are reviewed and approved by the Licensing Branch, then ratified by the Board at its monthly meetings. Please refer to the schedule of meetings on this website for the dates. If your application is approved, you will receive your license card approximately 2-3 weeks after the meeting. Your wall certificate should be mailed to you approximately 4-6 weeks after the meeting.

Q: *How long is my barber's license valid, and how do I renew?*

A: All barber licenses expire on December 31 of each odd-numbered year. Renewal forms are mailed to the address of record at least 1½ months prior to the expiration date, so it is important to notify the Board immediately when you change your address so that forms and information can be mailed to you at the correct address.

Q: *What should I do if I don't receive a renewal form?*

A: If you have not received a renewal form by the end of November (of each odd-numbered year), you should contact the Licensing Branch at (808) 586-3000 to obtain a form. Failure in receiving a renewal form does not relieve you of the responsibility of timely renewal of your license.

Q: *Is there a continuing education requirement to renew a barber license?*

A: No, a barber does not have to take any continuing education in order to renew the license.

Q: *How do I request a license verification?*

A: You need to submit a written request for verification of licensure to the Board, along with a \$15 verification fee. Your check or money order should be made payable to *Commerce and Consumer Affairs*, and must be U.S. funds only, drawn on a U.S. bank or financial institution. Please provide the address where the verification should be mailed.

**REQUIREMENTS TO OBTAIN A HAWAII
BEAUTY OPERATOR'S LICENSE**

Q: *Is there an age requirement for a Hawaii beauty operator's license?*

A: Yes, you must be at least 16 years old to obtain a beauty operator's license.

Q: *Do I need to be a high school graduate?*

A: Yes, you must be a high school graduate or possess an education equivalent to the completion of high school. 1 year of experience as a licensed beauty operator will satisfy the general education requirement.

Q: *What kind of training do I need to qualify for a beauty operator's license?*

A: The Beauty Operator license has 4 licensure categories. The training requirements for each are as follows:

Cosmetologist

Hairdressing, esthetics, nail technology
1800 beauty school training hours or
3600 apprenticeship hours

Hairdresser

All aspects of hair services
1250 beauty school training hours or
2500 apprenticeship hours

Esthetician

Skin care, spa and make-up services
600 beauty school training hours or
1200 apprenticeship hours

Nail Technician

Manicure and pedicure services
350 beauty school training hours or
700 apprenticeship hours

Q: *May I use a combination of beauty school training and apprenticeship training to qualify for a beauty operator's license?*

A: Yes. To determine the total hours of training, 2 apprenticeship hours are equivalent to 1 beauty school hour, provided the training is not more than 3 years old. The Board may elect to not recognize all the hours if the combination training occurred during the same period of time.

Q: *I have barber school or apprenticeship training hours. Can these be used to qualify for a beauty operator's license?*

A: Yes, barber training hours may be recognized toward the hairdresser license category if deemed to be acceptable by the Board.

Q: *My diploma and training verification documents are not in English. How can I use these documents to qualify for a beauty operator's license?*

A: All documents that are submitted with your application must be in English. Documents that are in a foreign language must be translated into English. The translator must be someone other than the applicant. The translator must also submit a signed affidavit certifying that the translator is competent in both English and the foreign language and that the translated document is a true and complete translation of the foreign language original.

Q: *I have a license as a beauty operator (in the applicable license category) in another state. Can I use that to qualify for a Hawaii beauty operator's license?*

A: Yes, if you have at least 1 year of experience as a licensed beauty operator (in the applicable license category) in another state of jurisdiction, you may use this to qualify. The license will only be recognized for the hours of training that are recognized in the state or jurisdiction that issued the license.

Q: *I have out-of-State or foreign experience as a beauty operator (in the applicable license category). Can this experience count in qualifying for a Hawaii beauty operator's license?*

A: Experience is recognized only after licensure and/or completion of training. Generally, experience is not considered alone without evidence of completion of training. A minimum of at least 1 year of applicable experience is necessary to be recognized by the Board.

Q: *What is a beauty operator temporary permit? How do I apply for this?*

A: Once you complete the beauty operator application and qualify for the licensing examination, the Board will grant you a temporary permit to allow you to work and train under the supervision of a qualified licensee while waiting to take and pass the licensing examination. You must apply for the temporary permit at the time you submit your application for a beauty operator license.

Beauty operator examination questions

Q: *What examination do I need to pass to obtain a Hawaii beauty operator's license?*

A: Once you submit your license application, and are notified that you qualify, you will need to register with the testing agency to take the licensing examination. The Board's testing agency is Prometric. If you need assistance in completing the registration form, please contact Prometric at (808) 261-8182, or log onto their website at www.experioronline.com. You must register directly with Prometric by the examination registration deadline and pay the necessary fees directly to Prometric

Q: *I live outside of Hawaii but want to become licensed in Hawaii. How do I request to take the licensing examination in another state?*

A: Send your request in writing to the Board along with your license application for the Board's approval. Please be advised that you

are responsible for any additional costs associated with taking the licensing examination out-of-State, and also that test locations are limited to sites at which the testing service has a secured office.

Q: *Where and when is the beauty operator's licensing examination administered?*

A: Prometric is the testing administrator for the examination. The testing site is at 354 Uluniu Street in Kailua, Oahu. Examinations are scheduled 3 times a year, usually in January, May, and October.

Q: *What if I don't pass the examination?*

A: If you do not pass the examination and do not obtain your beauty operator's license after 3 consecutive administrations of the examination, you may continue to take the examination; however, you will not be issued another temporary permit.

Beauty operator licensing questions

Q: *When and how do I apply for a Hawaii beauty operator's license?*

A: Upon passing the beauty operator's licensing examination, you will be notified by the Board and provided with information on how to apply for the beauty operator's license. The required licensing fees, as noted on your "Fees Due" notice must be remitted at this time.

Q: *Does Hawaii reciprocate licenses from other states or jurisdictions?*

A: No, licensees from other states or jurisdictions must qualify and apply for a Hawaii beauty operator licensure. The Hawaii Board has no reciprocal arrangements with any other board of cosmetology.

Q: *Does Hawaii have a residency requirement for licensure as a beauty operator?*

A: No, you do not have to be a Hawaii resident, however, you must be a U.S. citizen, U.S. national, or alien authorized to work in the U.S. in order to be granted a beauty operator's license.

Q: *Once I have submitted my application, how long does it normally take for the Board to issue an initial license?*

A: Completed applications are reviewed and approved by the Licensing Branch, then ratified by the Board at its monthly meetings. Please refer to the schedule of meetings on this website for the dates. If your application is approved, you will receive your license card approximately 2-3 weeks after the meeting. Your wall certificate should be mailed to you approximately 4-6 weeks after the meeting.

Q: *How long is my beauty operator's license valid, and how do I renew?*

A: All beauty operator licenses expire on December 31 of each odd-numbered year. Renewal forms are mailed to the address of record at least 1½ months prior to the expiration date, so it is important to notify the Board immediately when you change your address so that forms and information can be mailed to you at the correct address.

Q: *What should I do if I don't receive a renewal form?*

A: If you have not received a renewal form by the end of November (of each odd-numbered year), you should contact the Licensing Branch at (808) 586-3000 to obtain a form. Failure in receiving a renewal form does not relieve you of the responsibility of timely renewal of your license.

Q: *Is there a continuing education requirement to renew a beauty operator license?*

A: No, a beauty operator does not have to take any continuing education in order to renew the license.

Q: *How do I request a license verification?*

A: You need to submit a written request for verification of licensure to the Board, along with a \$15 verification fee. Your check or money order should be made payable to *Commerce and Consumer Affairs*, and must be U.S. funds only, drawn on a U.S. bank or financial institution. Please provide the address where the verification should be mailed.

**REQUIREMENTS TO OBTAIN A HAWAII
BARBER SHOP OR BEAUTY SHOP LICENSE**

Q: *I already have a beauty shop/barber shop license, but I am relocating to a different place. Will my current license cover the new location?*

A: No, beauty shop/barber shop licenses are not transferable to a new location. You will need to apply for and be granted a new beauty shop/barber shop license for the new location, before opening the shop and engaging in barbering/beauty services and activities.

Q: *I already have a beauty shop/barber shop license for my current location and am selling the shop. Will the new owner be able to operate the shop under my current beauty shop/barber shop license?*

A: No, beauty shop/barber shop licenses are not transferable to a new owner. The new owner will need to apply for and be granted a new beauty shop/barber shop license, before opening the shop and engaging in barbering/beauty services and activities.

Q: *Who is the beauty operator-in-charge or a barber-in-charge for a beauty shop/barber shop?*

A: There must be a barber/beauty operator-in-charge for each service that is being provided in your shop. The designated barber/beauty operator-in-charge must sign the acknowledgement on the application form. The barber/beauty operator-in-charge is responsible for the service covered by his/her license that is being offered to the public. If there are any changes to your shop's barber/beauty operator-in-charge, you must report these changes to the Board in writing as soon as possible.

Q: *I thought the Department of Health ("DOH") issued a sanitation clearance certificate for every shop that is inspected and cleared. This sanitation clearance certificate was then submitted to the Board with the shop's application for licensure. Now that the DOH no longer conducts inspections and no longer issues*

certificates, what should I include with my shop license application in place of this?

A: Effective April 1, 2013, the DOH no longer issues the sanitation clearance certificates for barber shops and beauty shops. Because of this and until further notice, you do not need to provide this sanitation clearance certificate with your license application.

The Board has instituted new requirements in order to comply with the Board's laws and rules that a shop owner must continue to meet all standards of sanitation required by the DOH. These new requirements can be reviewed in the *Instructions for Filing – Barber Shop or Beauty Shop* with the application form on the Board's website.

Q: ***I rent a chair/booth from a barber shop/beauty shop, and am not an employee of the shop. As an independent contractor, am I required to also hold a shop license?***

A: Yes, as a chair/booth renter or independent contractor, you are the owner of your own shop. Your activities and services are not covered under the shop license of the venue/location. You must hold a shop license in addition to your individual barber or beauty operator license.

Q: ***I'm thinking of taking on apprentices to train in my shop. What are the laws and rules that I should follow?***

A: As a licensed beauty operator, you are able to train one apprentice at any given time. The training that you provide must comply with the Apprenticeship Curriculum, and the apprentice must register with the Board (with your concurrence and signature) before beginning the apprenticeship.

As a licensed barber, you are able to train two apprentices at any given time. The training must comply with the barber curriculum, and the apprentices must register with the Board (with your concurrence and signature) before beginning the apprenticeship.

Q: *I heard that an apprentice is considered to be my employee, and that I am required to pay the apprentice for the hours of training and work. Is this true?*

A: Yes, according to the State of Hawaii Department of Labor and Industrial Relations (“DOL”) Wage Standards Division, apprentices who are working or performing services at a barber shop or beauty shop are considered/deemed to be “employed” and must be paid at least the Hawaii minimum wage. Please review the *NOTICE TO HAWAII BARBER SHOPS AND BEAUTY SHOPS REGARDING THE USE OF UNPAID APPRENTICES* that was issued by the DOL in February 2017. The notice is available for review on the Board’s website.

**REQUIREMENTS TO OBTAIN A HAWAII
BEAUTY INSTRUCTOR'S LICENSE**

Q: *What is required to qualify for a beauty instructor's license?*

A: You must be currently licensed as a beauty operator or instructor for at least 1 year in Hawaii or in another jurisdiction; and, you must complete at least 600 hours of beauty school instructor training in compliance with the Board's curriculum.

Q: *What can I do if I have less than 600 hours of training?*

A: If your instructor training was less than 600 hours, you can either make up the difference in instructor training at a beauty school, or you can provide verification that you have at least 1 year of instructor experience.

Q: *Will a beauty instructor's license authorize me to teach any of the license categories, such as cosmetology, hairdressing, esthetics, and nail technology?*

A: A beauty instructor's license will be issued only in the category that the applicant holds a beauty operator's license. Therefore, if you are a licensed cosmetologist, you may obtain an instructor's license to teach cosmetology. If you are a licensed esthetician, you may obtain an instructor's license to teach esthetics, and so on.

Q: *What is the beauty instructor temporary permit? How do I apply for this?*

A: Once you complete the beauty instructor license application and qualify for the licensing examination, the Board will grant you a temporary permit to allow you to work and train under the supervision of a qualified licensee while waiting to take and pass the licensing examination. You must apply for the temporary permit at the time you submit your application for a beauty instructor license.

Q: *Is there an examination that I must pass in order to qualify for the instructor's license?*

A: Once you submit your license application, and are notified that you qualify, you will need to register with the testing agency to take the licensing examination. The Board's testing agency is Prometric. If you need assistance in completing the registration form, please contact Prometric at (808) 261-8182, or log onto their website at www.experioronline.com. You must register directly with Prometric by the examination registration deadline and pay the necessary fees directly to Prometric.

Q: *I live outside of Hawaii but want to become licensed as a beauty instructor in Hawaii. How do I request to take the licensing examination in another state?*

A: Send your request in writing to the Board along with your license application for the Board's approval. Please be advised that you are responsible for any additional costs associated with taking the licensing examination out-of-State, and also that test locations are limited to sites at which the testing service has a secured office.

Q: *Where and when is the beauty instructor licensing examination administered?*

A: Prometric is the testing administrator for the examination. The testing site is at 354 Uluniu Street in Kailua, Oahu. Examinations are scheduled 3 times a year. Please check with Prometric for the testing schedule.

Q: *What if I don't pass the examination?*

A: If you do not pass the examination and do not obtain your beauty operator's license after 3 consecutive administrations of the examination, you may continue to take the examination; however, you will not be issued another temporary permit.

Q: *When and how do I apply for a Hawaii beauty instructor's license?*

A: Upon passing the beauty instructor's licensing examination, you will be notified by the Board and provided with information on how to apply for the beauty instructor's license. The required licensing fees, as noted on your "Fees Due" notice must be remitted at this time.

Q: *Does Hawaii reciprocate licenses from other states or jurisdictions?*

A: No, licensees from other states or jurisdictions must qualify and apply for a Hawaii beauty instructor licensure. The Hawaii Board has no reciprocal arrangements with any other board of cosmetology.

Q: *Does Hawaii have a residency requirement for licensure as a beauty instructor?*

A: No, you do not have to be a Hawaii resident, however, you must be a U.S. citizen, U.S. national, or alien authorized to work in the U.S. in order to be granted a beauty instructor's license.

Q: *Once I have submitted my application, how long does it normally take for the Board to issue an initial license?*

A: Completed applications are reviewed and approved by the Licensing Branch, then ratified by the Board at its monthly meetings. Please refer to the schedule of meetings on this website for the dates. If your application is approved, you will receive your license card approximately 2-3 weeks after the meeting. Your wall certificate should be mailed to you approximately 4-6 weeks after the meeting.

Q: *How long is my beauty instructor's license valid, and how do I renew?*

A: All beauty instructor licenses expire on December 31 of each odd-numbered year. Renewal forms are mailed to the address of record at least 1½ months prior to the expiration date, so it is

important to notify the Board immediately when you change your address so that forms and information can be mailed to you at the correct address.

Q: *What should I do if I don't receive a renewal form?*

A: If you have not received a renewal form by the end of November (of each odd-numbered year), you should contact the Licensing Branch at (808) 586-3000 to obtain a form. Failure in receiving a renewal form does not relieve you of the responsibility of timely renewal of your license.

Q: *Is there a continuing education requirement to renew a beauty instructor license?*

A: No, a beauty instructor does not have to take any continuing education in order to renew the license.

Q: *How do I request a license verification?*

A: You need to submit a written request for verification of licensure to the Board, along with a \$15 verification fee. Your check or money order should be made payable to *Commerce and Consumer Affairs*, and must be U.S. funds only, drawn on a U.S. bank or financial institution. Please provide the address where the verification should be mailed.

REQUIREMENTS TO OBTAIN A HAWAII
BEAUTY SCHOOL LICENSE

Q: *What are the requirements to open a beauty school and obtain a license?*

A: In order to operate a beauty school in the State of Hawaii and enroll students in the school curriculum and programs, you must apply for and obtain a beauty school license. There are numerous requirements for this license, which you can review on the Board's website and on the beauty school application itself. However, generally, an applicant for a Hawaii beauty school license must provide evidence to the Board of the financial and educational capability and responsibility for training students in the art and sciences of beauty culture.

Q: *I heard that I need to provide a bond? What is this for?*

A: Yes, a beauty school must obtain a bond for not less than \$10,000 from a surety or insurance company in the State of Hawaii. The bond provides that the beauty school will be held and bound to the Board and the Department of Commerce and Consumer Affairs for the full amount of \$10,000 for every person suffering loss or damage because of failure of the beauty school to fully and faithfully comply with all applicable statutes and rules of the Board.

Q: *Is my beauty school license valid for 2 years like the beauty operator, barber, beauty shop, barber shop, and beauty instructor licenses?*

A: No, your beauty school license must be renewed annually on or before December 31 of each year.

Q: *My beauty school is currently licensed. I expect to move location in the future. Does my current license cover my new location?*

A: No, a beauty school license is not transferable to a new location. You will need to apply for and be granted a new beauty school license for the new location, before opening the school and

engaging in the activity of providing training and instruction in the beauty culture.

Q: *I already have a beauty school license for my current location and am selling the school business. Will the new owner be able to operate the school under my current beauty school license?*

A: No, a beauty school license is not transferable to a new owner. The new owner will need to apply for and be granted a new beauty school license, before opening the school and engaging in the activity of providing training and instruction in the beauty culture.

Q: *My beauty school is licensed to provide an esthetics curriculum. If I now wish to add another curriculum, say hairdressing, do I need to notify the Board and how do I do so?*

A: Yes, you will need to submit an application for the addition of a curriculum for your beauty school and attach a request in writing for the Board to approve the additional curriculum or program of training. The application and written request must be accompanied by the applicable fee.

**QUESTIONS ON ALL LICENSING APPLICATION FORMS
and PAYMENT OF FEES**

Q: *I've completed the application form and am ready to submit it to the Department of Commerce and Consumer Affairs. What are the fees?*

A: For a barber's or beauty operator's license, you must attach the non-refundable application fee of \$20 to the license application. If you are requesting a temporary permit, you must remit the temporary permit application fee of \$37 to the application.

For a beauty shop or barber shop license, you must remit the fee of \$226 if you are to be licensed in an even-numbered year, and \$138 if you are to be licensed in an odd-numbered year. The fee for the relocation of any shop is \$76.

For a beauty school license, you must remit the fee of \$900, which includes the \$500 application fee, the \$350 registration fee, and the \$50 Compliance Resolution Fund fee. The application fee is non-refundable.

All checks must be made payable to COMMERCE AND CONSUMER AFFAIRS, and must be in U.S. dollars and be drawn from a U.S. financial institution.

Q: *Where do I submit my application form?*

A: Mail all required items to:

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

Or deliver to the office location at:

King Kalakaua Building
335 Merchant Street, Room #301
Honolulu, HI 96813

COMPLAINTS

Q: *I believe that I have a legitimate complaint against a licensed barber, beauty operator, beauty instructor, barber shop, beauty shop, or beauty school. Who do I call?*

A: The Regulated Industries Complaints Office (“RICO”), a statewide agency of the DCCA, is the office to contact when you have a complaint against a licensed or unlicensed barber, beauty operator, beauty instructor, barber shop, beauty shop, or beauty school.

Click on to RICO’s website at cca.hawaii.gov/rico/ to file a complaint online, or call the DCCA Consumer Resource Center at (808) 587-4272. To call the Consumer Resource Center from the neighbor islands, dial 274-3141 from Kauai; 984-2400 from Maui; 974-4000 from the Big Island; and 1-800-468-4644 then 74272# from Molokai or Lanai.

GENERAL QUESTIONS

Q: *I've moved. How do I notify the Board?*

A: We need a change of address notification in writing, which must include your license number, old address, new address, and a signature. Mail your notification to:

Licensing Branch – Address Change
P. O. Box 3469
Honolulu, HI 96801

Q: *I recently changed my name. How do I notify the Board?*

A: We need a change of name notification in writing, which must include your former name, your new name, type of license, license number, and a signature. You must also include evidence of the name change (e.g., a copy of the marriage license, divorce decree, court order, or other legal document which effected the change). Mail your notification to:

Licensing Branch – Name Change
P. O. Box 3469
Honolulu, HI 96801

Or you can deliver your notification to:

King Kalakaua Building
335 Merchant Street, #301
Honolulu, HI 96813

Q: *What do I do if I want my name changed on my wall certificate?*

A: You will need to return your original wall certificate along with your written request for a new certificate and a check or money order for \$10, payable to *Commerce and Consumer Affairs*.

Your duplicate certificate will bear the signature of the current Chairperson of the Board.

Q: *How do I verify that someone is a licensed Hawaii barber, beauty operator, beauty instructor, barber shop, beauty shop, or beauty school?*

A: Please utilize the on-line service available from the Board's website. Click on On-Line Services, then on Professional & Vocational Licensing Search.