

REQUIREMENTS & INSTRUCTIONS FOR FILING - BEAUTY SCHOOL LICENSE

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

APPLICATION FORM

Complete the application form by going to DCCA's website and filling out the online fillable application or printing an application form and completing it legibly in dark ink. Answer all applicable questions and sign and date the application. If the applicant is a corporation, partnership, LLC, or LLP, page 2 must be completed. Failure to provide all the requested information will delay the processing of your application.

FEES

ATTACH a total of \$900 payable to COMMERCE & CONSUMER AFFAIRS. (Application - \$500 + Registration fee - \$350 + Compliance Resolution Fund - \$50). The application fee is not refundable. (Check must be made 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 charge shall be assessed for payments which are dishonored for any reason.*

BOND

Complete the attached bond form or use a comparable bond form. **Attach** the executed bond, which should not be less than the amount of \$10,000.

ADDITIONAL REQUIRED DOCUMENTS

ATTACH the following documents to your application:

1. Statement or explanation of the training and experience that verifies the applicant's fitness to conduct a beauty school.
2. Bank references of applicant's financial fitness or standing to operate a school.
3. Concise floor plan that includes:
 - a. County building or planning inspection report or certificate of occupancy;
 - b. County fire department inspection report;
 - c. Statement of adequate facility for classroom teaching and clinical space for practical training, and adequate space (lockers) for students to secure their private property;
 - d. Statement of maintaining an adequate cosmetology reference library;
 - e. Statement of conspicuous display of sign disclosing works by students.
4. School catalogue or brochure that provides descriptions, standards, and requirements of the beauty program(s) to include:
 - a. Copy of student application, enrollment or contract form;
 - b. Sample certificate or diploma and transcript of training;
 - c. Schedule of fees, tuition, and other student charges;
 - d. School rules or regulations affecting students;
 - e. Courses of study for beauty operator categories and instructor training program being taught;
 - f. Itemized list of all materials in a student's kit;
 - g. Statement that course of study includes teaching cosmetology laws and rules.
5. Statement or explanation of method and content of advertising, to include ensuring that any advertising will not be deceptive or fraudulent.
6. Statement of minimum equipment/appliances necessary for the appropriate beauty operator categories.

(CONTINUED ON PAGE 2)

**ADDITIONAL
REQUIRED
DOCUMENTS
(cont'd)**

7. Statement identifying the principal who is responsible for the operation of the school to include the following:
 - a. The enrollment shall be small enough to permit an effective training program, but not more than 25 students per licensed instructor;
 - b. The instructors shall be in attendance when students are working on patrons, shall not practice at the school as beauty operators, and shall have an instructor identification name tag;
 - c. Ensure that the instructors have a current Beauty Operator license and Instructor license both in the appropriate beauty category, and shall instruct only in the appropriate beauty operator category.

**SANITATION
CLEARANCE**

Effective April 1, 2013, the State Department of Health will no longer issue sanitation inspection reports (sanitation clearance certificates) for beauty schools. Therefore, the requirement for a copy of the sanitation clearance for the issuance of your beauty school license cannot be enforced. Until further notice, you DO NOT need to provide a sanitation clearance certificate with your application.

Pursuant to the Board's laws and rules, a beauty school must continue to meet all standards of sanitation required by the State Department of Health, and be in compliance with the sanitation requirements of Hawaii Administrative Rules chapter 11-11, the administrative rules of the State Department of Health.

**CORPORATION OR
PARTNERSHIP**

If the application is for a corporation, partnership, LLC, or LLP, we will require the following proof to show that the entity is properly registered with the Business Registration Division ("BREG"), Department of Commerce and Consumer Affairs, State of Hawaii. Call (808) 586-2727 or visit their website at: cca.hawaii.gov/breg to order Certificates of Good Standing forms, etc.

If the entity has been registered in this State for LESS THAN ONE (1) YEAR, **ATTACH** a "filed-stamped" copy of the document filed with BREG, or the same certificate named below.

If the entity has been registered in this State for MORE THAN ONE (1) YEAR, **ATTACH** a current "Certificate of Good Standing" or "Certificate of Qualification" issued not more than one year ago.

**ADDRESS OF
THE BOARD**

Mail all required items to:

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

OR

Deliver to office location at:

*335 Merchant Street, Rm. 301
Honolulu, HI 96813

Phone: (808) 586-3000*

**ANNUAL
RENEWAL**

Licensees shall renew licenses on or before **DECEMBER 31 OF EACH YEAR**. Renewal applications are sent approximately 30 days prior to December 31. Please be sure to keep the Board informed of any changes to your mailing address.

**RELOCATION OR
CHANGE IN
OWNERSHIP**

LICENSES ARE NOT TRANSFERABLE. In the event that a beauty school changes location, a new beauty school license shall be required. In the event the ownership of a beauty school changes, a new beauty school license shall be required.

**ADDITION OF
CURRICULUM**

If you are submitting an application for the addition of a curriculum for your beauty school, complete the application form and attach a request in writing for the Board to approve the additional curriculum or program of training.

The non-refundable application fee for the addition of curriculum to an existing beauty school license is \$500.

(CONTINUED ON PAGE 3)

INSTRUCTIONS FOR "YES" ANSWERS TO QUESTIONS 3 AND/OR 4 OF THE APPLICATION

The following documentation must be submitted with the license application. Applications for licensure will not be considered without this material.

1. Question 3 refers to complaints, charges of unlicensed activity, or pending disciplinary actions against any profession, occupation, or license. If your answer is "YES", you must submit the following:
 - i. A statement signed by you explaining the circumstances; and
 - ii. Copies of any documents from the agency, including final orders, petitions, complaints, findings of fact and conclusions of law, and any other relevant documents.

2. Question 4 refers to any criminal conviction in any jurisdiction that has not been annulled or expunged. If your answer is "YES", you must submit the following:
 - i. A detailed statement signed by you explaining the underlying circumstances leading to the conviction and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended;
 - ii. A copy of all related court documents, including but not limited to petitions, indictments, the court order, verdict, and terms of sentence, as applicable; proof of payment of any fines, assessed fees;
 - iii. Signed statements from employers, business associates/clients and others who can attest to your business dealings, including a statement as to your reputation or record of experience, competency, honesty, truthfulness, financial integrity, and fair dealings.
 - iv. If applicable, a copy of the terms of probation, and/or parole, and a statement from your probation or parole officer as to your compliance with the court order; and
 - v. A current criminal history check in your name, which you may obtain from the Hawaii Criminal Justice Data Center and dated within six months. Contact the Department of the Attorney General, Hawaii Criminal Justice Data Center, Kekuanao'a Building, 465 S. King Street, Room 101, Honolulu, Hawaii 96813. Ph: (808) 587-3100 or visit their website at: ecrim.hawaii.gov to request a "Criminal History Record Check".

NOTE: If your criminal conviction occurred in a state or states other than Hawaii, a current criminal history record check is required from each state **AND** Hawaii. Contact the local authority or board in each state for their forms, instructions, and fees on obtaining criminal history record checks.

LAWS & RULES

To obtain a copy of the Board of Barbering and Cosmetology's laws and rules, submit a written request to the address on page 2 of these instructions, or you may review and download them from the Board's website at: cca.hawaii.gov/pvl. Click on "Barbering and Cosmetology"; then click on "Statute/Rule Chapter".

- Cosmetology law: Hawaii Revised Statutes chapter 439
- Cosmetology rules: Hawaii Administrative Rules chapter 16-78

The Professional and Vocational Licensing Act, Hawaii Revised Statutes chapter 436B, should be read in conjunction with the above statutes and rules.

ABANDONMENT OF APPLICATION

Pursuant to HRS §436B-9, your application shall be considered abandoned and will be destroyed, if you fail to complete the license process within one year after filing an application or fail to take and pass the examination after becoming eligible to take the examination.

If an application is deemed abandoned, the applicant shall be required to reapply for licensure and comply with the licensing requirements at the time of the reapplication.

(CONTINUED ON PAGE 4)

**RELEASE OF
INFORMATION**

If an agency or individual is assisting you with the licensure process, you must provide us with authorization to release any information to this third party. If you wish to do so, please complete, sign, and date the section RELEASE OF INFORMATION TO THIRD PARTY on the application form.

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

APPLICATION FOR LICENSE - BEAUTY SCHOOL

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

Read the "Requirements and Instructions for Filing" before completing this form.

Check type of BUSINESS ENTITY:

- INDIVIDUAL (SOLE OWNER) CORPORATION
 PARTNERSHIP LLC LLP

Name of Applicant (LAST-First-Middle; **OR** Name of Corporation, Partnership, LLC or LLP):

Trade Name (If any):

Address of School (Include Suite No., City, State & Zip Code):

Mailing Address (ONLY if different from School Location):

FOR OFFICE USE ONLY	Approved: <input type="checkbox"/>	Initials/Date:
	License No. BSC - _____	Effective Date:
	Indicate the training program that school will provide: <input type="radio"/> Cosmetology <input type="radio"/> Esthetics <input type="radio"/> Hairdressing <input type="radio"/> Nail Technology <input type="radio"/> Beauty Instructor	

Social Security No. (Only if Sole):

General Excise Tax No. (From Hawaii Tax Dept.):

Business Phone No.:

PRINCIPAL OF SCHOOL, INSTRUCTORS	Name	Residence Address	Residence Phone No.	Beauty Operator & Instructor License Numbers
	<i>Principal of School</i>			BEO - I -
	<i>Instructor</i>			BEO - I -
	<i>Instructor</i>			BEO - I -
	<i>Instructor</i>			BEO - I -
	<i>Instructor</i>			BEO - I -

The following questions pertain to the applicant (sole owner, officers, directors, managers, partners, members, etc.) responsible for the beauty school. Check your answers. If a response is "YES" to questions 3 and/or 4, refer to the instructions for additional documents that must be submitted with this application.

- Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States? Yes No
- If the applicant is a corporation, partnership, LLC, LLP, or other type of business entity, are you properly registered with the Business Registration Division of the Department of Commerce and Consumer Affairs, and have you attached evidence of such registration? Yes No
- Have the applicant, any officers, directors, managers, partners, or members ever had a license or permit revoked, suspended, or otherwise subject to disciplinary action? Yes No
 - Is any disciplinary action pending or any license being investigated? Yes No
- Have the applicant, any officers, directors, managers, partners, or members ever been convicted of a crime in any jurisdiction that has not been annulled or expunged? Yes No
- Do you understand that the beauty school license must be **RENEWED ANNUALLY**? Yes No

(CONTINUED ON PAGE 2)

App.....	141.....	\$500
Reg.....	146.....	\$350
CRF.....	142.....	\$50
Service Charge.....	BCF.....	\$25

Print Name of Applicant: _____

Date: _____

- 6. Do you understand that the beauty school license is non-transferable, and that relocation or change in ownership requires a new beauty school license? Yes No
- 7. Do you agree to meet all standards of sanitation required by the State Department of Health, and to be in compliance with the sanitation requirements of Hawaii Administrative Rules chapter 11-11, the administrative rules of the State Department of Health? Yes No
- 8. Do you agree to comply with the requirement that training hours shall be sufficient to ensure effective training and shall be in compliance with normal employment standards? Yes No
- 9. Do you understand that you must meet all applicable requirements for each training curriculum, including an instructor-trainee training program, that the beauty school will be providing? Yes No
- 10. Are you aware that incomplete beauty school training becomes invalid after three (3) years? Yes No

IF APPLICATION IS FOR A CORPORATION, PARTNERSHIP, LLC OR LLP, THIS SECTION MUST BE COMPLETED.

OFFICERS OF CORPORATION, PARTNERS, MANAGERS OR MEMBERS	NAME (First-MI-Last)	ADDRESS (Include Zip Code)
	President, Partner, Manager, or Member	
	Social Security No.	Current Business Address
Vice-President, Partner, Manager, or Member		Current Residence Address
	Social Security No.	Current Business Address
Secretary, Partner, Manager, or Member		Current Residence Address
	Social Security No.	Current Business Address
Treasurer, Partner, Manager, or Member		Current Residence Address
	Social Security No.	Current Business Address

Release of Information to Third Party:

To assist me in the licensing process, I 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 (third party): _____

Applicant's Signature

Date

AFFIDAVIT OF APPLICANT:

I hereby certify that the statements, answers, and representations contained in this application and the documents attached thereto are true and correct. I understand that any misrepresentation is grounds for refusal to approve my beauty school license application, or subsequent revocation of license, and is a misdemeanor (See, Hawaii Revised Statutes sections 438-14 and 436B-19), and/or grounds for criminal prosecution (See, Hawaii Revised Statutes section 710-1017). I further certify that I have read, understand, and agree to comply with all laws and rules pertaining to the Board of Barbering and Cosmetology, including but not limited to Hawaii Administrative Rules chapters 16-78 and 11-11, and Hawaii Revised Statutes chapters 436B and 439.

Applicant's Signature

Date

Title