

## **BOARD OF BARBERING AND COSMETOLOGY**

Professional and Vocational Licensing Division  
Department of Commerce and Consumer Affairs  
State of Hawaii

### **AGENDA**

**Date:** June 3, 2025

**Time:** 12:00 p.m.

**In-Person Meeting Location:** Queen Liliuokalani Conference Room  
HRH King Kalakaua Building  
335 Merchant Street, First Floor  
Honolulu, Hawaii 96813

**Virtual Participation:** Virtual Videoconference Meeting – Zoom Webinar (use link below)  
<https://dcca-hawaii.gov.zoom.us/j/84383265319?pwd=C0NuHWXNIFbYYCHoGqtlbtRZD1DWkb.1>

**Phone:** +1 (669) 900 6833

**Meeting ID:** 843 8326 5319

**Passcode:** 161822

**Agenda:** Posted on the State electronic calendar as required by Hawaii Revised Statutes (“HRS”) section 92-7(b).

If you wish to submit written testimony on any agenda item, please email your testimony to [barber\\_cosm@dcca.hawaii.gov](mailto:barber_cosm@dcca.hawaii.gov) or by hard copy mail to: Attn: Board of Barbering and Cosmetology, P.O. Box 3469, Honolulu, HI 96801. We request submission of testimony at least 24 hours prior to the meeting to ensure that it can be distributed to the Board members.

### **INTERNET ACCESS:**

To view the meeting and provide live oral testimony, please use the link at the top of the agenda. You will be asked to enter your name. The Board requests that you enter your full name, but you may use a pseudonym or other identifier if you wish to remain anonymous. You will also be asked for an email address. You may fill in this field with any entry in an email format, e.g., \*\*\*\*\*@\*\*\*mail.com.

Your microphone will be automatically muted. When the Chairperson asks for public testimony, you may click the Raise Hand button found on your Zoom screen to indicate that you wish to testify about that agenda item. The Chairperson will individually enable each testifier to unmute their microphone. When recognized by the Chairperson, please unmute your microphone before speaking and mute your microphone after you finish speaking.

### **PHONE ACCESS:**

If you cannot get internet access, you may get audio-only access by calling the Zoom Phone Number listed at the top on the agenda. Upon dialing the number, you will be prompted to enter the Meeting ID which is also listed at the top of the agenda. After entering the Meeting ID, you will be asked to either enter your panelist number or wait to be admitted into the meeting. You will not have a panelist number. So, please wait until you are admitted into the meeting.

When the Chairperson asks for public testimony, you may indicate you want to testify by entering “\*” and then “9” on your phone’s keypad. After entering “\*” and then “9”, a voice prompt will let you know that the host of the meeting has been notified. When recognized by the Chairperson, you may unmute yourself by pressing “\*” and then “6” on your phone. A voice prompt will let you know that you are unmuted. Once you are finished speaking, please enter “\*” and then “6” again to mute yourself.

For both internet and phone access, when testifying, you will be asked to identify yourself and the organization, if any, that you represent. Each testifier will be limited to five minutes of testimony per agenda item.

If connection to the meeting is lost for more than 30 minutes, the meeting will be continued on a specified date and time. This information will be provided on the Board’s website at <http://cca.hawaii.gov/pvl/boards/barber/board-meeting-schedule/>.

Instructions to attend State of Hawaii virtual board meetings may be found online at <https://cca.hawaii.gov/pvl/files/2020/08/State-of-Hawaii-Virtual-Board-Attendee-Instructions.pdf>

The Board may move into Executive Session to consider and evaluate personal information relating to individuals applying for licensure in accordance with Hawaii Revised Statutes (“HRS”) section 92-5(a)(1), and to consult with the Board’s attorney on questions and issues pertaining to the Board’s powers, duties, privileges, immunities, and liabilities in accordance with HRS section 92-5(a)(4).

1. Call to Order
2. Approval of the February 11, 2025, Public and Executive Session Minutes

The Board may enter into Executive Session to consult with the Board’s attorney on questions and issues pertaining to the Board’s powers, duties, privileges, immunities, and liabilities in accordance with HRS section 92-5(a)(4) to review the executive session minutes.

3. Adjudicatory Matters

- A. In the Matter of the Barber Shop License of Madali LLC, doing business as King Cuts; Settlement Agreement Prior to Filing of Petition for Disciplinary Action and Board's Final Order; BAR 2024-266-L
- B. In the Matter of the Beauty Operator's License of Kiani K . Costabrum, also known as Kiana K. Costabrum, doing business as Bare Beauty Kauai; Settlement Agreement Prior to Filing of Petition for Disciplinary Action and Board's Final Order; BAR 2025-0040-L
- C. In the Matter of the Beauty Shop License of N&J Nails LLC, and the Beauty Operator License of Thanh Ngan Nguyen; Settlement Agreement Prior to the Filing of a Petition for Disciplinary Action and Board's Final Order; BAR 2025-6-L
- D. In the Matter of the Barber Shop License of Mikey's Barber & Hairstyling Salon LLC, and the Barber's License of Canh T. Nguyen; Settlement Agreement Prior to the Filing of a Petition for Disciplinary Action and Board's Final Order; BAR 2025-10-L

4. Examinations and Testing Centers

The Board may enter into Executive Session pursuant to Hawaii Revised Statutes §§ 92-5(a)(1) and 92-5(a)(4) to consider and evaluate personal information relating to individuals applying for professional or vocational licenses cited in section 26-9 or both and to consult with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities.

The Board will review the current examinations and test administration and possible alternatives.

5. Applications

The Board will enter into Executive Session pursuant to Hawaii Revised Statutes §§ 92-5(a)(1) and 92-5(a)(4) to consider and evaluate personal information relating to individuals applying for professional or vocational licenses cited in section 26-9 or both and to consult with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities.

- A. Apprenticeship Applications
  - i. Kelly Acoba (Cosmetologist)
- B. Applications for License
  - i. Michael Vasquez (Barber)
- C. Barber/Beauty Shops

- i. Kiolani at Grand Wailea
    - ii. Pacific Barber LLC
  - D. Beauty Schools
    - i. The Beauty Backbar Academy
  - E. Ratification List (see attached list)
- 6. Old Business
  - A. Honolulu Community College Request for a Work Study (Co-operative Education) Program for the Cosmetology Student
  - B. Beauty/Barber Shops: Operator in Charge

The Board will discuss its interpretation of chapter 439A-10, Hawaii Revised Statutes ("HRS") to determine if a beauty shop must have as one of its operators in charge a licensed barber if the shop desires to offer shaving services.
- 7. Scope of Practice
  - A. Email from Xaviere Lasconia

Can a student (nail technician) in a beauty school take model clients out of a booth rental if they do not charge for services?
  - B. Is the use of the Geneo X Elite system (6 watts), which includes a microdermabrasion/massager applicator and an optional RF applicator within the scope of practice of Board licensees?
  - C. Are Vajacials within the scope of practice of Board licensees?
- 8. Executive Officer Report:
  - A. Results of the NIC Examination Administered in February, March and April 2025
- 9. 2025 Legislative Session
  - A. SB1619 SD2: Relating to the Cosmetology Licensure Compact

Authorizes the Governor to enter into a Cosmetology Licensure Compact on behalf of the State to provide a streamlined process that allows cosmetologists to obtain a multistate license enabling them to practice cosmetology in another state without obtaining a separate license under the laws of that state. Requires the Department of Commerce and Consumer



Affairs to adopt rules to implement and administer the Compact. Authorizes the Governor to enter into the Compact. Effective 7/1/2050.

B. SB1620: Relating to Natural Hair Braiding

Exempts natural hair braiders from licensing requirements under certain conditions.

C. SB1621 SD1: Relating to Nail Technicians

Exempts nail technicians from licensing requirements.

D. SB1373 CD1: Relating to Administrative Licensure Actions Against Sex Offenders

Authorizes the Department of Commerce and Consumer Affairs and certain licensing boards to automatically revoke and refuse to renew, restore, or reinstate the professional licenses or certification of registered sex offenders.

E. HB1054 HD1: Relating to Administrative Licensure Actions Against Sex Offenders

Authorizes the Department of Commerce and Consumer Affairs and certain licensing boards to automatically revoke and refuse to renew, restore, or reinstate the professional licenses, registrations, or certifications of registered sex offenders. Effective 7/1/3000.

10. Rules Committee Report & Review

11. Election of Officers

A. Chairperson

B. Vice-Chair

12. Next Meeting: August 12, 2025  
12:00 p.m.

Virtual Videoconference Meeting – Zoom Webinar

and

In-Person Meeting Location: Queen Liliuokalani Conference Room  
HRH King Kalakaua Building  
335 Merchant Street, First Floor  
Honolulu, Hawaii 96813

13. Adjournment

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If you need an auxiliary aid/service or other accommodation due to a disability, contact Kerrie E. Shahan at (808) 586-2692 or [barber\\_cosm@dcca.hawaii.gov](mailto:barber_cosm@dcca.hawaii.gov) as soon as possible, preferably Friday, May 30, 2025. Requests made as early as possible have a greater likelihood of being fulfilled.

Upon request this notice is available in alternate/accessible formats.

05/21/2025

BOARD OF BARBERING AND COSMETOLOGY  
RATIFICATION LIST – JUNE 3, 2025

License Type	License Number	Licensee	Date of Licensure
BAP	R-25210001	JIRI H OKANO	2/7/2025
	R-25212002	CHEVY K GASPAR	2/6/2025
	R-25215001	PANCHO Z A SUMOBA JR	2/18/2025
	R-25215002	LUKE A ROEHL	2/18/2025
	R-25317003	PREZLI BERLYN CASALE	3/17/2025
	R-25322005	ASIA M CASTRO	3/22/2025
	R-25414001	VINH KIET DAM	4/14/2025
	R-25425001	LANSYN Y.K. APIGO	4/25/2025
	R-25505003	ANGEL BLAZE T PED	5/5/2025
	R-25519001	AKEAKAMAI HUNTER CARIAGA	5/19/2025
	R-25520001	JOHANNES A EMPRON JR	5/20/2025
	R-25521001	CUU MY XUYEN NGUYEN	5/21/2025
	R-25521002	BRUCE MICHAEL SCHWEITZER	5/21/2025
	R-25522004	THANH DOAN VO	5/22/2025
	R-25522005	COREY BELLU	5/22/2025
BAR	BAR-4234-0	JOSIAH KALAEONEKUEKAA CHUNG	2/18/2025
	BAR-4235-0	CAMDEN JACKSON HAYES BROOKS	2/28/2025
	BAR-4237-0	ROBERT MAMARIL TANGI JR	3/1/2025
	BAR-4238-0	HARISON A SAENSOMBAT	3/18/2025
	BAR-4239-0	BRIEL L HERNANDEZ	3/3/2025
	BAR-4240-0	KALEB I COLON	2/18/2025
	BAR-4242-0	EDGAR B OMBAC	3/14/2025
	BAR-4245-0	Alan J Raguindin	4/5/2025
	BAR-4246-0	ARGELO M GOZUM	3/27/2025
	BAR-4247-0	Johannes V Tancio	4/24/2025
	BAR-4248-0	DYLAN P SWENSON	5/2/2025
	BAR-4249-0	KODY O AGBAYANI	5/19/2025
	BAR-4250-0	LOYAL R ARCHULETTA	5/6/2025
BAS	BAS-1782-0	MINA BEAUTY LLC	2/15/2025
	BAS-1785-0	KAYCIE LYNN H PARKS	3/11/2025
	BAS-1786-0	VANITAS, LLC	3/22/2025
	BAS-1787-0	MLB WAIMALU LLC	4/5/2025
	BAS-1788-0	QUEEN NAILS CORP	4/8/2025
BEO	BEO-25251-0	AYUMI GINTAUTAS	2/7/2025

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BEO-25254-0	JILLIAN F DRABCZYK	2/7/2025
BEO-25256-0	BRIANNA PHYLLISE KIRKLAND	2/11/2025
BEO-25257-0	Stareynelle K Cox	2/10/2025
BEO-25258-0	CLAUDINE M DELA CRUZ	2/13/2025
BEO-25259-0	CHEVEZ U KAOHE	2/13/2025
BEO-25262-0	TERINAH K RAMOS	2/13/2025
BEO-25263-0	Kaitlyn N Chun	2/18/2025
BEO-25264-0	Rebeka De'Shea Mckeague	2/18/2025
BEO-25265-0	GABLE MARIE SWOBODA	2/18/2025
BEO-25266-0	THUY TIEN NGUYEN	2/20/2025
BEO-25268-0	SOPHIA A S ANTONIOS	2/12/2025
BEO-25269-0	JENESSA A MAGHANOY-LOUIS	2/14/2025
BEO-25271-0	MEGUMI YAMASHIRO	2/10/2025
BEO-25272-0	HANNAH G COOLEY	2/10/2025
BEO-25275-0	MARIKO O KNIGHT	2/15/2025
BEO-25276-0	MASAMI M CLARKE	2/24/2025
BEO-25280-0	MARIA V D'ANGELO	3/5/2025
BEO-25281-0	MEMI WILSON	2/24/2025
BEO-25283-0	KATELYN WILLIS	3/7/2025
BEO-25285-0	Kiara Lopez	3/5/2025
BEO-25286-0	SHYANN I M KAOPUA	3/3/2025
BEO-25287-0	CERAH N AURELIO	2/24/2025
BEO-25288-0	TAKAKO Y MCCORKELL	3/7/2025
BEO-25289-0	NANCY J LONG-USUI	3/1/2025
BEO-25290-0	Bryanna C Bornios	2/22/2025
BEO-25294-0	KRISTINA DEBBORAH BRUST	2/21/2025
BEO-25295-0	ALEXANDRA KALINA'OE SNYDER	2/27/2025
BEO-25296-0	BAILEY G THACKER	3/21/2025
BEO-25297-0	NORIKO WATANABE	3/15/2025
BEO-25298-0	Toni Ruth Murakami	3/21/2025
BEO-25300-0	HIEN THI THU NGUYEN	3/22/2025
BEO-25301-0	HYEKYONG CHONG	3/10/2025
BEO-25303-0	Brigid K Carroll	3/10/2025
BEO-25304-0	MIYU SON	3/8/2025
BEO-25305-0	SHAYLA M ISAACS	3/15/2025
BEO-25306-0	RISA Y ARIYOSHI	3/22/2025
BEO-25307-0	Sora Fajardo	3/14/2025
BEO-25309-0	Nikita Haring-Fruitt	3/15/2025

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BEO-25310-0	ELEANOR KWON	3/25/2025
BEO-25311-0	ACAZIA-LYNN K KAE0	3/29/2025
BEO-25313-0	GINA A LUCARELLI	2/13/2025
BEO-25314-0	TIEN MINH BUI	3/21/2025
BEO-25315-0	JADA L LITTLE	3/12/2025
BEO-25316-0	Rachel A Natal	3/25/2025
BEO-25317-0	SHIZUKO NISHIKAWA	3/31/2025
BEO-25318-0	ABIGAYL R COX	3/22/2025
BEO-25319-0	Tiana Jade Collins	4/8/2025
BEO-25320-0	Kearah M K Dunmore	3/31/2025
BEO-25321-0	JAILYN MEI BONDOC LAZO RIVERA	3/29/2025
BEO-25322-0	GABRIELLE A OLSON	4/4/2025
BEO-25323-0	SAYURI M HISANAGA	3/25/2025
BEO-25324-0	STACY BAPTISTE	4/14/2025
BEO-25325-0	CONNIE MINCHEW	3/27/2025
BEO-25326-0	CELINA RAE CONNER	4/9/2025
BEO-25327-0	Amy Friend	3/10/2025
BEO-25328-0	ELIZABETH M LAGUNDINO	3/8/2025
BEO-25329-0	JENNIFER Q TRAN	4/11/2025
BEO-25330-0	KAYLA MARIGER MILLER	3/8/2025
BEO-25331-0	JEANNETTE CLARK	4/14/2025
BEO-25332-0	MONICA L BORGE	4/14/2025
BEO-25333-0	AN JASON LIU	4/21/2025
BEO-25334-0	MA GELLY D CONSTANTINO	4/19/2025
BEO-25335-0	RAYNA K KAWABATA	4/25/2025
BEO-25336-0	KATHERINE A MAYER	4/27/2025
BEO-25337-0	LILLIAN ZHENG	4/28/2025
BEO-25338-0	YUKO SASAKI	4/28/2025
BEO-25339-0	KIARI-ANN N UCHIDA	4/29/2025
BEO-25340-0	EMILEA KRISTINA H MINA	5/1/2025
BEO-25341-0	SAGE M CARRILLO-LOEFFLER	5/1/2025
BEO-25342-0	KYLEA E M SALOMON	5/2/2025
BEO-25343-0	Nhu Thi Tran	5/1/2025
BEO-25344-0	JASMINE S MARATA	5/5/2025
BEO-25345-0	VIVIAN U PENULIAR	5/5/2025
BEO-25346-0	THI LAN NGUYEN	5/6/2025
BEO-25347-0	WAKANA SATO	5/6/2025
BEO-25348-0	Abby Marino-Pierson	5/7/2025

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	BEO-25349-0	Kendra Marie Butts	4/2/2025
	BEO-25350-0	JANIE EMMA WILLIAMS-SMITH	5/7/2025
	BEO-25351-0	CORINNE VAN LIER	5/7/2025
	BEO-25352-0	MAAYA INODA	5/8/2025
	BEO-25353-0	THAO N P ZATECKA	5/8/2025
	BEO-25354-0	YANIRA QUIROZ	5/13/2025
	BEO-25355-0	KRISTY N WILLIAMSON	5/14/2025
	BEO-25356-0	CHARICE K PIRTLE	4/2/2025
	BEO-25357-0	JENNIFER G AKINA	5/15/2025
	BEO-25358-0	TAEYLANIQUE CAROL NAIJAE WASHINGTON	5/15/2025
	BEO-25359-0	MAIKA L SUGIURA	5/16/2025
	BEO-25360-0	BOBBY K SUBEE	5/21/2025
	BEO-25361-0	LEILA K SCHENK	5/21/2025
	BEO-25362-0	Shelbey Smigiel	5/21/2025
	BEO-25363-0	RYLIE I GOODRICH	5/21/2025
	BEO-25364-0	MISA YAMASHITA	5/21/2025
	BEO-25365-0	ANGELIQUE K PEREZ-SORIANO	5/21/2025
	BEO-25366-0	HANNAH E WILLSON	5/22/2025
	BEO-25367-0	KATHRYN M KELLER	5/27/2025
	BEO-25368-0	CAROL WINDSOR	4/21/2025
	BEO-25369-0	MARIAH MARIE GARZA	5/27/2025
BEP	R-24506003	LINSHAN HE	5/6/2026
	R-25207001	STELLA TRAN	2/6/2025
	R-25212001	CHAU TRUONG-RIOLA	2/5/2025
	R-25213001	DUONG THUY NGUYEN	2/13/2025
	R-25214001	LYSSA K WEYER	2/14/2025
	R-25218002	THI TUYET SUONG VO	2/18/2025
	R-25221001	THI ANH THU NGUYEN	2/13/2025
	R-25221003	THI THUY LINH TRUONG	2/18/2025
	R-25221004	THI KIM THOA NGUYEN	2/14/2025
	R-25221005	HONG B V CONNELL	2/19/2025
	R-25227006	KIM A PHAM	2/25/2025
	R-25227007	ALEXANDRIA M. TAPARRA	2/21/2025
	R-25305001	THANH VAN LE	3/5/2025
	R-25317001	HOC VAN NGUYEN	3/17/2025
	R-25317002	KHA AI THI NGUYEN	3/17/2025
	R-25322001	ANNA RAY NIX	3/22/2025
	R-25322002	HIWALANI A JOSLIN	3/22/2025

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	R-25322003	NATILY ELISTACIA-YADAO TAGUDING	3/22/2025
	R-25322004	PHIPHI N LE	3/22/2025
	R-25322006	THAM NGOC NGUYEN	3/22/2025
	R-25405001	MEI HE	4/5/2025
	R-25405002	AILEY TRAN	3/12/2025
	R-25405003	DUNG H THAI	3/10/2025
	R-25405004	LILIA L FRIGILLANA	3/10/2025
	R-25408001	HUE THI TRAN	4/8/2025
	R-25408002	DEIJA LEIGHAN RAMOS	4/8/2025
	R-25409001	BOB MICHAEL BUTAC	4/9/2025
	R-25409002	MOMO I TAMES-KOBAYASHI	4/9/2025
	R-25409003	ETHEN KAPAA MUELLER	4/9/2025
	R-25409004	BRIAN NGUYEN	4/9/2025
	R-25409005	MISTY D CARROLL	4/9/2025
	R-25409007	TEHANI L. SZADKOWSKI	4/9/2025
	R-25410001	EIMEE F MAKI	4/10/2025
	R-25410002	THI THANH TRANG NGUYEN	4/10/2025
	R-25410003	MINH ANH LE	4/10/2025
	R-25410004	XUAN PHUONG NGUYEN	4/10/2025
	R-25417001	NOHWA T GILL	4/16/2025
	R-25417002	TRUC THANH NGUYEN	4/17/2025
	R-25417003	THI MAI SUONG TRAN	4/17/2025
	R-25424001	OANH THI KIM NGUYEN	4/24/2025
	R-25501002	Chinatsu Takemura	4/30/2025
	R-25501003	JODI LEILANI SYLVA	3/31/2025
	R-25505001	THI HUONG NGUYEN	5/5/2025
	R-25505002	QIN HE	5/5/2025
	R-25506001	HIEN NGOC THAI	5/6/2025
	R-25514002	GRACE FAYRA PAPENFUSS	5/14/2025
	R-25515001	ZIJUN MING	5/15/2025
	R-25515002	THI BICH PHUONG VU	5/15/2025
	R-25515003	YINGYING CHEN	5/15/2025
	R-25522001	JING ZHOU	5/22/2025
	R-25522006	TRIEU DINH NGUYEN	5/22/2025
BSH	BSH-6679-0	TINA'S OHANA NAILS AND SPA LLC	2/15/2025
	BSH-6680-0	LEMURIAN WELLNESS LLC	2/15/2025
	BSH-6682-0	SEARENA BEAUTY COVE LLC	2/15/2025
	BSH-6681-0	CLIFFORD D CABERTO	2/15/2025

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	BSH-6686-0	SKINCARE BEAUTY SPA HAWAII, LLC	2/18/2025
	BSH-6687-0	AWA BELLA AESTHETICS, LLC	3/22/2025
	BSH-6688-0	K1 AESTHETIC SPA LLC	3/22/2025
	BSH-6689-0	IMMACULAB LLC	3/22/2025
	BSH-6690-0	MINT AESTHETICS, LLC	3/22/2025
	BSH-6691-0	SILKY TIPS LLC	3/22/2025
	BSH-6692-0	ENG HAIR SALON LLC	3/22/2025
	BSH-6693-0	JAZZ YEE PERMANENT MAKE UP LLC	3/24/2025
	BSH-6694-0	LANI LASHES HONOLULU LLC	3/28/2025
	BSH-6695-0	JESSEE JEUCK HAIGLER	4/5/2025
	BSH-6696-0	SUNG YUP JUNG N.P., INC.	2/13/2025
	BSH-6697-0	CHROMA NAILS LLC	4/5/2025
	BSH-6698-0	PURE BEAUTY MAUI LLC	4/5/2025
	BSH-6699-0	KIM THOA THI DOAN	4/5/2025
	BSH-6700-0	U GOT NAILS L.L.P.	4/5/2025
	BSH-6701-0	MONARCHBEAUTYHI LLC	4/5/2025
	BSH-6702-0	BAE BEAUTY HI LLC	4/5/2025
	BSH-6703-0	THE HAIR STUDIO 105 LLC	4/5/2025
	BSH-6704-0	BEAUTEER BY MEL LLC	4/28/2025
	BSH-6705-0	ANECHIA M BEAUTY LLC	5/6/2025
	BSH-6706-0	STUDIO INX LIMITED LIABILITY COMPANY	3/3/2025
	BSH-6707-0	KAO SPA HONOLULU LLC	5/14/2025
	BSH-6708-0	T J NGUYEN PRECIOUS SPA LLC	5/9/2025
	BSH-6709-0	LAHAINA GLO STUDIOS LLC	5/17/2025
	BSH-6710-0	SUGAR BAR, LLC	5/17/2025
	BSH-6711-0	BLOOMING NAILS INC	5/20/2025
	BSH-6712-0	BEAUTYBY.KND LLC	5/24/2025
I	I-12494-0	TIFFANY ANN M DACUYCUY	3/7/2025



**BOARD OF BARBERING AND COSMETOLOGY**

Professional and Vocational Licensing Division  
Department of Commerce and Consumer Affairs  
State of Hawaii

MINUTES OF MEETING

Date: February 11, 2025

Time: 12:00 p.m.

Place: Queen Liliuokalani Conference Room  
HRH King Kalakaua Building  
335 Merchant Street, First Floor  
Honolulu, Hawaii 96813

Zoom  
Recording Link: <https://youtu.be/-1x3gL0x8A8>

Present: Raynette Hall, Beauty Operator Member, Chairperson ("Chair")  
Lesley Murata, Public Member, Vice Chairperson ("Vice-Chair")  
Michael Basta Jr., Beauty Operator Member  
Ashley Cornelio, Barber Member  
Andrew Kim, Deputy Attorney General ("DAG Kim")  
Kerrie Shahan, Executive Officer ("EO Shahan")  
Alexander Pang, Executive Officer ("EO Pang")  
Cortnie Tanaka, Secretary  
Johnny Li, (Technical Support)

Excused: None

In-person Guests: None

Virtual Guests: Andrew Tram  
Jess Aki, Honolulu Community College  
Kevin Murata, Honolulu Community College  
Margaret Williams

Agenda: The agenda was posted on the State electronic calendar as required by HRS section 92-7(b).

A brief video was played to explain procedures for this virtual meeting and how members of the public can participate and interact with the Board during the meeting.

Call to Order: The Chair proceeded with roll call of the Board members. Members joining by Zoom confirmed that they were present and alone. There being a quorum present, Chair Hall called the meeting to order at 12:09 p.m.

Approval of the  
January 7, 2025 The Chair asked if any members of the public would like to provide oral testimony on this agenda item. There were none.

Minutes:

It was moved by Chair Hall, and seconded by Vice Chair Murata, and unanimously carried to approve the meeting minutes of the open and executive session of the January 7, 2025, meeting as circulated.

Applications:

The Chair asked if any members of the public would like to provide oral testimony on this agenda item. There was none.

EXECUTIVE SESSION

At 12:11 p.m. it was moved by Vice Chair Murata, seconded by Mr. Basta, and unanimously carried for the Board to enter into Executive Session to consider and evaluate personal information relating to individuals applying for licensure in accordance with HRS section 92-5(a)(1), and to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities in accordance with HRS section 92-5(a)(4). (Note: Board members and staff entered into a ZOOM Breakout Room).

At 12:35 p.m., it was moved by Chair Hall, seconded by Vice Chair Murata, and unanimously carried for the Board to move out of Executive Session and to reconvene to the Board's regular order of business.

A. Apprenticeship Applications:

i. Catherine Reginaldo (Nail Technician)

It was moved by Vice Chair Murata, seconded by Mr. Basta, and unanimously carried to conditionally approve the apprenticeship application for Catherine Reginaldo.

B. Applications for Licensure:

i. Brittany Murray (Esthetician)

It was moved by Vice Chair Murata, seconded by Mr. Basta, and unanimously carried to approve the application for Brittany Murray pending additional information.

ii. Heide Wossner (Esthetician)

It was moved by Vice Chair Murata, seconded by Mr. Basta, and unanimously carried to approve the application for exam for Heide Wossner.

iii. Jeremy Barayuga (Barber)

It was moved by Vice Chair Murata, seconded by Mr. Basta, and unanimously carried to approve the application for exam

for Jeremy Barayuga.

C. Ratification List (see attached list)

It was moved by Vice Chair Murata, seconded Mr. Basta, and unanimously carried to ratify the list of issued licenses attached (see attached list).

2025 Legislative Session:

Chair Hall asked if any members of the public would like to provide oral testimony on this agenda item. There was none.

A. SB1619: Relating to the Cosmetology Licensure Compact

Chair Hall stated that SB1619 was heard at the Friday, February 7<sup>th</sup> Senate Committee on Commerce and Consumer Protection. EO Shahan provided testimony stating the Board is in support of the intent of the bill but had not yet had the opportunity to review the bill as introduced. The bill passed with technical amendments.

EO Shahan reported that the Board discussed the Compact at its November 19<sup>th</sup> meeting and determined that while more discussion and information was necessary, the Board was in general support of the Compact. The senator's office then let the board know that the Cosmetology Licensure Compact has been passed with technical amendments. Currently there are no compact rules; the rules need to be promulgated and written; fees have not yet been determined; and someone from the board preferably the Executive Officer would be a member of the commission. RICO has concerns with tracking individuals under the multi-state licensure.

Chair Hall agreed and wondered how individuals can be tracked other than by having to register their business; if they were to be employed there would be no way to track them.

EO Shahan stated her supervisor noted that within the cosmetology profession there is no one standard for training and licensure - all states have different standards and examination requirements.

EO Shahan asked the board if there were any concerns, comments, their position on the bill to assist in providing testimony on behalf of the board.

Ms. Cornelio clarified that if the board continues to support this bill it would be supporting something that doesn't have an information to base its decision on than the bill itself.

EO Shahan stated that the legislature stated they were passing the bill with technical amendments but those amendments won't be available the new draft is posted.

Chair Hall asked how it can be discussed if the board does not have the amendments.

DAG Kim stated that at this point the board should assume the amendments are only technical not substantive.

Chair Hall questioned what the technical verbiage of the amendments meant.

DAG Kim stated that the technical amendments will not affect the substance.

Chair Hall asked if the Board of Barbering and Cosmetology will not be disqualified from joining the Licensure Compact.

DAG Kim informed the Board that once the technical amendments are posted, then to check if the amendments are problematic or not.

EO Shahan stated that an inquiry would be made to ensure the clarity of the Board's acceptance into or denial of the ability to join the Licensure Compact.

Mr. Basta stated that due to Hawaii's proximity it is needed but with the perspective that every state has different requirements but is something that is going to have to be worked out.

DAG Kim suggested that the board can continue to support the intent of the bill and then address the concerns of gaps in the rules and things that still need to be worked out.

EO Shahan reported that currently there are 8 states that have enacted legislation to join the compact: Ohio, Kentucky, Tennessee, Virginia, Maryland, Alabama, Colorado, and Arizona. The 2 states, besides Hawaii, with legislation are New Jersey and Texas.

Ms. Cornelio asked if any west coast states joined.

EO Shahan stated not that she is not aware of any.

Mr. Basta stated that he is still in favor of supporting the bill since the adoption of it may increase economic flexibility and growth within the industry.

EO Shahan asked the Board if their decision is still in support of the intent of the bill.

Mr. Basta asked DAG Kim a hypothetical question, if someone who is in cosmetology school sees someone come to Hawaii to become a

licensed cosmetologist and they have less requirements than the student, is the student within legal bounds to contest the requirements of the other person.

DAG Kim stated that he is not sure of what type of legal recourse could occur. But it could be viewed as a loophole.

EO Shahan clarified that if a cosmetologist were to come to Hawaii on a multistate license they would just need to go through our approval and they can move to Hawaii and begin immediately.

Chair Hall stated that originally that was not her understanding of the compact, she thought it made it easier for them to get their license in Hawaii because they were transferring.

Ms. Cornelio and EO Shahan both stated that the compact will bypass the application process and requirements.

Vice Chair Murata asked if the compact people are looking to have the same requirements as the doctors or nurses.

EO Shahan stated that she doesn't think the compact is concerned with individual state requirements. They are not looking at nationalizing cosmetology training.

Chair Hall asked on the renewal application if there will be a section regarding compact renewal.

EO Shahan stated that at the time a person renews their state license wherever their home license is they would also need to renew their multistate license at the same time. They would be renewing two licenses.

Chair Hall confirmed that if just because an individual is a part of the compact doesn't mean you are eligible to work here unless you are approved for the compact.

EO Shahan agreed.

Chair Hall stated that it would be something important for shop owners to know, if in case someone were to work in their shop or rent a chair in their shop because the responsibility falls on the shop owner.

EO Shahan agreed that the way the rules are written it all responsibility falls on the shop owner.

Vice Chair Murata asked if everyone is required to have a multistate license.

EO Shahan stated there is no requirement to hold a multistate license.

EO Shahan stated that if the compact were passed and the State of Hawaii became part of the compact, all that would happen is we voted to become part of the compact it would be at least a year before anything like that would take effect since there are no rules governing those licenses yet.

Ms. Cornelio asked who is writing those rules.

EO Shahan stated the compact commission, normally a staff member not a board member are the people that would be writing the rules.

Chair Hall and Ms. Cornelio both stated that they would want to see what those rules would look like before adopting.

Chair Hall asked if we could remove ourselves from the compact if the board does not like the compact requirements.

EO Shahan stated that it would probably need to go back through legislature action.

DAG Kim stated that he would need to investigate how to remove themselves from the compact.

Mr. Basta stated that even if compact licensees come to work in Hawaii, business owners are not obligated to hire them.

Chair Hall asked what can be done at this point.

EO Shahan stated she needs clarity on the Board's position so she can write their testimony. EO Shahan confirmed that the Board is in full support of the intent of the compact, but the Board has concerns about joining since there are no rules available to further review.

Chair Hall stated that she would like to ensure the adoption of the licensing compact works for Hawaii licensees that move to other states and want to practice, but that the jurisdiction is not a part of the licensing compact.

Chair Hall and Mr. Basta communicated their interest in the most up-to-date information of what state(s) is adopting the licensing compact.

EO Shahan informed the Board that Hawaii, Washington, Texas, Kansas, Nebraska, Indiana, Pennsylvania, New Jersey, New York, and Massachusetts legislatures are in reviewing active legislation regarding the compact.

Mr. Basta stated the adoption of the licensing compact may assist Hawaii's lack of residential influx.

EO Shahan clarified that the Board is still in support of the intent of the compact, but there are concerns about the lack of rules that have been promulgated.

Chair Hall stated that although Hawaii does not know how the other states are leaning towards in active legislation with the compact, it is a slight relief to know it is in consideration.

Vice Chair Murata stated that the Board cannot do much as of right now since the adoption of the licensing compact is still in legislation unless the Board opposes altogether.

Chair Hall stated it's not that she wants to decline the licensing compact, but she wants to know the rules that are attached to it before fully committing to the adoption of the compact. Chair Hall restated that she is aware the responsibility falls on the shop owners to hire compact and non-compact licensees, however, she is now leaning away from supporting the compact.

Ms. Cornelio stated the lack of confidence in the compact now from Chair Hall may be because the Board is expected to make a final decision and stance on the compact, without seeing any written rules.

Mr. Basta asked his fellow Board members what aspect of the compact was concerning, as he has read through the compact information thoroughly and believes it is comprehensible enough to make a firm stance on.

Ms. Cornelio stated that it is the unknown amendment to the compact is concerning.

EO Shahan informed the Board that things like the insurance and liability information of the compact is for the compact commission, not about how the licensees will be governed.

Mr. Basta stated that there is a portion of the compact that includes information about what the State would have governance over through the compact.

Ms. Cornelio stated that she would still like to see the amendments that have been made by legislation that has not been reviewed by the Board.

EO Shahan stated that once the first draft of the bill is posted, she will reach out to the Board's Legislative Committee and inform them of the newly posted draft. EO Shahan added that she will reach out to the

compact and ask if the amendments to the bill would affect their ability to join the compact.

Chair Hall stated that if the amendments affect the Board's involvement in joining the compact then there is no need to contact Mr. Basta and herself. If the amendments do not affect the Board's involvement, then contacting the Legislative Committee is the appropriate next step.

EO Shahan clarified that the Board's stance is they are in support of the intent of the bill but have concerns that the compact has not promulgated its rules yet, which still needs to be done. Once the first draft is released, EO Shahan will contact the compact to ensure the amendments from legislation will not affect the Board's involvement of joining the compact. If that is not the case, EO Shahan will contact the Board's Legislative Committee to further discuss if another testimony is to be made.

B. SB1620: Relating to Natural Hair Braiding

Chair Hall stated that SB1620 was heard at the Friday, February 7<sup>th</sup> Senate Committee on Commerce and Consumer Protection. EO Shahan provided testimony that the Board does not currently require natural hair braiders to be licensed if they do not provide any other hair dressing services and that the Board had not yet had the opportunity to discuss the bill. The bill passed without amendments.

EO Shahan asked if the Board has any issues with the hair braiding devices listed on page three, line fourteen and page four, line nine. Another concern EO Shahan brought to the Board's attention was that natural hair braiders can have shops, but there is not clear answer on who would check on the shops for sanitation purposes.

Chair Hall stated that natural hair braiders do not need a license if they are not performing outside of their scope.

Ms. Cornelio agreed with Chair Hall's statement.

Mr. Murata asked if RICO would be involved if a natural hair braider's shop is not being operated properly.

DAG Kim stated that the majority of RICO investigation are complaints based, therefore, any concerns of businesses operating outside of their scope can be filed with RICO.

Chair Hall asked if a natural hair braider shop is to be licensed or not.



EO Shahan stated that other than being registered with BREG, natural hair braider shops do not need to be licensed within PVL.

EO Shahan confirmed with the board that they are in full support of the senate bill.

C. SB1621: Relating to Nail Technicians

Chair Hall stated that SB1621 was heard at the Friday, February 7<sup>th</sup> Senate Committee on Commerce and Consumer Protection. EO Shahan provided testimony that separate licensure is already required for nail technicians and that the Board has not yet had the opportunity to discuss the bill. The Committee recommended that nail technicians be exempt from licensure.

EO Shahan asked the Board what protection is provided to the public when it comes to licensing nail technicians.

Chair Hall expressed that there are multiple cases in which unlicensed nail technicians perform nail technician duties poorly and as a result the client(s) is left with fungus in their nails and may lose their finger or toe.

EO Shahan confirmed with the board that they are in strong opposition of this senate bill for safety and sanitation reasons.

D. SB1373: Relating to Administrative Licensure Actions Against Sex Offenders

Chair Hall stated that the pertinent section of SB1373 is Section 4 starting on page 7. EO Shahan provided testimony at the February 4<sup>th</sup> Senate Committee on Commerce and Consumer Protection stating that while the Board has not had the opportunity to discuss the bill, in the past, the Board has been supportive of measures that protect the public interest and welfare. The bill was passed with amendments.

EO Shahan reported SB1373 and HB1054 are companion bills. EO Shahan stated that SB1373 would authorize this Board, along with several others, to revoke immediately or deny the application to renew, restore, or reinstate, a convicted sex offender, without going through the administrative process. EO Shahan stated that the current process when it comes to a convicted sex offender is to renew the license, but once it goes through the administrative process, then it could be revoked from there. EO Shahan stated that the Board was included into the bill since some services licensees provide may involve going into a separate room.

Chair Hall asked how the Board would be notified if someone is convicted and found to be a sex offender.

EO Shahan stated that the licensee is responsible for self-disclosing their conviction.

Chair Hall asked if DCCA will revoke the license once the conviction is made known to the Department and the Board will only be involved if the licensee wants a contested case hearing.

DAG Kim stated that the exact procedure of the immediate revocation of a licensee once the conviction is official is something the DCCA will need to work on.

EO Shahan confirmed with the board that they are in full support of the senate bill.

E. HB1054: Relating to Administrative Licensure Actions Against Sex Offenders

EO Shahan explained that this is the companion bill to SB1373. The pertinent section of HB1054 is Section 4 starting on page 7. EO Shahan provided testimony at the February 4<sup>th</sup> House Committee on Consumer Protection and Commerce stating that while the Board has not had the opportunity to discuss the bill, in the past the Board has been supportive of measures that protect the public interest and welfare. The bill was passed with amendments.

EO Shahan confirmed with the board that they are in full support of this house bill.

At 1:40 p.m., Chair Hall made the motion, seconded by Mr. Basta, that the Board supports SB1619, SB1620, SB1373, and HB1054 and opposes SB1621; motion carried unanimously.

Old Business:

A. Honolulu Community College Request for a Work Study (Co-operative Education) Program for the Cosmetology Student

The Chair asked if any members of the public would like to provide oral testimony on this agenda item. There was none.

Chair Hall stated that the Board tabled this agenda item at the November 19, 2024 meeting to allow HCC time to gather information such as what identification would the students have, how is the Board being notified that there are 'x' number of students in shops, how would the Board know that students have not been asked to perform services unlicensed by the shop owner, how are the students identified by both the public and RICO, how will the hours be recorded on the students transcripts shop management unassigned.

EO Shahan stated that Honolulu Community College is going to provide

the Board with the information. EO Shahan asked Ms. Aki with the Honolulu Community College to provide information verbally to the Board.

Ms. Aki stated that students would be identified by a badge that says, "Honolulu Community College Cosmetology Student". Ms. Aki stated that the college is not allowed to display students' names on badges due to FERPA laws. Ms. Aki stated that the only way a name can be on the badge is if the student gives permission for their name to be displayed, but as a college they are not allowed to release any names since it is protected under federal laws.

Ms. Aki stated that they do not foresee any more than 10 students a semester. Because of the programs strict prerequisite of almost perfect attendance for 2 and a 1/2 semesters and a minimum B average academically. The lowest grade a student can receive without failing the program is a 76%. For students its either they take one credit of salon management in the classroom, or they take one credit in the salon. If it's a lab, it's 45 hours a semester in the salon the rest of the time is at school.

EO Shahan confirmed due to FERPA laws name badges would state "Honolulu Community College cosmetology student" but will not indicate their name. The program will request the students to sign a release as a prerequisite for the program so their names can be provided to the board as students of the program.

Ms. Aki confirmed.

EO Shahan asked for confirmation regarding the prerequisites for students to be participating in this course.

- Senior
- B or higher-grade average
- Almost perfect attendance
- 45 hours in a shop

Ms. Aki confirmed.

EO Shahan asked if the program has a chance to determine how those hours would be recorded on the transcript.

Ms. Aki stated that more than likely it will be allocated to the unassigned category as this course would be similar to a self-study course.

EO Shahan asked the board if there were any questions for Ms. Aki.

There was none.

EO Shahan stated that this agenda item will be deferred as DAG Kim needs more time to research the statutes. EO Shahan the asked the board if they had any concerns if the boards statutes would allow the

program to be approved.

There were none.

It was moved by Chair Hall, seconded Vice Chair Murata, and unanimously carried to approve the Honolulu Community College work study program pending DAG review and if there were no concerns.

Executive Officer's  
Report:

The Chair asked if any members of the public would like to provide oral testimony on this agenda item. There were none.

A. Results of the NIC Examination Administered in December 2024 and January 2025

EO Shahan provided the following results:

December 2024	Candidates	Passed	Failed	Passing %
Barber	10	5	5	50
Cosmetology	13	4	9	30
Esthetician	35	11	24	31
Hairdresser	3	2	1	67
Instructor	1	1	0	100
Nail Technician	16	5	11	31

January 2025	Candidates	Passed	Failed	Passing %
Barber	13	7	6	54
Cosmetology	16	6	10	38
Esthetician	38	21	17	55
Hairdresser	5	2	3	40
Instructor	0	0	0	0
Nail Technician	17	8	9	47

B. Request for conditions to be removed: Amber Ledesma-Quintana

The Chair asked if any members of the public would like to provide oral testimony on this agenda item. There were none.

Chair Hall stated that Ms. Ledesma-Quintana requested the board remove her conditions on her license as she has completed the conditions on the license.

It was moved by Chair Hall, seconded Vice Chair Murata, and unanimously carried to approve Amber Ledesma-Quintana's request to remove the conditions from her license.

C. Beauty/Barber Shops: Operator in Charge

The Board tabled discussion on this item to a later date.

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Adjournment: There being no further business to discuss at this time, the meeting was adjourned at 1:59 p.m.

Next Board Meeting:

Date:	Tuesday, May 13, 2025
Time:	12:00 p.m.
In-Person:	Queen Liliuokalani Conference Room HRH King Kalakaua Building 335 Merchant Street, First Floor Honolulu, Hawaii 96813
Virtual Participation:	Virtual Videoconference Meeting Zoom Webinar

Reviewed and accepted by: Taken and recorded by:

/s/ Kerrie Shahan

Kerrie Shahan, Executive Officer

/s/ Cortnie Tanaka

Cortnie Tanaka, Secretary

KS: ct

5/7/25

[ ] Minutes approved as is.

[ ] Minutes approved with changes. See Minutes of \_\_\_\_\_

BOARD OF BARBERING AND COSMETOLOGY  
RATIFICATION LIST – February 11, 2025

License Type	License: License Number	Licensee
BAP	R-25201002	AARON J AMBE
	R-25201003	DEVEN FERREIRA
	R-25201004	Siaki V Alualu
	R-25201005	PONO R AKIONA
	R-25201006	THI THUY TIEN KHUONG
	R-25201009	Chi Nhut Cam
BAR	BAR-4223-0	JUNG E KIM
	BAR-4227-0	MALUHIA M MAA
	BAR-4228-0	CELEYNA L KAHALA
BEO	BEO-25170-0	LILY Y KA
	BEO-25204-0	ALLISON J H SMITH
	BEO-25205-0	AGATHA MAE M ASIS
	BEO-25211-0	JENNA M HOSFORD
	BEO-25212-0	Alyssa C Sadang
	BEO-25213-0	LINDA M. WARFEL
	BEO-25214-0	RISA MIYASHIRO
	BEO-25215-0	Kimie Sugyo Ubasa
	BEO-25216-0	KYOUNG YE KOBAYAKAWA
	BEO-25218-0	Stephanie Hansen
	BEO-25220-0	MADISON J ZIMA-WILSON
	BEO-25221-0	SUMI BRIGHT
	BEO-25222-0	Madison H K Kamai
	BEO-25223-0	Kayla M Kawai
	BEO-25224-0	Leslie Ann M Miguel
	BEO-25225-0	TINA MINH THU TRAN
	BEO-25226-0	CATHERINE TRINH
	BEO-25228-0	Ariel I Pacleb
	BEO-25229-0	VANITY H K M O N L AMITOELAU
	BEO-25230-0	REYANN DESTINEE K MAU-BAGAY
	BEO-25231-0	VALERIE LYNN MCMURRAY
	BEO-25232-0	JENNA L CASUGA
	BEO-25233-0	MILLE T SHIOWAKI
	BEO-25234-0	Heela Mottus
	BEO-25235-0	DUONG THUY NGUYEN
	BEO-25236-0	Tetyana A Gashler

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	BEO-25237-0	LAQUITA M WARREN
	BEO-25238-0	KAITLYN K PLUNKETT
	BEO-25239-0	MELVILLE A MAU
	BEO-25240-0	Penelope Z Kendall
	BEO-25241-0	Sumi Ann Cutlip
	BEO-25242-0	EDONA MAISONET
	BEO-25243-0	Angelina B Allison
	BEO-25244-0	KELCYN K BALBAS
	BEO-25245-0	MEGAN M HARVEY
	BEO-25246-0	Clarissa De Andrade Encinas Taborda
	BEO-25247-0	TAYA DAWN GRIFFITHS
	BEO-25249-0	Chelsea L Bauman
BEP	R-24506003	LINSHAN HE
	R-25201001	PRINCESS MALIA G MONES
	R-25201007	KUIKAMANAO K KANAHELE
	R-25201008	DANIEL W IREBARIA
	R-25201010	JERRY DELA CRUZ BAGAY JR
BSH	BSH-6671-0	LAVENDER BEAUTY SALON LLC
	BSH-6672-0	HAIR BY ALEX LLC
	BSH-6673-0	Fantastic Spa LLC
	BSH-6674-0	1STTHAIHI MASSAGE & FACIAL LLC
	BSH-6675-0	WAILEA NAILS & SPA LLC
	BSH-6676-0	BANYAN MASSAGE HALE LLC
	BSH-6677-0	SKIN BODY BLISS LLC
	BSH-6678-0	Glitzed Beauty Bar LLC

PSI Services Inc

**2025 National Barber/Cosmetology Theory Examinations Content Outlines**

<b>Barber Theory Examination General Portion</b>	
95 Questions (85 scored, 10 non-scored)	
2 hours (120 minutes)	
<b>Topic Name</b>	<b>Weight</b>
<b>1. Safety and Infection Control</b>	<b>31%</b>
A. Workplace Infection Control Procedures	
1. Infectious diseases, pathogens, and exposure prevention	
2. Methods and procedures for cleaning and disinfection	
a. Contaminated tools	
b. Machines and equipment	
c. Daily workstation	
3. Levels of decontamination (i.e., cleaning, disinfection, sterilization)	
4. Procedures for exposure incidents (e.g., Standard/Universal Precautions, OSHA, CDC)	
5. Products to be used for cleaning and disinfecting	
6. Labeling and storage of cleaned and disinfected tools and equipment	
7. Single- and multi-use items and materials	
B. Workplace Safety Precautions	
1. Procedures for maintaining safe working conditions	
2. Safe water temperature	
3. Safe use of equipment and maintenance procedures	
4. Labeling and storage of materials and chemicals	
5. Safety Data Sheets (SDS) and prohibited materials and substances	
6. Federal safety regulations (e.g., OSHA, EPA, FDA)	
7. Identifying adverse reactions to chemicals	
8. Protective chemical barriers and draping for clients	
9. Proper ventilation	
10. Electrical safety	



<b>Barber Theory Examination General Portion</b>	
95 Questions (85 scored, 10 non-scored)	
2 hours (120 minutes)	
<b>Topic Name</b>	<b>Weight</b>
<b>2. Client Consultation and Hair and Skin Analysis</b>	<b>15%</b>
A. Client Consultation	
1. Client intake and consent form procedures to determine possible contraindications	
2. Declining or altering service based on contraindications	
3. Recommendation client seek a medical opinion	
B. Hair and Skin	
1. Hair and skin structure	
2. Hair and skin analysis	
3. Selection of appropriate services based on condition of hair and skin	
C. Adverse Reactions, Diseases, Contraindications	
1. Allergic reaction (patch) test procedures	
2. Hair and scalp diseases and disorders	
3. Skin diseases and disorders	
4. Signs of adverse reactions to products during and after service	
<b>3. Hairstyling</b>	<b>5%</b>
A. Hairstyling Procedures	
1. Procedures for textured hairstyling	
a. Hair extension application, maintenance, removal	
b. Locking	
c. Braiding	
2. Procedures for hair additions, replacements, and enhancements	
a. Hair piece application, maintenance, removal	
3. Blowdrying procedures	
4. Thermal curling procedures	
B. Hairstyling Tools	
1. Precautions for use of thermal styling tools (e.g., testing temperature, protecting scalp)	

<b>Barber Theory Examination General Portion</b>	
95 Questions (85 scored, 10 non-scored)	
2 hours (120 minutes)	
<b>Topic Name</b>	<b>Weight</b>
<b>4. Haircutting</b>	<b>8%</b>
A. Haircutting Procedures	
1. Procedures for cutting different hair types (e.g., straight, curly, over-curly, and wavy)	
B. Tool and Implement Safety	
1. Safe use of haircutting tools and implements (e.g., shears, razors, clippers, and trimmers)	
<b>5. Haircoloring</b>	<b>7%</b>
A. Application	
1. Application of haircoloring chemicals for all hair types	
2. Purpose and procedure of strand testing	
3. Hair and scalp preparation	
4. Application of haircoloring chemicals to facial hair (e.g., eyebrows, mustache, beard)	
B. Safe Use of Chemicals and Products	
1. Hair chemical mixing and safety	
2. Application procedures and safe use of color (e.g., overprocessed hair, metallic or compound dyes, minerals)	
3. Application procedures and safe use of lightening products	
4. Color theory, formulating, and products	
<b>6. Chemical Texture Services</b>	<b>7%</b>
A. Virgin Hair	
1. Safe application and removal for virgin hair (e.g., chemical relaxer, chemical texturing products, permanent waving products)	
B. Chemically Treated Hair	
1. Safe application and removal for chemically treated hair (e.g., chemical relaxer, chemical texturing products, permanent waving products)	
C. Chemical Safety, Products, and Results	
1. Assessing chemical process results	
2. Safe use of chemical texturing products	
3. Precautions for chemical hair texturing	

<b>Barber Theory Examination General Portion</b>	
95 Questions (85 scored, 10 non-scored)	
2 hours (120 minutes)	
<b>Topic Name</b>	<b>Weight</b>
<b>7. Skin Care</b>	<b>5%</b>
A. Massage	
1. Safe facial massage movements	
B. Preparation, Products, and Services	
1. Preparing client for skin care services	
2. Use of different skin care products	
3. Scalp care treatments	
C. Skin Care Safety	
1. Safe procedures for performing cleansing facials	
2. Safe procedures for chemical and mechanical exfoliation	
3. Safe use of skin care tools, machines, and devices	
4. Safe application and removal of hot towels	
5. Safe product use and application for all skin conditions	
<b>8. Shaving</b>	<b>22%</b>
A. Shaving Safety	
1. Contraindications of shaving	
2. Shaving different facial hair types and textures	
3. Safe shaving procedures (i.e., stretching the skin and direction of the stroke)	
4. Safe razor handling	
5. Safe shaving around the mouth and ears	
B. Shaving Products and Strokes	
1. Shaving products and application (e.g., lather, bracer)	
2. Freehand, backhand, reverse freehand and reverse backhand shaving strokes	
C. Shaving Tools and Equipment	
1. Safe use of shaving tools and equipment	
2. Maintenance of shaving tools and equipment	
3. Blade disposal	

<b>Cosmetologist Theory Examination General Portion</b>	
110 Questions (100 scored, 10 non-scored)	
2 hours (120 minutes)	
<b>Topic Name</b>	<b>Weight</b>
<b>1. Safety and Infection Control</b>	<b>30%</b>
A. Workplace Infection Control Procedures	
1. Infectious diseases, pathogens, and exposure prevention	
2. Methods and procedures for cleaning and disinfection	
a. Contaminated tools	
b. Machines and equipment	
c. Daily workstation	
3. Levels of decontamination (i.e., cleaning, disinfection, sterilization)	
4. Procedures for exposure incidents (e.g., Standard/Universal Precautions, OSHA, CDC)	
5. Products to be used for cleaning and disinfecting	
6. Labeling and storage of cleaned and disinfected tools and equipment	
7. Single- and multi-use items and materials	
B. Workplace Safety Precautions	
1. Procedures for maintaining safe working conditions	
2. Safe water temperature	
3. Safe use of equipment and maintenance procedures	
4. Labeling and storage of materials and chemicals	
5. Safety Data Sheets (SDS) and prohibited materials and substances	
6. Federal safety regulations (e.g., OSHA, EPA, FDA)	
7. Identifying adverse reactions to chemicals	
8. Protective chemical barriers and draping for clients	
9. Proper ventilation	
10. Electrical safety	

<b>Cosmetologist Theory Examination General Portion</b>	
110 Questions (100 scored, 10 non-scored)	
2 hours (120 minutes)	
<b>Topic Name</b>	<b>Weight</b>
<b>2. Client Consultation and Hair, Skin, and Nail Analysis</b>	<b>19%</b>
A. Client Consultation	
1. Client intake and consent form procedures to determine possible contraindications	
2. Declining or altering service based on contraindications	
3. Recommendation client seek a medical opinion	
B. Hair, Skin, and Nail	
1. Hair, skin, and nail structure	
2. Hair, skin, and nail analysis	
3. Selection of appropriate services based on condition of hair, skin, and nails	
C. Adverse Reactions, Diseases, Contraindications	
1. Allergic reaction (patch) test procedures	
2. Hair and scalp diseases and disorders	
3. Skin diseases and disorders	
4. Nail diseases and disorders	
5. Signs of adverse reactions to products during and after service	
6. Contraindications to manicure and pedicure services	
7. Contraindications to nail enhancement services	
<b>3. Hairstyling</b>	<b>2%</b>
A. Hairstyling Procedures	
1. Procedures for textured hairstyling	
a. Hair extension application, maintenance, removal	
b. Locking	
c. Braiding	
2. Procedures for hair additions, replacements, and enhancements	
a. Hair piece application, maintenance, removal	
3. Blowdrying procedures	
4. Thermal curling procedures	

<b>Cosmetologist Theory Examination General Portion</b>	
110 Questions (100 scored, 10 non-scored)	
2 hours (120 minutes)	
B. Hairstyling Tools	
<b>Topic Name</b>	<b>Weight</b>
1. Precautions for use of thermal styling tools (e.g., testing temperature, protecting scalp)	
<b>4. Haircutting</b>	<b>3%</b>
A. Haircutting Procedures	
1. Procedures for cutting different hair types (e.g., straight, curly, over-curly, and wavy)	
B. Tool and Implement Safety	
1. Safe use of haircutting tools and implements (e.g., shears, razors, clippers, and trimmers)	
<b>5. Haircoloring</b>	<b>10%</b>
A. Application	
1. Application of haircoloring chemicals for all hair types	
2. Purpose and procedure of strand testing	
3. Hair and scalp preparation	
4. Application of haircoloring chemicals to facial hair (e.g., eyebrows, eyelashes)	
B. Safe Use of Chemicals and Products	
1. Hair chemical mixing and safety	
2. Application procedures and safe use of color (e.g., overprocessed hair, metallic or compound dyes, minerals)	
3. Application procedures and safe use of lightening products	
4. Color theory, formulating, and products	
<b>6. Chemical Texture Services</b>	<b>12%</b>
A. Virgin Hair	
1. Safe application and removal for virgin hair (e.g., chemical relaxer, chemical texturing products, permanent waving products)	
B. Chemically Treated Hair	
1. Safe application and removal for chemically treated hair (e.g., chemical relaxer, chemical texturing products, permanent waving products)	
C. Chemical Safety, Products, and Results	

<b>Cosmetologist Theory Examination General Portion</b>	
110 Questions (100 scored, 10 non-scored)	
2 hours (120 minutes)	
1. Assessing chemical process results	
2. Safe use of chemical texturing products	
<b>Topic Name</b>	<b>Weight</b>
3. Precautions for chemical hair texturing	
<b>7. Skin Care</b>	<b>4%</b>
A. Massage	
1. Safe facial massage movements	
2. Safe manicure and pedicure massage movements	
B. Preparation, Products, and Services	
1. Preparing client for skin care services	
2. Use of different skin care products	
3. Scalp care treatments	
C. Skin Care Safety	
1. Safe procedures for performing facial services	
2. Safe procedures for chemical and mechanical exfoliation	
3. Safe use of skin care tools, machines, and devices	
4. Safe application and removal of hot towels	
5. Safe product use and application for all skin conditions	
6. Safe removal of calluses	
<b>8. Eyelash and Eyebrow</b>	<b>4%</b>
A. Eyelash and Eyebrow Safety	
1. Safe application and removal of eyelash enhancements	
2. Safe application procedures for chemical eyelash services	
B. Products and Procedures	
1. Safe use of eyebrow and eyelash tinting products	
2. Safety procedures for artificial eyelash adhesive and remover products	
<b>9. Hair Removal</b>	<b>8%</b>
A. Hair Removal Safety	

<b>Cosmetologist Theory Examination General Portion</b>	
110 Questions (100 scored, 10 non-scored)	
2 hours (120 minutes)	
1. Safe hair removal using depilatories, waxing, and sugaring	
2. Safe hair removal using tweezing and threading	
3. Tools, supplies, and products for hair removal	
<b>Topic Name</b>	<b>Weight</b>
B. Infection Control (e.g., cross-contamination, wearing gloves)	
C. Contraindications to Hair Removal Services	
<b>10. Nail Care</b>	<b>8%</b>
A. Nail Safety	
1. Safe use of nail products, tools, and equipment	
2. Safe filing and buffing of nails	
3. Safe cuticle removal	
4. Safe manicure and pedicure procedures	
B. Nail Workstation and Environment	
1. Nail station ventilation (e.g., particulate matter control)	
2. Nail infection control procedures (e.g., closing multi-use containers while clipping and filing, clean files and buffers)	
C. Nail Enhancements	
1. Natural nail products, procedures, and repair	
2. Artificial nail enhancement products, application, maintenance, and repair	
3. Artificial nail removal	



Hairstylist Theory Examination General Portion	
85 Questions (75 scored, 10 non-scored)	
1.5 hours (90 minutes)	
Topic Name	Weight
<b>1. Safety and Infection Control</b>	<b>34%</b>
A. Workplace Infection Control Procedures	
1. Infectious diseases, pathogens, and exposure prevention	
2. Methods and procedures for cleaning and disinfection	
a. Contaminated tools	
b. Machines and equipment	
c. Daily workstation	
3. Levels of decontamination (i.e., cleaning, disinfection, sterilization)	
4. Procedures for exposure incidents (e.g., Standard/Universal Precautions, OSHA, CDC)	
5. Products to be used for cleaning and disinfecting	
6. Labeling and storage of cleaned and disinfected tools and equipment	
7. Single- and multi-use items and materials	
B. Workplace Safety Precautions	
1. Procedures for maintaining safe working conditions	
2. Safe water temperature	
3. Safe use of equipment and maintenance procedures	
4. Labeling and storage of materials and chemicals	
5. Safety Data Sheets (SDS) and prohibited materials and substances	
6. Federal safety regulations (e.g., OSHA, EPA, FDA)	
7. Identifying adverse reactions to chemicals	
8. Protective chemical barriers and draping for clients	
9. Proper ventilation	
10. Electrical safety	

<b>Hairstylist Theory Examination General Portion</b>	
85 Questions (75 scored, 10 non-scored)	
1.5 hours (90 minutes)	
<b>Topic Name</b>	<b>Weight</b>
<b>2. Client Consultation and Hair and Skin Analysis</b>	<b>19%</b>
A. Client Consultation	
1. Client intake and consent form procedures to determine possible contraindications	
2. Declining or altering service based on contraindications	
3. Recommendation client seek a medical opinion	
B. Hair and Skin	
1. Hair and skin structure	
2. Hair and skin analysis	
3. Selection of appropriate services based on condition of hair, and skin	
C. Adverse Reactions, Diseases, Contraindications	
1. Allergic reaction (patch) test procedures	
2. Hair and scalp diseases and disorders	
3. Signs of adverse reactions to products during and after service	
<b>3. Hairstyling</b>	<b>11%</b>
A. Hairstyling Procedures	
1. Procedures for textured hairstyling	
a. Hair extension application, maintenance, removal	
b. Locking	
c. Braiding	
2. Procedures for hair additions, replacements, and enhancements	
a. Hair piece application, maintenance, removal	
3. Blowdrying procedures	
4. Thermal curling procedures	
B. Hairstyling Tools	
1. Precautions for use of thermal styling tools (e.g., testing temperature, protecting scalp)	

<b>Hairstylist Theory Examination General Portion</b>	
85 Questions (75 scored, 10 non-scored)	
1.5 hours (90 minutes)	
<b>Topic Name</b>	<b>Weight</b>
<b>4. Haircutting</b>	<b>7%</b>
A. Haircutting Procedures	
1. Procedures for cutting different hair types (e.g., straight, curly, over-curly, and wavy)	
B. Tool and Implement Safety	
1. Safe use of haircutting tools and implements (e.g., shears, razors, clippers, and trimmers)	
<b>5. Haircoloring</b>	<b>15%</b>
A. Application	
1. Application of haircoloring chemicals for all hair types	
2. Purpose and procedure of strand testing	
3. Hair and scalp preparation	
4. Application of haircoloring chemicals to facial hair (e.g., eyebrows)	
B. Safe Use of Chemicals and Products	
1. Hair chemical mixing and safety	
2. Application procedures and safe use of color (e.g., overprocessed hair, metallic or compound dyes, minerals)	
3. Application procedures and safe use of lightening products	
4. Color theory, formulating, and products	
<b>6. Chemical Texture Services</b>	<b>15%</b>
A. Virgin Hair	
1. Safe application and removal for virgin hair (e.g., chemical relaxer, chemical texturing products, permanent waving products)	
B. Chemically Treated Hair	
1. Safe application and removal for chemically treated hair (e.g., chemical relaxer, chemical texturing products, permanent waving products)	
C. Chemical Safety, Products, and Results	
1. Assessing chemical process results	
2. Safe use of chemical texturing products	
3. Precautions for chemical hair texturing	

<b>Esthetician Theory Examination General Portion</b>	
85 Questions (75 scored, 10 non-scored)	
1.5 hours (90 minutes)	
<b>Topic Name</b>	<b>Weight</b>
<b>1. Safety and Infection Control</b>	<b>40%</b>
A. Workplace Infection Control Procedures	
1. Infectious diseases, pathogens, and exposure prevention	
2. Methods and procedures for cleaning and disinfection	
a. Contaminated tools	
b. Machines and equipment	
c. Daily workstation	
3. Levels of decontamination (i.e., cleaning, disinfection, sterilization)	
4. Procedures for exposure incidents (e.g., Standard/Universal Precautions, OSHA, CDC)	
5. Products to be used for cleaning and disinfecting	
6. Labeling and storage of cleaned and disinfected tools and equipment	
7. Single- and multi-use items and materials	
B. Workplace Safety Precautions	
1. Procedures for maintaining safe working conditions	
2. Safe water temperature	
3. Safe use of equipment and maintenance procedures	
4. Labeling and storage of materials and chemicals	
5. Safety Data Sheets (SDS) and prohibited materials and substances	
6. Federal safety regulations (e.g., OSHA, EPA, FDA)	
7. Identifying adverse reactions to chemicals	
8. Protective chemical barriers and draping for clients	
9. Proper ventilation	
10. Electrical safety	

<b>Esthetician Theory Examination General Portion</b>	
85 Questions (75 scored, 10 non-scored)	
1.5 hours (90 minutes)	

Topic Name	Weight
<b>2. Client Consultation and Skin Analysis</b>	<b>19%</b>
A. Client Consultation	
1. Client intake and consent form procedures to determine possible contraindications	
2. Declining or altering service based on contraindications	
3. Recommendation client seek a medical opinion	
B. Skin	
1. Skin structure	
2. Skin analysis	
3. Selection of appropriate services based on condition of skin	
C. Adverse Reactions, Diseases, Contraindications	
1. Allergic reaction (patch) test procedures	
2. Skin diseases and disorders	
3. Signs of adverse reactions to products during and after service	
<b>3. Skin Care</b>	<b>17%</b>
A. Massage	
1. Safe facial massage movements	
B. Preparation, Products, and Services	
1. Preparing client for skin care services	
2. Use of different skin care products	
C. Skin Care Safety	
1. Safe procedures for performing facial services	
2. Safe procedures for chemical and mechanical exfoliation	
3. Safe use of skin care tools, machines, and devices	
4. Safe application and removal of hot towels	
5. Safe product use and application for all skin conditions	

<b>Esthetician Theory Examination General Portion</b>	
85 Questions (75 scored, 10 non-scored)	
1.5 hours (90 minutes)	

<b>Topic Name</b>	<b>Weight</b>
<b>4. Makeup</b>	<b>3%</b>
A. Makeup Safety and Hygiene	
1. Safe makeup application and removal procedures (e.g., bracing techniques)	
2. Hygienic makeup application and removal procedures (e.g., disposable applicators, artist palette)	
<b>5. Eyelash and Eyebrow</b>	<b>6%</b>
A. Eyelash and Eyebrow Safety	
1. Safe application and removal of eyelash enhancements	
2. Safe application procedures for chemical eyelash services	
B. Products and Procedures	
1. Safe use of eyebrow and eyelash tinting products	
2. Safety procedures for artificial eyelash adhesive and remover products	
<b>6. Hair Removal</b>	<b>15%</b>
A. Hair Removal Safety	
1. Safe hair removal using waxing and sugaring	
2. Safe hair removal using tweezing and threading	
3. Tools, supplies, and products for hair removal	
B. Infection Control (e.g., cross-contamination, wearing gloves)	
C. Contraindications to Hair Removal Services	

Nail Technician Theory Examination General Portion	
65 Questions (60 scored, 5 non-scored)	
1.5 hours (90 minutes)	
Topic Name	Weight
<b>1. Safety and Infection Control</b>	<b>50%</b>
A. Workplace Infection Control Procedures	
1. Infectious diseases, pathogens, and exposure prevention	
2. Methods and procedures for cleaning and disinfection	
a. Contaminated tools	
b. Machines and equipment	
c. Daily workstation	
3. Levels of decontamination (i.e., cleaning, disinfection, sterilization)	
4. Procedures for exposure incidents (e.g., Standard/Universal Precautions, OSHA, CDC)	
5. Products to be used for cleaning and disinfecting	
6. Labeling and storage of cleaned and disinfected tools and equipment	
7. Single- and multi-use items and materials	
B. Workplace Safety Precautions	
1. Procedures for maintaining safe working conditions	
2. Safe water temperature	
3. Safe use of equipment and maintenance procedures	
4. Labeling and storage of materials and chemicals	
5. Safety Data Sheets (SDS) and prohibited materials and substances	
6. Federal safety regulations (e.g., OSHA, EPA, FDA)	
7. Identifying adverse reactions to chemicals	
8. Protective chemical barriers and draping for clients	
9. Proper ventilation	
10. Electrical safety	

Nail Technician Theory Examination General Portion	
65 Questions (60 scored, 5 non-scored)	
1.5 hours (90 minutes)	
Topic Name	Weight
<b>2. Client Consultation and Nail Analysis</b>	<b>18%</b>
A. Client Consultation	
1. Client intake and consent form procedures to determine possible contraindications	
2. Declining or altering service based on contraindications	
3. Recommendation client seek a medical opinion	
B. Skin and Nail	
1. Skin and nail structure	
2. Skin and nail analysis	
3. Selection of appropriate services based on condition of skin and nails	
C. Adverse Reactions, Diseases, Contraindications	
1. Allergic reaction (patch) test procedures	
2. Skin diseases and disorders	
3. Nail diseases and disorders	
4. Signs of adverse reactions to products during and after service	
5. Contraindications to manicure and pedicure services	
6. Contraindications to nail enhancement services	
<b>3. Skin Care</b>	<b>10%</b>
A. Massage	
1. Safe manicure and pedicure massage movements	
B. Skin Care Safety	
1. Safe use of skin care tools, machines, and devices	
2. Safe application and removal of hot towels	
3. Safe product use and application for all skin conditions	
4. Safe removal of calluses	



<b>Nail Technician Theory Examination General Portion</b>	
65 Questions (60 scored, 5 non-scored)	
1.5 hours (90 minutes)	

<b>Topic Name</b>	<b>Weight</b>
<b>4. Nail Care</b>	<b>22%</b>
A. Nail Safety	
1. Safe use of nail products, tools, and equipment	
2. Safe filing and buffing of nails	
3. Safe cuticle removal	
4. Safe manicure and pedicure procedures	
B. Nail Workstation and Environment	
1. Nail station ventilation (e.g., particulate matter control)	
2. Nail infection control procedures (e.g., closing multi-use containers while clipping and filing, clean files and buffers)	
C. Nail Enhancement	
1. Natural nail products, procedures, and repair	
2. Artificial nail enhancement products, application, maintenance, and repair	
3. Artificial nail removal	

<b>Electrologist Theory Examination General Portion</b>	
60 Questions (50 scored, 5 non-scored)	
1.5 hours (90 minutes)	
<b>Topic Name</b>	<b>Weight</b>
<b>1. Safety and Infection Control</b>	<b>36%</b>
A. Workplace Infection Control Procedures	
1. Infectious diseases, pathogens, and exposure prevention	
2. Methods and procedures for cleaning and disinfection	
a. Contaminated tools	
b. Machines and equipment	
c. Daily workstation	
3. Levels of decontamination (i.e., cleaning, disinfection, sterilization)	
4. Procedures for exposure incidents (e.g., Standard/Universal Precautions, OSHA, CDC)	
5. Products to be used for cleaning and disinfecting	
6. Labeling and storage of cleaned and disinfected tools and equipment	
7. Single- and multi-use items and materials	
B. Workplace Safety Precautions	
1. Procedures for maintaining safe working conditions	
2. Safe use of equipment and maintenance procedures	
3. Labeling and storage of materials and chemicals	
4. Safety Data Sheets (SDS) and prohibited materials and substances	
5. Federal safety regulations (e.g., OSHA, EPA, FDA)	
6. Identifying adverse reactions to chemicals	
7. Protective barriers and draping for clients	
8. Proper ventilation	
9. Electrical safety	

<b>Electrologist Theory Examination General Portion</b>	
60 Questions (50 scored, 5 non-scored)	
1.5 hours (90 minutes)	
<b>Topic Name</b>	<b>Weight</b>
<b>2. Client Consultation and Hair and Skin Analysis</b>	<b>30%</b>
A. Client Consultation	
1. Client intake and consent form procedures to determine possible contraindications	
2. Declining or altering service based on contraindications	
3. Recommendation client seek a medical opinion	
B. Hair and Skin	
1. Hair and skin structure	
2. Hair and skin analysis	
3. Selection of appropriate services based on condition of hair and skin	
C. Adverse Reactions, Diseases, Contraindications	
1. Allergic reaction (patch) test procedures	
2. Hair diseases and disorders	
3. Skin diseases and disorders	
4. Signs of adverse reactions to products during and after service	
<b>3. Electrolysis Treatment and Analysis</b>	<b>34%</b>
A. Pre-treatment Analysis	
1. Basic principles of electrology	
2. Probe selection	
3. Sharps container	
B. Treatment Procedures	
1. Skin preparation pre-treatment	
2. Post-treatment products and procedures	
C. Adverse Reactions to Treatment	
D. Hair Removal Methods	
1. Galvanic	
2. High Frequency	
3. Blend	

<b>Educator Theory Examination General Portion</b>	
55 Questions (50 scored, 5 non-scored)	
1.5 hours (90 minutes)	
<b>Topic Name</b>	<b>Weight</b>
<b>1. Learning and Communication</b>	<b>24%</b>
A. Learning Theories	
1. Learner behavior in an educational setting	
2. Identifying learner ability, personality, and interests	
3. Identifying different types of learning styles (e.g., simulation, repetition, assimilation)	
4. Identifying multiple intelligences (e.g., kinesthetic, visual, audio)	
B. Communication Strategies	
1. Nonverbal communication	
2. Verbal communication	
3. Visual Media	
C. Accommodations	
<b>2. Curriculum and Lesson Plans</b>	<b>10%</b>
A. Curriculum Design Principles	
B. Designing Lesson Plans	
<b>3. Teaching Methods</b>	<b>30%</b>
A. Learner Instruction	
1. Learning Environments	
2. Engagement and Motivation	
B. Technology-Integrated Teaching	
1. Learning Management Systems (LMS)	
2. Distance Learning	
3. Educational aids and technology tools	

<b>Educator Theory Examination General Portion</b>	
55 Questions (50 scored, 5 non-scored)	
1.5 hours (90 minutes)	

<b>Topic Name</b>	<b>Weight</b>
<b>4. Learner Evaluation and Assessment Methods</b>	<b>20%</b>
A. Assessment	
1. Alignment with Learning Objectives	
2. Types of assessments	
a. Formative assessments	
b. Summative assessments	
B. Rubrics and Feedback	
1. Academic advisement and coaching	
2. Grading Principles	
<b>5. Classroom Management</b>	<b>16%</b>
A. Classroom Educator Responsibilities	
1. Maintaining educational records	
2. Educator professionalism	
3. Classroom design and management	
4. Managing learner behaviors	
5. Resources for learner mental health	
B. Classroom Safety	
1. Implementing safety procedures	
2. Potential safety hazards in the learning environment	
3. Laws and regulations	

## National Barber/Cosmetology Theory Sample Questions

### BARBER

#### SAMPLE THEORY QUESTION #1

Why is a chemical drape applied to the client?

1. To protect the client's skin and clothing from dangerous chemicals.
2. Adding a drape will keep the client warm.
3. To ensure water does not come into contact with the client.
4. Adding a drape is a formality and is not actually necessary.

Key-1

#### SAMPLE THEORY QUESTION #2

Which of the following is a safe way to hold the razor when adjusting a client's head while shaving?

1. Place the razor on the licensee's workstation, the only safe place while adjusting the head.
2. Place the razor to the opposite hand and cover the blade with the licensee's hand.
3. Close the razor and hold firmly in the hand.
4. Leave razor open and direct the blade away from the client's face.

Key-3

### COSMETOLOGIST

#### SAMPLE THEORY QUESTION #1

Why is a chemical drape applied to the client?

1. To protect the client's skin and clothing from dangerous chemicals.
2. Adding a drape will keep the client warm.
3. To ensure water does not come into contact with the client.
4. Adding a drape is a formality and is not actually necessary.

Key-1

#### SAMPLE THEORY QUESTION #2

Which of the following is a safe way to hold shears while sub sectioning hair?

1. Place the shears on the licensee's workstation, the only safe place for them.
2. Flip the shears to the opposite hand and tightly hold the closed blades.
3. Palm the shears so the blades are closed and face away from the client's head.
4. Leave fingers in the shears and direct the points away from the head.

Key-3

**ESTHETICIAN**

**SAMPLE THEORY QUESTION #1**

Why is a chemical drape applied to the client?

1. To protect the client's skin and clothing from dangerous chemicals.
2. Adding a drape will keep the client warm.
3. To ensure water does not come into contact with the client.
4. Adding a drape is a formality and is not actually necessary.

Key-1

**SAMPLE THEORY QUESTION #2**

Metal tools are considered

1. not for use by an esthetician.
2. single use.
3. disinfectable.
4. unsafe to use on skin.

Key-3

**NAIL TECHNICIAN**

**SAMPLE THEORY QUESTION #1**

For effective infection control, foot spas must be \_\_\_\_\_ after each use.

1. disinfected
2. replaced
3. sterilized
4. dried

Key-1

**SAMPLE THEORY QUESTION #2**

Once a nail file is used it must be

1. disinfected.
2. washed and dried.
3. discarded in the trash.
4. put back into the package.

Key-3

<b>Milady References</b>
Milady Advanced Services Eyelashes
Milady Electrolysis and Hair Removal
Milady Natural Hair Care and Braiding
Milady Standard Professional Barbering
Milady Standard Nail Technology
Milady Standard Cosmetology
Milady Standard Esthetics
Milady Standard Foundations
<b>Pivot Point Cosmetology References</b>
Pivot Point Fundamentals: Life Skills
Pivot Point Fundamentals: Science
Pivot Point Fundamentals: Business
Pivot Point Fundamentals: Client-Centered Design
Pivot Point Fundamentals: Foundation Cuts
Pivot Point Fundamentals: Combination Cuts
Pivot Point Fundamentals: Hair Design
Pivot Point Fundamentals: Long Hair
Pivot Point Fundamentals: Wigs & Hair Additions
Pivot Point Fundamentals: Color
Pivot Point Fundamentals: Perm & Relax
Pivot Point Fundamentals: Skin
Pivot Point Fundamentals: Nails
<b>Pivot Point Esthetics References</b>



Pivot Point Fundamentals: Esthetics - Life Skills
Pivot Point Fundamentals: Esthetics - Science
Pivot Point Fundamentals: Esthetics - Salon/Spa Business
Pivot Point Fundamentals: Esthetics - Client-Centered Experience
Pivot Point Fundamentals: Esthetics - Anatomy & Physiology
Pivot Point Fundamentals: Esthetics - Skin
Pivot Point Fundamentals: Esthetics - Facial Treatments
Pivot Point Fundamentals: Esthetics - Facial Treatment with Devices
Pivot Point Fundamentals: Esthetics - Hair Removal
Pivot Point Fundamentals: Esthetics - Body Treatments
Pivot Point Fundamentals: Esthetics - Makeup
<b>Pivot Point Nail Technology References</b>
Pivot Point Fundamentals: Nails - Life Skills
Pivot Point Fundamentals: Nails - Science
Pivot Point Fundamentals: Nails - Business
Pivot Point Fundamentals: Nails - Client-Centered Experience
Pivot Point Fundamentals: Nails - Natural Nails
Pivot Point Fundamentals: Nails - Nail Enhancements
Pivot Point Fundamentals: Nails - Nail Art
<b>Pivot Point Barbering References</b>
Pivot Point Fundamentals: Life Skills
Pivot Point Fundamentals: Science

Pivot Point Fundamentals: Business
Pivot Point Fundamentals: Client-Centered Design
Pivot Point Fundamentals: Foundational Cuts
Pivot Point Fundamentals: Tapered Cuts & Fades
Pivot Point Fundamentals: Style
Pivot Point Fundamentals: Shaving & Beard Design
Pivot Point Fundamentals: Hair Replacement
Pivot Point Fundamentals: Color
Pivot Point Fundamentals: Perm and Relax
Pivot Point Fundamentals: Skin
Pivot Point Fundamentals: Nails
Milady & Pivot Point Educator (Instructor) References
Milady Professional Educator, 4th Edition
Pivot Point Mindful Teaching Pro

JOSH GREEN, M.D.  
GOVERNOR | KE KIA'ĀINA

NADINE Y. ANDO  
DIRECTOR | KA LUNA HO'OKELE

SYLVIA LUKE  
LIEUTENANT GOVERNOR | KA HOPE KIA'ĀINA



BOARD OF BARBERING AND COSMETOLOGY

STATE OF HAWAII | KA MOKU'ĀINA 'O HAWAI'I  
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
KA 'OIHANA PILI KĀLEPA  
P.O. BOX 3469  
HONOLULU, HAWAII 96801  
[cca.hawaii.gov/pvl](http://cca.hawaii.gov/pvl)

February 25, 2025

HONOLULU COMMUNITY COLLEGE  
JESSIE AKI  
874 DILLINGHAM BOULEVARD  
HONOLULU HI 96817-4598  
**Via Email Only:** [jaki@hawaii.edu](mailto:jaki@hawaii.edu)

**RE: Request for Approval of Work/Study (Co-operative Education Program) for the Cosmetology Student**

Dear Ms. Aki:

At its February 11, 2025, meeting the Board of Barbering and Cosmetology ("Board") indicated that it was inclined to approve the above referenced program, but could not do so until a thorough review was completed by the Board's Deputy Attorney General ("DAG") to determine if the program was consistent with the Board's administrative rules and statutes. The DAG has requested clarification from HCC to assist with his review.

The program was described to the Board as allowing senior cosmetology students the opportunity to gain real-world experience in running a beauty salon. The Board was assured that the students would "not be allowed to work on customers", "not allowed to touch clients", and "cannot touch customers". However, in the on four (4) separate documents (COSM 93V Cooperative Education Agreement, Student Self Evaluation of Performance, Supervisor's Evaluation of Student Performance, and the Student Timesheet) the following items are listed:

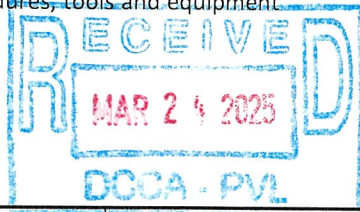
- Assist and remove hair coloring/bleaching;
- Assist and remove permanent waving;
- Perform shampooing and scalp treatments;
- Hair styling; and
- Assist manicures and pedicures.

Additionally, shop management, customer service, reception duties appear to be missing from the forms. Please provide clarification on the duties expected of the work/study students and revised forms as necessary. The program will be placed on the Board's next agenda for further discussion.

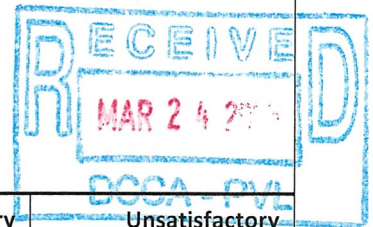
If you have any questions, I can be reached at [barbercosm@dcca.hawaii.gov](mailto:barbercosm@dcca.hawaii.gov) or (808) 586-2692.

Sincerely,

  
Kerrie Shahan  
Executive Officer

SUPERVISOR'S EVALUATION OF STUDENT PERFORMANCE						
Student:		Position:		Semester Dates:		
Company:		Hrs/Week:		Hourly Wage: n/a		
Supervisor:		Telephone:				
Cooperative Education Instructor: <i>Kristi Teruya</i>		Telephone: <i>808-847-9804</i>				
College: <i>Honolulu Community College</i>		Email: <i>teruyak@hawaii.edu</i>				
Address: <i>874 Dillingham Boulevard, Honolulu, HI 96871</i>		Fax: <i>808-845-9122</i>				
<b>PLEASE RATE THE STUDENT'S PERFORMANCE FOR EACH TASK LISTED BELOW:</b> 4 = Always meet Standard   3 = Usually meet Standard   2 = Approach Standard   1 = Below Standard   NA = Not Applicable						
DEMONSTRATED TASKS/BEHAVIORS		RATING				
1.	Arrived to work on time when scheduled	4	3	2	1	NA
2.	Accept suggestions and make changes to improve performance	4	3	2	1	NA
3.	Practice professional habits and dress appropriately	4	3	2	1	NA
4.	Work well individually and as a member of a team	4	3	2	1	NA
5.	Follow all safety and health procedures	4	3	2	1	NA
6.	Hygiene, sanitation and sterilization	4	3	2	1	NA
7.	Assist with hair coloring/bleaching process (set-up station, hand product to stylist for application, monitor time, check on client, clean up station)	4	3	2	1	NA
8.	Assist with permanent waving (set-up station, select and organize perm rods, hand product/tools for wrapping, monitor time, check on client, clean up station)	4	3	2	1	NA
9.	Personal grooming	4	3	2	1	NA
10.	Knowledge and application of safety practices	4	3	2	1	NA
11.	Assist with manicures and pedicures (set-up station, sanitize tools & equipment, fill soaking bowls & footbaths, hand product/tools to technician, clean up station, restock supplies)	4	3	2	1	NA
12.	Observe day-to-day salon operations and management	4	3	2	1	NA
13.	Observe and demonstrate understanding of reception duties	4	3	2	1	NA
14.	Observe and demonstrate customer service	4	3	2	1	NA
15.	Exercise choices, explain reasons for choices, and analyze potential consequences when dealing with ethical dilemmas concerning health and safety professionals	4	3	2	1	NA
16.	Project a positive attitude and a sense of personal integrity and self-confidence	4	3	2	1	NA
<b>STUDENT LEARNING OUTCOMES</b>						
<b>Student Learning Outcomes during this work period:</b> As part of a team, the student will perform all duties required at the Cooperative Education work site demonstrating positive work habits and using appropriate procedures, tools and equipment consistent with all standards and OSHA regulations.						
<b>COMMENTS:</b> <div style="text-align: right; margin-top: 10px;">  </div>						
<b>OVERALL EVALUATION</b>		Excellent		Above Average		Satisfactory
						Unsatisfactory
Supervisor's Signature: _____ Date: _____						

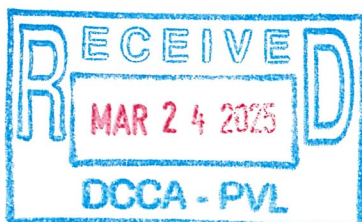
STUDENT SELF EVALUATION OF PERFORMANCE						
Student:		Position:		Semester Dates:		
Company:		Hrs/Week:		Hourly Wage: n/a		
Supervisor:		Telephone:				
Cooperative Education Instructor: <i>Kristi Teruya</i>		Telephone: 808-847-9804				
College: <i>Honolulu Community College</i>		Email: <i>teruyak@hawaii.edu</i>				
Address: <i>874 Dillingham Boulevard, Honolulu, HI 96871</i>		Fax: <i>808-845-9122</i>				
<b>PLEASE RATE YOUR PERFORMANCE FOR EACH TASK LISTED BELOW:</b> 4 = Always meet Standard   3 = Usually meet Standard   2 = Approach Standard   1 = Below Standard   NA = Not Applicable						
DEMONSTRATED TASKS/BEHAVIORS		RATING				
1.	Arrived to work on time when scheduled	4	3	2	1	NA
2.	Accept suggestions and make changes to improve performance	4	3	2	1	NA
3.	Practice professional habits and dress appropriately	4	3	2	1	NA
4.	Work well individually and as a member of a team	4	3	2	1	NA
5.	Follow all safety and health procedures	4	3	2	1	NA
6.	Hygiene, sanitation and sterilization	4	3	2	1	NA
7.	Assist with hair coloring/bleaching process (set-up station, hand product to stylist for application, monitor time, check on client, clean up station)	4	3	2	1	NA
8.	Assist with permanent waving (set-up station, select and organize perm rods, hand product/tools for wrapping, monitor time, check on client, clean up station)	4	3	2	1	NA
9.	Personal grooming	4	3	2	1	NA
10.	Knowledge and application of safety practices	4	3	2	1	NA
11.	Assist with manicures and pedicures (set-up station, sanitize tools & equipment, fill soaking bowls & footbaths, hand product/tools to technician, clean up station, restock supplies)	4	3	2	1	NA
12.	Observe day-to-day salon operations and management	4	3	2	1	NA
13.	Observe and demonstrate understanding of reception duties	4	3	2	1	NA
14.	Observe and demonstrate customer service	4	3	2	1	NA
15.	Exercise choices, explain reasons for choices, and analyze potential consequences when dealing with ethical dilemmas concerning health and safety professionals	4	3	2	1	NA
16.	Project a positive attitude and a sense of personal integrity and self-confidence	4	3	2	1	NA
<b>STUDENT LEARNING OUTCOMES</b> <b>Student Learning Outcomes during this work period:</b> As part of a team, the student will perform all duties required at the Cooperative Education work site demonstrating positive work habits and using appropriate procedures, tools and equipment consistent with all standards and OSHA regulations.  <b>COMMENTS:</b>						
SELF OVERALL EVALUATION		Excellent	Above Average	Satisfactory	Unsatisfactory	
Student's Signature: _____		Date: _____				





University of Hawaii  
**HONOLULU COMMUNITY COLLEGE**  
 874 Dillingham Boulevard, Honolulu, HI 96817  
 Career Services

<b>STUDENT TIMESHEET</b>			COSM 93V
<b>Student Name:</b>	<b>Position:</b>	<b>Semester Dates:</b>	
<b>Company:</b>	<b>Hrs/Week:</b>	<b>Hourly Wage: n/a</b>	
<b>Supervisor:</b>	<b>Telephone:</b>		
<b>TOTAL NUMBER OF HOURS WORKED</b>			
<b>TASKS</b>		<b>Weekday Hours</b>	
Assist with hair coloring/bleaching process (set-up station, hand product to stylist for application, monitor time, check on client, clean up station)			
Assist with permanent waving (set-up station, select and organize perm rods, hand product/tools for wrapping, monitor time, check on client, clean up station)			
Assist with manicures and pedicures (set-up station, sanitize tools & equipment, fill soaking bowls & footbaths, hand product/tools to technician, clean up station, restock supplies)			
Personal grooming			
Observe day-to-day salon operations and management			
Observe and demonstrate understanding of reception duties			
Observe and demonstrate customer service			
<b>TOTAL HOURS</b> (Weekday hours must total 75 hours)			
<b>EMPLOYER'S VERIFICATION</b>  <p style="text-align: center;">Please verify the total hours worked by this student during the period noted above.</p> <p style="text-align: center;"><i>I certify that the student was employed by this company for the period of hours indicated above.</i></p>			
<div style="display: flex; justify-content: space-between;"> <div>Supervisor's Signature: _____</div> <div>Date: _____</div> </div>			





UNIVERSITY of HAWAII\*  
**HONOLULU**  
 COMMUNITY COLLEGE

September 20, 2024

TO: Department of Commerce and Consumer Affairs.

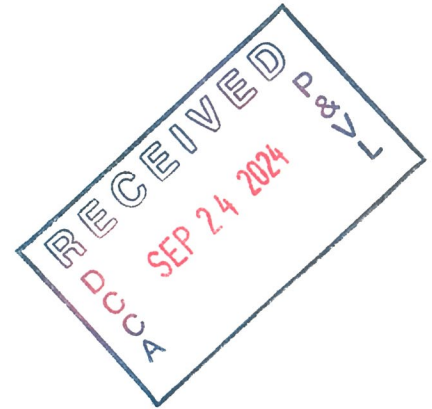
Board of Barbering and Cosmetology

From: Jessie Aki, Mahina Hong and Kevin Murata

Professor, CC, Assistant Professor, CC, Assistant Professor

Cosmetology

Honolulu Community College



Subject: Proposal for a Work/Study (Co-operative Education) Program for the Cosmetology  
 Student

The University System applies numerous methods of instruction for the students' educational experience. One which has been very successful in other Career Technical Education pathways which includes the medical field is cooperative education and internship courses.

The cooperative education and internship course are supervised experiences in an area of specialization and may be conducted on or off campus with the student and supervisor making periodic reports to the instructor. The students are to give feedback to the cosmetology department and school representative on the experience and expectations of the Co-operative Education course, by means of documentation. A follow-up report will be given to the student at the end of the evaluation period.

A work/study or cooperative education program would allow an advanced Cosmetology student with a minimum of 1200 clock hours to work in a salon under the supervision of a licensed cosmetologist that has been approved by the Cosmetology department / program at Honolulu Community College. The student would be at the salon for a minimum of 120 hours, over a 15-week period while earning one college credit. The hours would be in areas of "need" for the required 1800 hours of training for the Cosmetology Licensing Exam.

The salon, the salon owner and /or the manager would be one that meets the criteria and is agreeable to the contract between the cosmetology department, school representative and student. (Copy of contract is attached to this document) The students in this program will be assessed through evaluations from the salon supervisor and the school representatives. The college credit would be awarded according to the criteria set by the school. The curriculum and hours clocked could be the same as those already established by the board governing a Beauty

School Curriculum. The total number of hours would accumulate to approximately one hundred twenty-eight hours (128 hours) or seven (7%) percent of the state board curriculum. When the salon takes on an advanced student, the salon would not be obliged in hiring or the student obligated in accepting future employment at that establishment.

This would be an unpaid internship and students would provide their own health insurance.

The extended learning would take the place of one eight-hour (8 hour) laboratory / clinic day of school. The hours accumulated by the student would not exceed the eight (8) hours per week limitation that is currently mandated by the board (16-78-60) "School hours. The program of instruction for any instructor or student shall not exceed forty hours per week nor more than eight hours in any one day. "The work schedule" would be established by the cosmetology department and agreeable to all parties involved.

This program would be offered only to the eligible student that has successfully completed (with a "B" grade or higher in their major) at least twelve hundred (1200) of training in school. The student would also have to pass an interview and be accepted by the salon as a candidate. The student must maintain a "B" or higher grade in the salon to continue.

This program would help to strengthen bonds between the school and industry. The work/study program for the advanced student would enhance their learning and build the students confidence to overcome the entry level anxiety by having some salon experience.

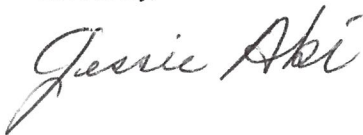
The salon would have more of an active role in advising the school on industry needs. The salon may provide feedback or suggestions on how we as educators can help the student with the transition from beauty school to entry level salon work.

I strongly believe this would create a wonderful educational experience for the students.

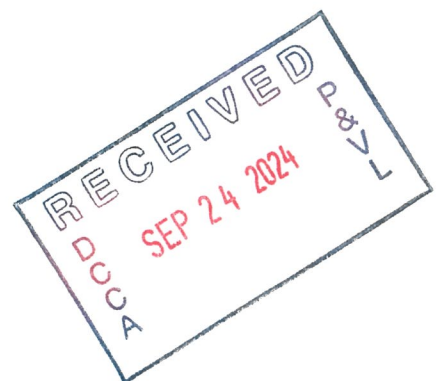
Thank you for your consideration and time in this matter. The Cosmetology Department would like to implement this program in the 2025 Fall semester.

I have attached sample documents used in the proposed course.

Sincerely,



Jessie (Jess) Aki





University of Hawaii  
**HONOLULU COMMUNITY COLLEGE**  
 874 Dillingham Boulevard, Honolulu, HI 96817  
 Career Services

**COSM 93V COOPERATIVE EDUCATION AGREEMENT**

<b>Student Name:</b>	<b>UH ID:</b>	
<b>Position:</b>	<b>Estimated Start/End Date:</b>	
<b>Company:</b>	<b>Hrs/Week:</b>	<b>Hourly Wage: n/a</b>
<b>Supervisor Name:</b>	<b>Supervisor Telephone:</b>	
<b>Supervisor Title:</b>	<b>Supervisor Email Address:</b>	

**The Student agrees to:**

1. Maintain regular attendance at school and work, and notify the school and employer prior to any absence.
2. Complete assignments, show honesty, a cooperative attitude, proper grooming/dress, and willingness to learn.
3. Consult the Cooperative Education Instructor and work supervisor about any problems.
4. Conform to the rules and regulations of the worksite and maintain confidentiality.
5. *Participate and assist in duties and responsibilities at the worksite without direct physical contact with clients.*

**The Employer agrees to:**

1. Provide thorough orientation to the job and worksite, as well as meaningful, well-supervised work experience.
2. *Assign meaningful tasks to students that can be completed without direct physical contact with clients.*
3. Provide evaluation of performance, time for consultation with, and on-site monitoring visits by the Cooperative Education Instructor.
4. Consult Cooperative Education Instructor regarding problems related to the work experience, and prior to suspension or termination.
5. No Unlawful Discrimination. In the performance of this Agreement, the Agency and the School shall comply with all Applicable Laws prohibiting discrimination including but not limited to race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, or status as a covered veteran. The students under this Agreement will not be subject to unlawful discrimination in among other things, their acceptance or selection, assignment to jobs or work tasks, recruitment, hiring, placement, hours of employment, levels of responsibility, and in pay.

**PLEASE INDICATE HOW IMPORTANT THE TASKS BELOW ARE FOR STUDENT SUCCESS AT WORK**

TASKS/BEHAVIORS		NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT
1.	Arrive to work on time when scheduled				
2.	Accept suggestions and make changes to improve performance				
3.	Practice professional habits and dress appropriately				
4.	Work well individually and as a member of a team				
5.	Follow all safety and health procedures				
6.	Hygiene, sanitation, and sterilization				
7.	Assist and remove hair coloring/bleaching				
8.	Assist and remove permanent waving				
9.	Personal grooming				
10.	Knowledge and application of safety practices				
11.	Assist manicures and pedicures				
12.	Observe day-to-day salon operations				

University of Hawaii  
**HONOLULU COMMUNITY COLLEGE**  
 874 Dillingham Boulevard, Honolulu, HI 96817  
 Career Services

COSM 193V COOPERATIVE EDUCATION AGREEMENT, PAGE 2					
TASKS		NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT
13.	Observe and demonstrate customer services				
14.	Exercise choices, explain reasons for choices, and analyze potential consequences when dealing with ethical dilemmas concerning health and safety professionals				
15.	Project a positive attitude and a sense of personal integrity and self-confidence				
<b>Student Learning Outcomes during this work period:</b> As part of a team, the student will perform all duties required at the Cooperative Education work site demonstrating positive work habits and using appropriate procedures, <b>tools and equipment</b> consistent with all standards and OSHA regulations.					
<b>COMMENTS:</b>					
Student's Signature:			Date:		
Supervisor's Signature:			Date:		
Cooperative Education Instructor's Signature:			Date:		



## AFFILIATION AGREEMENT for Educational Fieldwork Experience

University of Hawai'i /

(Name of Agency - Private Entity)

This AFFILIATION AGREEMENT ("Agreement") is entered into this \_\_\_\_ day  
(Day)  
of \_\_\_\_\_, \_\_\_\_\_, but effective as of \_\_\_\_\_ (the "Effective Date")  
(Month) (Year) (Effective Date)

by and between the University of Hawai'i, the state university and a body corporate of the State of Hawai'i, whose business address is 2444 Dole Street, Bachman Hall, Honolulu, Hawai'i 96822, for the benefit of \_\_\_\_\_,

(Name of University Campus, School or College)

whose business address is \_\_\_\_\_

(University School or College Address)

(the "School") and \_\_\_\_\_

(Name of Agency - Private Entity)

(Continued Name of Agency - Private Entity)

whose business and mailing address is \_\_\_\_\_

(Agency - Private Entity Business and Mailing Address)

(Continued Agency - Private Entity Business and Mailing Address)

(the "Agency"). As used in this Agreement, the term "Agency Facilities" refers to and includes all of the Agency facilities used by or in connection with this Agreement and which include, but is not limited to, the \_\_\_\_\_

(Name of Agency Facilities where Education Program is available)

### RECITALS

WHEREAS, the School has established the \_\_\_\_\_

(Name and /or type of Education Program)

("Program") where students enrolled in the Program ("Students") can apply knowledge and skills within a practicum setting ("Fieldwork Experiences"); and

WHEREAS, the Agency has the necessary facilities and resources to provide the Students with Fieldwork Experiences; and

WHEREAS, it is of mutual interest for the School and the Agency to provide the Students with Fieldwork Experiences under the terms and conditions described herein,

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and covenants contained herein, the School and the Agency agree as follows:

#### **A. RESPONSIBILITIES OF THE SCHOOL**

1. Provide Education Program. The School will develop the curricula for, plan and conduct a prescribed educational program (collectively the "Education Program") for the Fieldwork Experiences in consultation with the Agency and provide faculty and/or staff to oversee the Students during the Education Program. The Education Program components are set forth in more detail in **Exhibit A** attached hereto and incorporated herein by reference.

a. Academic Credit. The School shall determine whether and to what extent Students receive academic credit related to the Students' Fieldwork Experiences.

b. Internship Only. The School shall inform the Students that the Fieldwork Experiences at the Agency Facilities are intended solely to enhance the Students' education and that at the conclusion of the Education Program, Students are not entitled to a job at the Agency.

2. Designate Education Program Director. The School will designate an appropriately qualified director of the Education Program ("Program Director"), who will work with the Agency's Program Liaison (as hereinafter defined) in planning the Education Program, coordinating and implementing the Students' Fieldwork Experiences, and evaluating the Students.

3. Require Compliance with Applicable Laws and Agency Policies. The School shall require its faculty and Students to comply with (a) all Applicable Laws, (b) the applicable policies, practices, and rules of the Agency, and (c) the applicable standards of practice set forth by Applicable Laws and applicable accreditation agencies. "Applicable Laws" mean all federal and state laws, statutes, codes, rules, regulations, standards, directives, interpretations, permits, orders, decrees, requirements, rulings, or judgments, which now or in the future may be applicable to the School, the Agency, the use of the Agency Facilities, or the conduct of any business therein.

4. Notify Agency of Education Program Changes. The School shall notify the Agency as soon as practicable of any anticipated changes in the Education Program. The School will not implement changes to the Education Program without obtaining the Agency's prior written consent, which consent will not be unreasonably withheld, conditioned, or delayed.

5. Comply with Withdrawal or Exclusion Requests. The School shall comply with a written request by the Agency to exclude or withdraw a Student from the Agency Facilities for any reason, within five (5) days of receipt of such notice from the Agency; provided, however, that if the School disagrees with such request, the Agency and the School agree to (a) utilize the dispute resolution process herein, and (b) require the Student to stay away from the Agency Facilities during the pendency of the dispute resolution process if deemed necessary by the Agency.

6. Conduct Orientation. The School shall provide the Agency's staff with an orientation of the School's Education Program so as to ensure the success of the Fieldwork Experiences to be implemented at the Agency Facilities.

## **B. RESPONSIBILITIES OF THE AGENCY**

1. Provide Fieldwork Experiences. The Agency shall: (a) provide Fieldwork Experiences for the Students in accordance with the curricula adopted for the Education Program; (b) cooperate with the School to achieve the objectives of the Fieldwork Experiences and the School's Education Program; and (c) make reasonably available to the Students and the School's faculty the Agency Facilities, equipment, and supplies.

a. Students not regular Agency employees. The Agency acknowledges and agrees that the Students shall not displace its regular employees and, thus, the Students will not be assigned, on a consistent basis, the same duties as regular employees. To the extent possible, the Agency shall provide the Students with exposure in a range of duties relevant to the Students' studies and in accordance with the Education Program.

b. Fieldwork Experiences Primary for Students. The Agency acknowledges and agrees that the Fieldwork Experiences is primarily for the benefit of the Students, not the Agency, and that the efficiency of its operations may be slightly impeded by the presence and training of the Students.

2. Furnish Qualified Agency Staff. The Agency shall provide appropriately qualified staff members to work with the Students in connection with the Fieldwork Experiences at the Agency Facilities (collectively the "Practicum Providers"). The Agency shall ensure that the Practicum Providers: (a) provide education supervision for the Students; (b) attend appropriate meetings and trainings; and (c) prepare evaluation reports as required by the School.

3. Designate Program Liaison. The Agency shall designate an appropriately qualified member of its staff to work with the School's Program Director in in planning the Education Program, coordinating and implementing the Students' Fieldwork Experiences, and evaluating the Students (the "Program Liaison").

4. Conduct Orientation. The Agency shall provide the Students and the School's faculty with an orientation covering the Agency Facilities, programs, policies, practices, rules, and regulations.

5. Permit Inspections. Upon request, the Agency shall permit the School to inspect the Agency Facilities, Agency services, Student records kept by the Agency, and other items pertaining to the Education Program.

6. Inform School of Agency Policies. The Agency shall provide the School with copies (electronically or otherwise) of the Agency's policies, practices, rules, regulations, programs, services, facilities, and operations, and any updates or changes to the same.

7. Notice of Unsatisfactory Performance. If the Agency determines that a Student is not performing satisfactorily, the Agency shall notify and work with the School to develop a remedial plan to address deficiencies and identify actions necessary to improve Student performance, prior to taking any measures to terminate the Student's participation in the Education Program at the Agency's Facilities.

8. Agency Exclusion of Students. The Agency may, after consulting with the School, exclude any Students from the Education Program at the Agency Facilities in the event that such Student (a) fails to abide by Applicable Laws or Agency policies, (b) does not meet the Agency's employee standards for safety, health, cooperation, or ethical behavior, or (c) engages in conduct that is deemed detrimental. The Agency may remove Students without first obtaining the School's concurrence in emergency situations. To the extent that any action taken hereunder may implicate hearing or appeal processes conducted pursuant to the School's or the Agency's rules, regulations, or policies, the parties agree to cooperate and keep each other informed of the progress of such investigations or proceedings.

9. Comply with FERPA. The Agency will protect the confidentiality of information that it receives from the School in compliance with Applicable Laws, including the Family Educational Rights and Privacy Act of 1974 ("FERPA"), and shall ensure that its officers, employees, agents, and representatives are provided with appropriate information and training on complying with such Applicable Laws regarding the confidentiality of student information.

## C. COOPERATIVE COMMITMENTS

1. No Exchange of Financial Obligations. This Agreement does not provide for any specific payment or exchange of money, and neither party shall incur any financial obligation on behalf of the other party. The Students will not be entitled to any monetary or other remuneration for



services performed by them at the Agency Facilities, and the Agency shall not be required to pay the Students for any services performed by the Students in connection with the Fieldwork Experiences.

2. Term. This Agreement shall be in full force effective from and after the Effective Date to and including \_\_\_\_\_, unless otherwise amended or sooner terminated as provided in this Agreement.

3. No Unlawful Discrimination. In the performance of this Agreement, the Agency and the School shall comply with all Applicable Laws prohibiting discrimination including but not limited to race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, or status as a covered veteran. The Students will not be subject to unlawful discrimination in among other things, their acceptance or selection, assignment to jobs or work tasks, recruitment, hiring, placement, hours of employment, levels of responsibility, and in pay. In addition, each party shall comply with all requirements of any applicable affirmative action laws.

4. Mutual Cooperation. The Agency and the School shall meet on a periodic basis to evaluate the Education Program, Fieldwork Experiences, and Students, and shall cooperate to ensure a successful Education Program and Fieldwork Experiences.

5. No Employer/Employee Relationship. Nothing in this Agreement is intended to, or shall be construed to, create an employer/employee relationship between the School and the Agency, or any of their officers, employees, agents, or representatives. The performance of obligations under this Agreement shall not entitle either party or its officers, employees, agents, and representatives to vacation, sick leave, retirement, or other benefits afforded the other party's employees. Each party shall be responsible for payment of applicable income, social security, and any other federal, state, county or municipal taxes and fees of their respective employees.

6. Students Not Agents. Under no circumstances shall any of the Students be considered officers, employees, agents, or representatives of the School or the Agency for purposes of this Agreement. This provision shall not be deemed to prohibit the employment of any Students by either party under a separate employment agreement. The School shall notify each Student of the contents of this paragraph.

#### **D. RESPONSIBILITY AND INSURANCE**

1. Neither party is responsible for the other. Neither party shall be responsible for the acts and omissions of the Students, the other party, or the other party's officers, employees and agents in carrying out this Agreement. A party shall not be liable for any judgment, settlement, award, fine or otherwise, which arises out of the acts and omissions of the Students, the other party, or the other party's officers, employees and agents, under this Agreement. To the extent either party utilizes its own equipment, products, or other personal property in the performance of its obligations under this Agreement, such party shall take ordinary care that such equipment, product, or other personal property is suitable and fit for the purpose intended by such party, free from defects which may damage the other party, and otherwise operates in accordance with applicable government standards and safety regulations. For the purposes of this Agreement, the Students are not employees or agents of the School or the Agency.

2. School Limitations.

a. School Responsibility. The School shall be responsible for damage or injury caused by the School's officers and employees in the course of their employment to the extent that the School's liability for such damage or injury has been determined by a court or otherwise agreed to by the School, and provided that funds are appropriated, allotted or otherwise properly made available for that purpose. This provision, in itself, shall not constitute or be interpreted to be any type of indemnification, defense, or hold harmless obligation of the School. The School's obligations hereunder shall survive the expiration or earlier termination of this Agreement.

b. School Cannot Indemnify. As the School is not authorized to agree to indemnify, defend, or hold harmless the Agency, or be responsible for the acts or omissions of any other persons or entities (except for the School's officers and employees), the School may not agree to any such obligations. In each instance in this Agreement or in connection with the implementation of the Education Program where the School is or may be obligated to (i) be responsible for the acts/omissions of other persons or entities (except the School's officers and employees) or (ii) indemnify, defend, or hold harmless the Agency or any other persons or entities, such obligations shall be deemed null and void, and of no force or effect.

c. Subject to funding. To the extent that the School is: (1) obligated to perform under this Agreement, (2) obligated to make any payments under this Agreement, or (3) deemed liable under this Agreement, the School's ability to satisfy such obligations or liabilities is limited to that which is permitted by law and is subject to the condition that funds are properly appropriated, allotted, or otherwise properly made available for the purpose of satisfying such obligations or liabilities. Notwithstanding anything to the contrary contained in this Agreement, this provision shall apply to and qualify each and every obligation of the School to perform under this Agreement.

3. Agency Indemnification. The Agency shall indemnify, defend, and hold harmless the School, its officers, employees, and agents and the Students from and against any and all claims, demands, suits, actions, causes of action, judgments, injunctions, orders, rulings, directives, penalties, assessments, liabilities, losses, damages, costs, and expenses (including reasonable attorneys' fees, costs and expenses) arising from: (a) any act or omission of the Agency or its officers, employees, agents, contractors, consultants, and any person acting for or on behalf of the Agency (collectively, the "Agency Agents"), (b) any accident, fire, or other incident or casualty on or within the Agency Facilities, and/or (c) any failure on the part of the Agency or the Agency Agents to observe or perform any of the terms and conditions herein or comply with any Applicable Laws. The Agency's obligations hereunder shall survive the expiration or earlier termination of this Agreement.

4. Agency Insurance. The Agency shall obtain, maintain, and keep in force throughout the term of this Agreement: (a) general liability and property damage (with an extended endorsement) insurance covering the use of the Agency Facilities in connection with the School's Education Program and the Fieldwork Experiences, and (b) if applicable, professional liability insurance, or any other form of insurance necessary to provide liability coverage for the services to be provided under this Agreement, all issued by one or more insurance companies authorized to do business in the State of Hawai'i, each coverage with minimum limits of at least One Million Dollars (\$1,000,000.00) arising out of each occurrence and at least Three Million Dollars (\$3,000,000.00) in the aggregate. The liabilities to be covered by the insurance described hereunder may be covered through a self-insurance program.

## **E. TERMINATION OF AGREEMENT**

1. Either Party may Terminate. Either party may terminate this Agreement without cause by giving at least \_\_\_\_\_ ( ) days prior notice in writing to the other party at the

addresses hereinabove set forth. Such termination shall not take effect with regard to the Students already enrolled in the Education Program at the time of such notice until such time as those Students have completed their respective Fieldwork Experiences.

2. Survival of Obligations. Upon any termination or expiration of this Agreement, all rights and obligations of the parties shall cease except those rights and obligations that have accrued or are intended to or expressly survive such termination or expiration, as provided under this Agreement, including without limitation, indemnity and insurance obligations.

## F. GENERAL PROVISIONS

1. Dispute Resolution. If any disputes arise concerning any aspect of this Agreement, the School and the Agency will use their best efforts to resolve such disputes by negotiating face-to-face within twenty (20) days of receipt of a letter describing the nature of the dispute and referencing this section of the Agreement. If the dispute is not resolved within thirty (30) days of this initial negotiation meeting, the parties shall submit the dispute to mediation with a mutually acceptable alternative dispute resolution firm, with the parties equally sharing the costs of the mediation (but each shall bear the cost of making its presentation to the mediator). If the dispute is not resolved within sixty (60) days of the initial mediation meeting or such further time as the parties may agree to or that the mediator deems is needed, either party may bring an action in the appropriate forum in the First Circuit, State of Hawai'i.

2. Agency Requirements. The Agency may from time to time adopt, amend, or impose such reasonable policies, procedures, guidelines, rules, requirements, and standards as the Agency deems necessary or desirable for the operation or use of the Agency Facilities in connection with the Education Program, including the conduct of the Fieldwork Experiences (collectively the "Agency Requirements"), provided, however, that the School's obligation to comply with any of the Agency Requirements shall be limited by and subject to (a) the School's limitations set forth in paragraph D.2 herein, (b) the School receiving prior written notice of the Agency Requirements, and (c) that the Agency Requirements:

a. Not inconsistent with Agreement. Are not contrary to or inconsistent with the terms of this Agreement;

b. Applicable to the School's use. Are applicable to the School's business in the Agency Facilities or the use of the Agency Facilities by the School, the Education Program faculty members and/or the Students in connection with the Education Program, including the conduct of the Fieldwork Experiences;

c. No action inconsistent with laws. Do not require the School to take any action inconsistent with any Applicable Laws;

d. No additional material cost. Do not impose any material additional cost, expense, or liability upon the School; and

e. No waiver. Do not require the School to waive or release any rights, powers, authorities, or claims that the School may have or acquire.

Any Agency Requirements adopted or enforced by the Agency shall not be inconsistent with the terms, covenants, and conditions of this Agreement and to the extent that the Agency Requirements are inconsistent with the terms, conditions, and covenants of this Agreement, then the terms, conditions, and covenants of this Agreement shall control. Subject to the terms of this paragraph F.2



(Agency Requirements), the School shall observe and comply with the Agency Requirements.

3. Risk Management. In the event certain risk management issues, legal issues, claims or actions arise that could involve the School or the Agency, or their respective officers, employees, or agents, the parties agree to notify each other and cooperate to the extent permitted by law, available funding, insurance policies, or management decisions. Once claims or actions are filed, the parties acknowledge and understand that they will be represented by counsel and that their agreement to cooperate is subject to advice of counsel. Each party shall make reasonable attempts to include the other party in any settlement offer or negotiations. In the event the other party is not included in the settlement, the settling party shall immediately disclose to the other party in writing the acceptance of any settlement.

4. Notice. All notices, requests, demands, and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, sent by overnight carrier, or sent by facsimile or email transmission to the following numbers and addresses, as appropriate:

To the Agency:

Name of Agency: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Agency contact: \_\_\_\_\_

Title of Agency contact: \_\_\_\_\_

Agency address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

To the School:

University of Hawai'i

Name of School contact: \_\_\_\_\_

Title of School contact (including Dean,

Vice Chancellor, Chancellor): \_\_\_\_\_  
\_\_\_\_\_

College / School Name: \_\_\_\_\_

Campus name: \_\_\_\_\_

College/ School address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

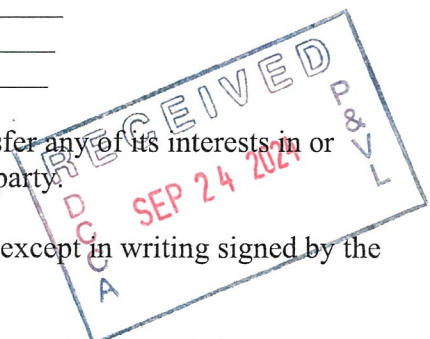
Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

5. Assignment. No party may assign or otherwise transfer any of its interests in or under this Agreement without the prior written consent of the other party.

6. Amendment. This Agreement shall not be amended except in writing signed by the parties.

7. Governing law. This Agreement shall be governed by and construed, interpreted, and



enforced in accordance with the laws of the State of Hawai'i, and the courts of the First Circuit of the State of Hawai'i shall have exclusive jurisdiction in any action to interpret or enforce this Agreement.

8. Waiver. Any waiver of the terms, conditions, or provisions of this Agreement must be in writing to be effective. Failure, neglect, or delay by a party to enforce the terms, conditions, or provisions of this Agreement will not be construed as a waiver of such party's rights under this Agreement and will not in any way affect the validity of the whole or any part of this Agreement or prejudice such party's right to take any subsequent action. No exercise or enforcement by any party of that party's rights or remedies under this Agreement will preclude the enforcement by such party of any of its other rights or remedies that are available under this Agreement or by law.

9. Severability. If any provision of this Agreement or the application thereof to any person, entity, or circumstance shall, to any extent, be deemed invalid, void, or unenforceable by a court of competent jurisdiction, the remainder of this Agreement, or the application of such provision to persons, entities, or circumstances other than those as to which it is invalid, void, or unenforceable, shall not be affected thereby, and each other provision of this Agreement shall be valid and enforceable to the full extent permitted by law, and not affected thereby.

10. No Third Party Beneficiaries. This Agreement shall not be deemed to run to the benefit of any third party, including, without limitation, the Students.

11. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes any and all oral or written agreements, understandings, and communications relating to such subject matter between the parties hereto prior to the Effective Date hereof.

12. Counterparts; Electronic Signatures. This Agreement may be executed in counterparts, each of which shall be deemed an original, and said counterparts shall together constitute one and the same agreement, binding all of the parties hereto, notwithstanding all of the parties are not signatory to the original or the same counterparts. For all purposes, including, without limitation, recordation, filing, and delivery of this instrument, duplicate unexecuted and unacknowledged pages of the counterparts may be discarded and the remaining pages assembled as one document. The submission of a signature page transmitted by facsimile (or similar electronic transmission facility) shall be considered as an "original" signature page for purposes of this Agreement.

13. Force Majeure. If a Force Majeure Event (as defined herein) prevents, interferes, or restricts the performance of this Agreement, the affected party shall use reasonable efforts to promptly notify the other party in writing (i) that it is unable to perform, and (ii) the expected duration of such inability.

During the duration of a Force Majeure Event, neither party shall be liable for any failure, delay, or interruption in performing its obligations hereunder due to causes or conditions beyond its reasonable control, and not due to any fault or negligence of the party affected. The affected party shall use its reasonable efforts to resume performance as soon as possible.

A Force Majeure Event includes, but is not limited to, strikes, boycotts, picketing, slow-downs, work stoppages, or labor disputes; restrictions or requirements imposed by laws or government actions with the force and effect of law; priorities, rationing, curtailment, or shortage of labor or materials; war, revolution, acts of terrorism, or any matter or thing resulting therefrom; embargoes, acts of God,

or severe weather or climatic conditions (such as storms, hurricanes, typhoons, earthquakes, tornadoes, volcanic eruptions, earth movements, tsunamis, and floods); acts of the public enemy, acts of superior governmental authority, riots, rebellion, sabotage, fire, or accidents; epidemics, pandemics, quarantines, or regional, national, or international public health emergencies; or any other cause or causes beyond the reasonable control of the affected party or parties.

[This Space Intentionally Left Blank]



**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the day and year first written above and effective as of the Effective Date.

**AGENCY:**

**UNIVERSITY:**

UNIVERSITY OF HAWAI'I

(Name of Agency - Private Entity)

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Private Agency Signatory

\_\_\_\_\_  
Title of Private Agency Signatory

\_\_\_\_\_  
Name of Private Agency Department/Division/ Section

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of University Signatory

\_\_\_\_\_  
Title of University Signatory

\_\_\_\_\_  
Name of School or College

\_\_\_\_\_  
Name of Campus

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of University Signatory

\_\_\_\_\_  
Title of University Signatory

\_\_\_\_\_  
Name of School or College

\_\_\_\_\_  
Name of Campus

Date: \_\_\_\_\_

**EXHIBIT A**

**EDUCATION PROGRAM COMPONENTS  
for  
AFFILIATION AGREEMENT  
for Educational Fieldwork Experience**

**University of Hawai'i /** \_\_\_\_\_

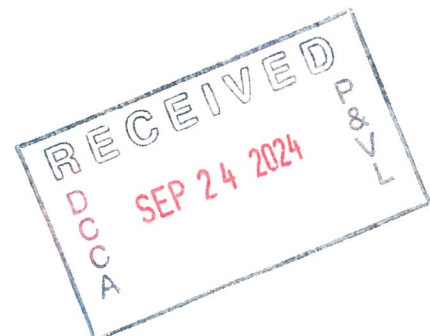
(Name of Agency - Private Entity)

*[Include specific components of the Education Program with the Agency. Examples are listed below.]*

1. Description of Fieldwork Experiences. [Describe Education Program curriculum, including any prerequisites (coursework, past work or school experience, etc.), learning objectives, evaluation forms and guidelines, and specific duties and responsibilities expected of Students, including, if known, deliverables and due dates for deliverables]
2. Schedule of Fieldwork Experiences. The Agency will provide and make available Fieldwork Experiences for up to \_\_\_\_ Students at the Agency Facilities during the following days and times each week:

	Student 1	Student 2	Student 3	Student 4
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

3. Confidentiality. The Agency will require Students to sign and comply with the Agency's Confidentiality and Release Agreement attached hereto as **Exhibit B**.



HONOLULU COMMUNITY COLLEGE

# COOPERATIVE EDUCATION

COSMETOLOGY

Career Services  
Kristi Teruya, Cooperative Education Coordinator  
847-9804, [teruyak@hawaii.edu](mailto:teruyak@hawaii.edu)



## **Table of Contents**

### **Cooperative Education at Honolulu Community College**

- General information about the Cooperative Education program including the hiring process and course expectations

### **Cosmetology (COSM) program at Honolulu Community College**

- Information of the COSM program including required courses

### **COSM93V – Cooperative Education Course Curriculum**

- Syllabus
- Agreement
- Mid-Semester Reflection
- Self-Evaluation (for Student)
- Supervisor's Evaluation of Student
- Time Sheet



## Cooperative Education for Cosmetology (COSM) at Honolulu Community College

**Instructor:** Kristi Teruya

**Phone:** (808) 847-9804

**Email:** [teruyak@hawaii.edu](mailto:teruyak@hawaii.edu)

### General Course Information

Cooperative Education (COOP) provides students the opportunity to acquire **on the job experience** in conjunction with classroom and laboratory instruction. COOP is offered in both Career Technical Education and Liberal Arts areas. Written instructor approval is required for registration.

COOP is provided by Honolulu Community College and not by the officials of the field site. There is regular interaction between the Cooperative Education Instructor (COOP Instructor) and the student. Appropriate assignments, as determined by the COOP Instructor, are required for completion of the course. A standard College grading system is utilized. Five hours per week or 75 hours of work per semester are required.

- The practices and procedures used must provide the student with directed learning experiences in an actual employment situation that is correlated with classroom instruction in college.
- Participating students must meet the following criteria:
  - Be enrolled in a field of study related to the assigned work.
  - Be recommended by the program instructor.

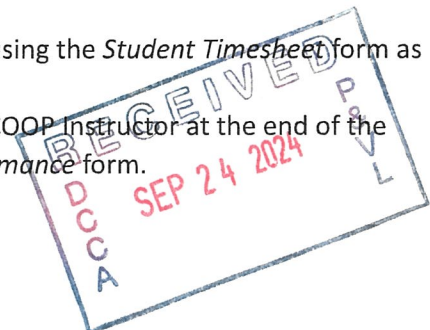
### Hiring Process

1. The COOP Instructor establishes training sites with employers in the community. (Employers can also request from the college to provide applicants for specific Cooperative Education/Internship openings.)
2. Students will enroll in a COOP course and will research possible training sites.
3. Students will apply to their preferred training site.\*
4. The employer makes all hiring and employment decisions.
5. Students will arrange their college and work schedule with the employer.

\*Placement options are determined by the student's interests, needs, abilities, and the opportunities available with cooperating employers.

### Course Expectations

1. At the beginning of each semester: the employer, student and COOP Instructor will outline the expectations, conditions and learning objectives for the training site.
2. The student will work throughout the semester to accomplish these goals and complete course assignments.
3. Students will be required to keep a record of hours worked using the *Student Timesheet* form as verified by employer/site supervisor.
4. The employer will provide feedback to the student and the COOP Instructor at the end of the semester using the *Supervisor's Evaluation of Student Performance* form.





### Student Work Requirements

- Students must complete a total of 75 hours.
- Hours must be completed within the start/end dates of the semester.
- Work and tasks performed must follow the agreed upon specific tasks identified in the Cooperative Education Agreement form.

### Benefits of Cooperative Education

For the student:

- Gain confidence in the job search and interview process.
- Exposure to a real-life working environment.
- Gain hands-on work experience.
- Practical application of classroom theory and learnings in a workplace.
- Build networking connections within the industry.
- Learn valuable soft and work skills.

For the employer/industry:

- Mentor new talent.
- Potential hiring candidate.
  - Reduce onboarding and training costs.
- Increase supply of entry-level, skilled workers to fill employer needs.

### Student Credit and Grade

Cooperative Education students will receive academic credit for their course. Students will establish learning objectives in conjunction with the site supervisor and COOP Instructor, and overall performance is evaluated.

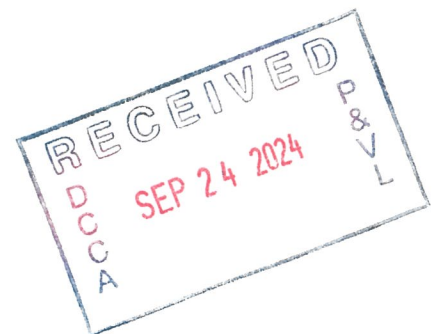
### Role of Cooperative Education Instructor

The primary role of the Cooperative Education Instructor (COOP Instructor) is to enrich student learning through integration of on-the-job experience with classroom and laboratory instruction. The COOP Instructor will:

- Establish a working relationship with Cooperative Education training sites within the community.
- Provide a Cooperative Education orientation for training sites.
- Consult with program instructors to identify eligible students.
- Consult with program instructors to identify appropriate work tasks for students.
- Refer recommended students to the employer as requested by program faculty.
- Monitor the hiring process between student and employer.
- Assist students in enrolling in the Cooperative Education course.
- Act as a liaison between program instructors and employers.
- Provide regular communication with students, instructors and employers throughout the semester to ensure a mutually beneficial pairing/partnership.
- Follow up with the employer to ensure that students have a successful experience.
- Visit worksite as needed.

Role of Employer

- Provide fieldwork experience aligned with the Cosmetology program.
- Understand that students are interns and will have different duties and expectations than regular employees.
- Provide students exposure to a range of duties.
- Understand that fieldwork experiences are the primary benefit of the student(s) not the company.
- Conduct orientation for students and faculty to explain facilities, program/company policies, etc.
- Comply with FERPA laws.
- Provide qualified staff members to work with students.
- Provide education supervision for the students, proper training and complete evaluation reports required by the course.
- Identify a company point of contact to work with the Cooperative Education Instructor (COOP Instructor).
- Notify the COOP Instructor if a student is not performing satisfactorily and work with the instructor to develop a remedial plan.



### **Cosmetology (COSM) at Honolulu Community College**

**Liaisons:** Mahina Hong (808-845-9472, [msukhong@hawaii.edu](mailto:msukhong@hawaii.edu)) and Kevin Murata (808-847-9409, [kmurata@hawaii.edu](mailto:kmurata@hawaii.edu))

**Website:** [www.honolulu.hawaii.edu/cosm](http://www.honolulu.hawaii.edu/cosm)

**Program Description:** The Cosmetology department offers two Certificates and an Associate in Applied Science degree program. There are two educational pathways in the Cosmetology program: Cosmetology and Cosmetology Instructor Training. The curriculum is designed to prepare the student for the State Board of Cosmetology Examination.

The Cosmetology program is part of an international member school system known as Pivot Point. Pivot Point developed its own training method to incorporate the use of art, science and math. This type of learning system completely revolutionized education in the hair and beauty industry. The training offers students a high level of understanding in the manipulative skills and theory. The program standards meet the requirements of the Department of Commerce and Consumer Affairs Professional Vocational Licensing and the Department of Health for the licensing examination.

**Program Learning Outcomes (PLOs):** Upon successful completion of the COSM program, students will be able to:

- Conduct services in a safe environment and take measures to prevent the spread of contagious diseases.
- Define and exhibit the basic art principles and elements related to cosmetology.
- Describe and demonstrate the practical skills required to provide appropriate services to meet the needs for a variety of clients and/or students.
- Explain the State of Hawaii laws and rules which govern the cosmetology industry.
- Achieve the preliminary qualifications and requisites to apply for the licensing examination.
- Model professional life skills and express business principles associated with a professional salon environment.

**Program Requirements: Cosmetology**

Program Prerequisites: High School Diploma or Equivalent; Placement in ENG 100

Recommended Prep: ENG 100 and MATH 100

Other Requirements: Standing in one place for long periods of time, finger dexterity, arm-hand steadiness, visual color discrimination, manual dexterity, oral expression, auditory attention, and speech clarity.

**First Semester**

COSM 20 - Elementary Cosmetology Theory  
 COSM 21 - Elementary Natural Hair Services  
 COSM 22 - Elementary Chemical Hair Services  
 COSM 23 - Basic Hair, Skin and Nail Care Skills  
 HDFS 296 \* - Working with People

CA Credits	AAS Credits
3	3
6	6
4	4
2	2
3	3
<hr/> 18	<hr/> 18

**Second Semester**

COSM 30 - Intermediate Cosmetology Theory  
 COSM 31 - Intermediate Cosmetology Clinic  
 COSM 32 - Intermediate Cosmetology Skills  
 COSM 33 - Life Skills for Cosmetology  
 CHEM 105C \* - Cosmetic Chemistry

CA Credits	AAS Credits
3	3
5	5
6	6
1	1
3	3
<hr/> 18	<hr/> 18

**Third Semester**

COSM 40 - Advanced Cosmetology Theory  
 COSM 41 - Advanced Cosmetology Clinic  
 COSM 42 - Advance Cosmetology Skills  
 COSM 43 - Salon Management Theory  
 PHIL 101\* - Introduction to Philosophy: Morals and Society

CA Credits	AAS Credits
3	3
5	5
6	6
1	1
3	3
<hr/> 18	<hr/> 18

**Fourth Semester**

General Education Requirements

CA Credits	AAS Credits
	6
	<hr/> 6

Note: Students must meet the minimum proficiency standards in communication and computation established by Honolulu CC to qualify for the Certificate of Achievement. To successfully graduate from the program students must:

- (1) Earn a grade of "C" or higher in all major courses with a COSM alpha.
- (2) Clock a minimum of 1800 hours in the required areas for either the Certificate of Achievement or the Associate in Applied Science degree.

(3) Clock a minimum of 600 hours in the Cosmetology Instructor Training for the Certificate of Competence in Cosmetology Instructor Training.

As stated in the Rules and Regulations of the Board of Cosmetology, students who resume their beauty culture courses after a lapse of three years or more shall not receive hours for previous course work.

### **COSM Course Descriptions**

**COSM 20 Elementary Cosmetology Theory (3)** Covers basic theory in hygiene and personal grooming; safety and infection control, salon ecology, design decisions, the law of color, the structure, diseases and disorders of hair, skin and nails. The Hawaii Revised Statutes 438 and 439; Hawaii Administrative Rules, Title 16, Chapter 78; Title 11, Board of Health Chapter 11. (3 hrs. lect. minimum per week)

**COSM 21 Elementary Natural Hair Services (6)** Elementary natural hair services will look at the use of art and science for hair sculpting and design. This course will introduce you to the “how” and “why” of hair sculpture and hair design. The students will learn how using procedural steps to achieve predictable results in hair services. After the introduction and demonstration of each area the students will be performing the techniques focusing on accuracy of each hair sculpture and hair design under the supervision of an instructor. (3 hrs. lect. and 9 hrs. lab = 12 hrs. min. per week)

**COSM 22 Elementary Chemical Hair Services (4)** Elementary chemical hair services looks at the use of art, science and math for hair color, and texture services. Understanding the procedures and application techniques to achieve predictable results in hair color and hair texture services. After the introduction and demonstration of each area of hair color and texture services the students will be given the opportunity to practice, focusing on accuracy in various hair color applications and hair texture services using chemicals under the supervision of an instructor. (12 hrs. lab min. per week)

**COSM 23 Basic Hair, Skin and Nail Care Skills (2)** Basic hair and nail care takes a closer look into Tricology, Dermatology and Onychology. The introduction of why and how to perform maintenance services for promoting healthy hair, skin and nails. This course will include the safety and infection control measures necessary for the industry. (9 hrs. lect./lab per week)

**COSM 30 Intermediate Cosmetology Theory (3)** Students will be introduced to theory of anatomy, electricity, and Hawaii Revised Statutes, Hawaii Administrative Rules, and Board of Health laws that govern the Cosmetology industry. Subjects of chemical hair texture, hair color, and hair design will also be reviewed. (3 hrs. lect. minimum per week)

**COSM 31 Intermediate Cosmetology Clinic (5)** The students engage in practice of the skills they have acquired in their training on guests from the community in a beauty salon atmosphere. Students develop product recommendation skills in retailing. (20 hrs. lab. minimum per week)

**COSM 32 Intermediate Cosmetology skills (6)** Intermediate cosmetology skills takes an up close and personal look at the art and sciences in the area of European type of skin care treatment, men’s hair sculpting, men’s color design, spa nail treatments, advanced chemical texturizing, makeup techniques, and advanced wet and thermal hair design. A design connection of art principals and elements are used to see the overall bigger picture of what can be achieved. After the introduction and demonstration of

each area, the student will be performing the techniques, focusing on accurate application to produce predictable results. (3 hrs. lect.; 9 hrs. lab. minimum per week)

**COSM 33 Life Skills for Cosmetology (1)** This course contains the content of essential life skills that will create a personal foundation for learners. As a salon professional dealing with the public every day, these skills are particularly important. Students will have the opportunities to practice and refine these skills on the clinic floor, which will elevate the impact of their performance when relating to guests visiting the clinic and eventually the salon. Skills for character development, interpersonal relationships, professional communication, career planning and self-management are imparted. (1 hr. lect. per week)

**COSM 40 Advanced Cosmetology Theory (3)** Students will be introduced to the theory of salon business and management, and chemistry. Students will also review hair texture, hair color, nails, skin and the Hawai'i Revised Statutes, Hawai'i Administrative Rules, and Board of Health laws that govern the cosmetology industry. (3 hrs. lect. minimum per week)

**COSM 41 Advanced Cosmetology Clinic (5)** Students engage in practice of the advanced skills they have acquired in their training on guests from the community in a beauty salon atmosphere. The students continue their product recommendation skills in retailing. (20 hrs. lab. minimum per week)

**COSM 42 Advanced Cosmetology (6)** Advanced cosmetology skills looks at the art and sciences of using combinations of skills learned in previous courses to create new hair sculpting, advanced hair care treatments, long hair designs, special hair color effects, advanced hair relaxing services, nail enhancements, skin care treatments, wigs and hair additions. Using art principles and elements, students see the overall picture of what can be achieved. Advanced procedural steps are applied to hair services to achieve a finished look in preparation for the entry level in the industry. After the introduction and demonstration of each area, the student will be performing the techniques focusing on accurate application under the supervision of the instructor. (3 hrs. lect., 9 hrs. lab. per week minimum)

**COSM 43 Salon Management (1)** The students engage in the understanding of salon management skills, with the emphasis on how to build and maintain a clientele necessary to become successful in the cosmetology industry. (1 hr. lect. per week)

**COSM 50V Cosmetology Theory and Practice (2–12)** Continuation of cosmetology theory and lab. Hours attended apply toward the 1800 hours required to qualify for the Cosmetology Licensing State Board Examination. Students may enroll 2 times for a maximum of 12 credits. (33 hrs. lect./lab. minimum per week)

**COSM 80V Cosmetology Instructor Training (1–13)** The application of teaching principles in the area of cosmetology with the development of communication skills in theoretical and technical knowledge acquired from experience in the field of cosmetology. Techniques of individual and group instruction in laboratory and related classes; evaluation of various methods. Student may meet criteria to take Hawai'i State Cosmetology Board Teacher's Exam for license. Repeatable until 13 credits are earned. (40 hrs. lect./lab. maximum per week)

**COSM 93V Cooperative Education (1-4)** This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Cosmetology. Students may enroll 2 times for a maximum of 4 credits. (5 hrs. work experience per week per credit)



# Honolulu Community College

## Course Syllabus: Cooperative Education (COSM 93V)

### SPRING 2024

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**Instructor:**

Kristi Teruya

**Office Location:** Building 7 – 320 (Career Services)

**Phone:** 808-847-9804

**Email:** [teruyak@hawaii.edu](mailto:teruyak@hawaii.edu)

**Office Hours:** By appointment

**Course Outcome:**

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Cosmetology. Duties should be meaningful and increasingly responsible assignments that directly correlate to your academic work in your major functional areas of the field.

**Student Learning Outcomes:** Upon completion of the Cooperative Education (COOP) course, students will:

1. **Job Placement:** The student will obtain a position with a company that is related to his/her major and perform a minimum of 75 hours of work per semester for each credit.
  - a. **Resume and Job Application Form** used to obtain the position
  - b. **Student Time Sheet**
2. **Job Performance:** As part of a team, the student will perform all duties required at the cooperative education work site, demonstrating positive work habits and using appropriate procedures, tools and equipment, consistent with all application standards and OSHA regulations.
  - a. **Student Self Evaluation**
  - b. **Employer Evaluation**
3. **Personal Assessment:** The student will demonstrate an understanding of personal abilities and skills with an awareness of the impact of abilities and skills on career development and academic achievement.
  - a. **Midterm Paper**
  - b. **Final Reflection Paper**

**Required Work:**

1. **Obtain an internship: Resume, Job Application, Interview - Due January 19.**
  - a. Create a **resume**.
    - i. Resume should be up-to-date and tailored to the internship/position you are applying for.
  - b. Complete a **job application form**. (The job application will be provided by the employer/COOP instructor).

- c. Email a pdf copy of your completed resume and job application form to the Salon Manager and cc: [teruyak@hawaii.edu](mailto:teruyak@hawaii.edu).
- d. To obtain position:
  - i. Submit the completed job application form and resume to the potential employer via email.
  - ii. Attend an **in-person interview** with the potential employer.
  - iii. If position is offered:
    1. Confirm your **work schedule** and **start date** with the employer and email a copy of your schedule to the COOP instructor at [teruyak@hawaii.edu](mailto:teruyak@hawaii.edu).
2. **Cooperative Education Agreement: Due January 19.** Upon obtaining a position, complete and submit the Cooperative Education Agreement form to [teruyak@hawaii.edu](mailto:teruyak@hawaii.edu). You will need to work with your Site Supervisor to complete the form and create a learning objective.
3. Over the semester, you will need to complete a *minimum* of **75 hours** of work for your host employer. This is equivalent to approximately 5-10 hours per week during the semester (depending on your start date).
4. Keep a weekly journal of your internship activities for your own records. This will be helpful for your own reference as you write your final paper. *You do not need to submit your journal.*
5. **Check-in with COOP instructor: Due week of February 5-9.** Prior to the due date, email [teruyak@hawaii.edu](mailto:teruyak@hawaii.edu) to schedule a 15 minute appointment (in-person, phone or zoom) between January 29-February 2. The purpose of this appointment is to reflect on your transition to the salon and to ensure that your placement is ideal.
6. **Mid-Semester Reflection: Due on March 1.** Complete the reflection form and email to [teruyak@hawaii.edu](mailto:teruyak@hawaii.edu).
7. **Final Reflection Paper: Due on May 3**, emailed to [teruyak@hawaii.edu](mailto:teruyak@hawaii.edu).  
This 5-page, **typed**, double-spaced paper should be written in a professional manner and divided into three parts:
  - a. An overview of what you have accomplished during your COOP.
  - b. Describe what you have learned during your COOP experience.
  - c. How has Honolulu Community College major curriculum prepared you for this professional experience.
8. **Student Self-Evaluation of Performance Form: Due on May 3**, emailed to [teruyak@hawaii.edu](mailto:teruyak@hawaii.edu).
9. **Supervisor Evaluation of Student Performance Form: Due on May 3**, emailed to [teruyak@hawaii.edu](mailto:teruyak@hawaii.edu). You will need to have your supervisor complete this evaluation of your performance and send the evaluation back to me in order for you to receive your final grade.
10. **Signed Time Sheet: Due on May 3.** Your signed time sheet should be submitted to my office in building 7 – 320 or you may turn in a PDF copy via email to [teruyak@hawaii.edu](mailto:teruyak@hawaii.edu).



**Etiquette:**

You will be required to interview with the employment site. Therefore, you must prepare a resume and be ready for an interview. If accepted by the employer, remember that you are a guest in their organization, and a representative of Honolulu Community College. It is your responsibility to acclimate in the work culture. You should adhere to your agreed upon work schedule as established with your employer. All vacations or requested day's off should be made in advance and discussed with your site supervisor. **If you are unable to work due to illness, please be sure to inform your site supervisor.**

**Important Note:**

Accepting a COOP with a company should not be considered as accepting employment. A COOP/Internship is designed as a temporary experience; as such, you are NOT eligible to apply for unemployment benefits upon completion of this course.

**Course Schedule:**

**All Coursework is due at 11:59PM on the due date.**

January 19, 2024	<input type="checkbox"/> Submit copy of resume and application form <input type="checkbox"/> Interview for position <input type="checkbox"/> Submit completed Cooperative Education Agreement <input type="checkbox"/> Submit work schedule and start date
February 5-9, 2024	<input type="checkbox"/> Check-in with COOP Instructor
March 1, 2024	<input type="checkbox"/> Mid-Semester Reflection Form DUE
March 8, 2024	<input type="checkbox"/> (Tentative) COOP instructor site visit
April 5, 2024	<input type="checkbox"/> (Tentative) Last Day at Salon
May 3, 2024	<input type="checkbox"/> Final Reflection Paper DUE: 5 page paper, double-spaced <input type="checkbox"/> Signed Time Sheet DUE <input type="checkbox"/> Student Self-Evaluation of Performance Form DUE <input type="checkbox"/> Supervisor Evaluation of Student Performance Form DUE
May 3, 2024	Last Day of Instruction.

**Academic Integrity**

The use of Artificial Intelligence (AI) tools like ChatGPT are not allowed in this course. Students who fail to comply may be subject to the disciplinary process and sanctions outlined in the UH's Systemwide Student Conduct Code.

**Grading:**

Grades will be based on successful completion of all **Paper Assignments** and necessary paper work submitted (IE: *student information sheet and supervisor evaluation*).

**Contact Information:**

At any time during your COOP experience, if you are having difficulties with the work site, please contact me immediately. Phone: 808-847-9804 or E-mail: [teruyak@hawaii.edu](mailto:teruyak@hawaii.edu).

**As an intern, you are expected to always maintain a professional manner including all phone and e-mail correspondence.**

## Honolulu Community College Required Syllabus Information

### Attendance Policy:

Your success depends on your participation in all registered courses. UH policy requires faculty to identify students who have not participated during the first week of class. Identified students will be administratively dropped from their class. It is your responsibility to inform the faculty member if you will be absent and wish to remain enrolled. Visit Participation Verification for Students for more information.

### Student Conduct:

As a Honolulu CC student, you must abide by the guidelines set forth in the UH Student Conduct Code. Cheating, plagiarism, or other forms of academic dishonesty are not permitted within this course and may lead to a disciplinary action. You are expected to be responsible in relationships with others and your educational pursuits. As part of this responsibility, you must read and familiarize yourself with the UH Student Conduct Code.

### Student Accommodations:

Honolulu CC is committed to providing equitable access to learning opportunities for all students. If you may need an accommodation based on the impact of a disability, please contact Student ACCESS at (808) 844-2392 or [accesshcc-l@lists.hawaii.edu](mailto:accesshcc-l@lists.hawaii.edu) to schedule an appointment. Be sure to provide the confidential memo authorizing accommodations to your instructor(s). Additional information can be found on the Disability Access website.

### Title IX:

Honolulu CC is committed to a safe learning environment that is free of gender discrimination and sexual harassment, including domestic or dating violence, sexual assault, and stalking. If you or someone you know has experienced gender discrimination or sexual harassment, please reach out for help. Faculty are required to immediately report suspected or alleged gender discrimination or sexual harassment to the Title IX Coordinator to ensure that students are supported and aware of available resources.

To report an incident of gender discrimination or sexual harassment, contact the Title IX Coordinator directly at (808) 845-9174 or [honccitix@hawaii.edu](mailto:honccitix@hawaii.edu). If you wish to remain anonymous, speak with someone **confidentially**, or receive information and support in a confidential setting, contact the Wellness Center at (808) 845-9180 or [hccwell@hawaii.edu](mailto:hccwell@hawaii.edu) or a UH Confidential Advocate at [advocate@hawaii.edu](mailto:advocate@hawaii.edu). For more information, visit Title IX.

### Academic Counseling:

Academic counselors are available to help you assess your educational needs, career interests, and selection of an appropriate degree program. They also assist with program requirements, course placement and sequencing, registration, transfer, graduation, and more! Schedule an appointment at (808) 845-9162 or [honcouns@hawaii.edu](mailto:honcouns@hawaii.edu). For more information, visit the Academic Counseling website.

If you have academic concerns during the semester, reach out to a CARE member. The CARE Team helps you deal with challenges that may prevent you from attending class or complete

assignments. Make an appointment at (808) 845-9290 or [honcare@hawaii.edu](mailto:honcare@hawaii.edu). For more information, visit the [CARE](#) website.

**Academic Support:**

Tutoring Support Center - Building 7, 1st floor. Schedule an appointment for free tutoring in all subjects, email [hontutor@hawaii.edu](mailto:hontutor@hawaii.edu) or call (808) 845-9454. To access online tutoring 24/7 via Tutor.com go to [MyUH](#).

Math Lab (math tutoring) – Building 7, room 421. Come by for free in-person Math tutoring or sign up for online Zoom tutoring. For in-person and online tutoring hours, as well as procedures to schedule appointments, visit: <https://www.honolulu.hawaii.edu/services/tutoring/>.

Writing Center (writing support) – Building 7, room 520. Free writing assistance for all phases of the writing process. For in-person and online tutoring hours, as well as procedures to schedule appointments, visit: <https://www.honolulu.hawaii.edu/services/tutoring/>.

Library - Librarians provide guidance on the best ways to access and use quality information and resources. To access resources and find information about services, visit the [Honolulu CC Library](#) website. For assistance, visit us in person (Building 7, 1st floor) or reach us via email [honcclib@hawaii.edu](mailto:honcclib@hawaii.edu) or by phone at (808) 845-9199.

**Technical Support:**

UH ITS Help Desk: email [help@hawaii.edu](mailto:help@hawaii.edu) or call (808) 956-8883 or toll-free at (800) 558-2669. You may also [Request Assistance](#) for Laulima support, or go to [Laulima Student Support](#).

**Wellness Center:**

Provides crisis counseling, self-care resources, and community referral services to registered students. Services are free, voluntary, and confidential. Appointments: (808) 845-9180, [hccwell@hawaii.edu](mailto:hccwell@hawaii.edu), or visit the [Wellness Center](#) website.

**Basic Needs:**

Meeting your basic needs (food, housing, childcare, mental health, transportation, among others) is critical for ensuring strong academic performance, persistence and graduation, and overall well-being. Visit [Student Basic Needs](#) if you (or someone you know) are experiencing basic needs insecurity.

**Veterans:**

Veteran services are available. Visit [Honolulu CC Veteran Services](#) or contact Scot Parry, Veterans Counselor, at (808) 845-9172. For additional support, visit the U.S. Department of Veterans Affairs [VA College Toolkit](#) site.

**Honolulu CC Campus Security:**

Honolulu CC is committed to providing a safe and secure campus. Campus security is located in Building 72A and [provides services](#) 24 hours a day, 7 days a week. They can be reached at (808) 284-1270 or (808) 271-4836.

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 874 Dillingham Boulevard, Honolulu, HI 96817  
 Career Services

**COSM 93V COOPERATIVE EDUCATION AGREEMENT**

<b>Student Name:</b>	<b>UH ID:</b>	
<b>Position:</b>	<b>Estimated Start/End Date:</b>	
<b>Company:</b>	<b>Hrs/Week:</b>	<b>Hourly Wage: n/a</b>
<b>Supervisor Name:</b>	<b>Supervisor Telephone:</b>	
<b>Supervisor Title:</b>	<b>Supervisor Email Address:</b>	

**The Student agrees to:**

1. Maintain regular attendance at school and work, and notify the school and employer prior to any absence.
2. Complete assignments, show honesty, a cooperative attitude, proper grooming/dress, and willingness to learn.
3. Consult the Cooperative Education Instructor and work supervisor about any problems.
4. Conform to the rules and regulations of the worksite and maintain confidentiality.

**The Employer agrees to:**

1. Provide thorough orientation to the job and worksite, as well as meaningful, well-supervised work experience.
2. Provide evaluation of performance, time for consultation with, and on-site monitoring visits by the Cooperative Education Instructor.
3. Consult Cooperative Education Instructor regarding problems related to the work experience, and prior to suspension or termination.
4. No Unlawful Discrimination. In the performance of this Agreement, the Agency and the School shall comply with all Applicable Laws prohibiting discrimination including but not limited to race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, or status as a covered veteran. The students under this Agreement will not be subject to unlawful discrimination in among other things, their acceptance or selection, assignment to jobs or work tasks, recruitment, hiring, placement, hours of employment, levels of responsibility, and in pay.

**PLEASE INDICATE HOW IMPORTANT THE TASKS BELOW ARE FOR STUDENT SUCCESS AT WORK**

TASKS/BEHAVIORS		NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT
1.	Arrive to work on time when scheduled				
2.	Accept suggestions and make changes to improve performance				
3.	Practice professional habits and dress appropriately				
4.	Work well individually and as a member of a team				
5.	Follow all safety and health procedures				
6.	Hygiene, sanitation, and sterilization				
7.	Assist and remove hair coloring/bleaching				
8.	Assist and remove permanent waving				
9.	Personal grooming				
10.	Knowledge and application of safety practices				
11.	Perform shampooing and scalp treatments				
12.	Hair styling				
13.	Assist manicures and pedicures				

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 Career Services

14.	Observe day-to-day salon operations				
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COSM 193V COOPERATIVE EDUCATION AGREEMENT, PAGE 2					
TASKS		NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT
15.	Observe and demonstrate customer services				
16.	Exercise choices, explain reasons for choices, and analyze potential consequences when dealing with ethical dilemmas concerning health and safety professionals				
17.	Project a positive attitude and a sense of personal integrity and self-confidence				
<b>Student Learning Outcomes during this work period:</b> As part of a team, the student will perform all duties required at the Cooperative Education work site demonstrating positive work habits and using appropriate procedures, tools and equipment consistent with all standards and OSHA regulations.					
<b>COMMENTS:</b>					
Student's Signature:			Date:		
Supervisor's Signature:			Date:		
Cooperative Education Instructor's Signature:			Date:		

**Mid-Semester Reflection**

<b>Student Name:</b>	<b>UH Student ID:</b>
<b>Email Address (Hawaii.edu):</b>	<b>Phone Number:</b>
<b>Work Schedule:</b>	<b>Start Date:</b>

1. Describe your job application/interview process and how successful it was for you.

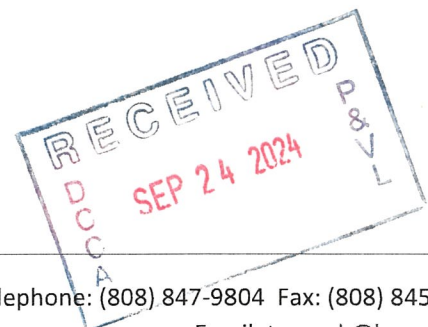
2. Describe your transition to the salon environment. Include positive and/or negative experiences.

3. On a scale of 1 to 10 (1 – not confident at all to 10 – very confident), how confident and comfortable do you feel about your salon responsibilities? Please explain.

(Circle one)

Poor										Excellent
1	2	3	4	5	6	7	8	9	10	

4. What are you learning about yourself through this Cooperative Education experience?



Telephone: (808) 847-9804 Fax: (808) 845-9122

Email: [teruyak@hawaii.edu](mailto:teruyak@hawaii.edu)

COSM 93V, Last Updated: 7/12/23

**Mid-Semester Reflection, Page 2**

**5. What is one obstacle that you are currently facing or have faced in your Cooperative Education course?**

**5b. What did you do/can you do to overcome this obstacle?**

**6. How can the work site better support you in getting the best experience out of your Cooperative Education course?**

**7. What can the Cooperative Education Coordinator do to support you in this course?**

**8. Other comments:**

**STUDENT SELF EVALUATION OF PERFORMANCE**

<b>Student:</b>	<b>Position:</b>	<b>Semester Dates:</b>
<b>Company:</b>	<b>Hrs/Week:</b>	<b>Hourly Wage: n/a</b>
<b>Supervisor:</b>	<b>Telephone:</b>	
<b>Cooperative Education Instructor:</b> <i>Kristi Teruya</i>	<b>Telephone:</b> <i>808-847-9804</i>	
<b>College:</b> <i>Honolulu Community College</i>	<b>Email:</b> <i>teruyak@hawaii.edu</i>	
<b>Address:</b> <i>874 Dillingham Boulevard, Honolulu, HI 96871</i>	<b>Fax:</b> <i>808-845-9122</i>	

**PLEASE RATE YOUR PERFORMANCE FOR EACH TASK LISTED BELOW:**

4 = Always meet Standard   3 = Usually meet Standard   2 = Approach Standard   1 = Below Standard   NA = Not Applicable

DEMONSTRATED TASKS/BEHAVIORS		RATING				
1.	Arrived to work on time when scheduled	4	3	2	1	NA
2.	Accept suggestions and make changes to improve performance	4	3	2	1	NA
3.	Practice professional habits and dress appropriately	4	3	2	1	NA
4.	Work well individually and as a member of a team	4	3	2	1	NA
5.	Follow all safety and health procedures	4	3	2	1	NA
6.	Hygiene, sanitation and sterilization	4	3	2	1	NA
7.	Assist and remove hair coloring/bleaching	4	3	2	1	NA
8.	Assist and remove permanent waving	4	3	2	1	NA
9.	Personal grooming	4	3	2	1	NA
10.	Knowledge and application of safety practices	4	3	2	1	NA
11.	Perform shampooing and scalp treatments	4	3	2	1	NA
12.	Hair styling	4	3	2	1	NA
13.	Assist manicures and pedicures	4	3	2	1	NA
14.	Observe day-to-day salon operations	4	3	2	1	NA
15.	Observe and demonstrate customer services	4	3	2	1	NA
16.	Exercise choices, explain reasons for choices, and analyze potential consequences when dealing with ethical dilemmas concerning health and safety professionals	4	3	2	1	NA
17.	Project a positive attitude and a sense of personal integrity and self-confidence	4	3	2	1	NA

**STUDENT LEARNING OUTCOMES**

**Student Learning Outcomes during this work period:** As part of a team, the student will perform all duties required at the Cooperative Education work site demonstrating positive work habits and using appropriate procedures, tools and equipment consistent with all standards and OSHA regulations.

**COMMENTS:**

<b>SELF OVERALL EVALUATION</b>	Excellent	Above Average	Satisfactory	Unsatisfactory
<div style="display: flex; justify-content: space-between;"> <span>Student's Signature: _____</span> <span>Date: _____</span> </div>				



SUPERVISOR'S EVALUATION OF STUDENT PERFORMANCE						
<b>Student:</b>		<b>Position:</b>		<b>Semester Dates:</b>		
<b>Company:</b>		<b>Hrs/Week:</b>		<b>Hourly Wage: n/a</b>		
<b>Supervisor:</b>		<b>Telephone:</b>				
<b>Cooperative Education Instructor: Kristi Teruya</b>		<b>Telephone: 808-847-9804</b>				
<b>College: Honolulu Community College</b>		<b>Email: teruyak@hawaii.edu</b>				
<b>Address: 874 Dillingham Boulevard, Honolulu, HI 96871</b>		<b>Fax: 808-845-9122</b>				
<b>PLEASE RATE THE STUDENT'S PERFORMANCE FOR EACH TASK LISTED BELOW:</b> 4 = Always meet Standard   3 = Usually meet Standard   2 = Approach Standard   1 = Below Standard   NA = Not Applicable						
DEMONSTRATED TASKS/BEHAVIORS		RATING				
1.	Arrived to work on time when scheduled	4	3	2	1	NA
2.	Accept suggestions and make changes to improve performance	4	3	2	1	NA
3.	Practice professional habits and dress appropriately	4	3	2	1	NA
4.	Work well individually and as a member of a team	4	3	2	1	NA
5.	Follow all safety and health procedures	4	3	2	1	NA
6.	Hygiene, sanitation and sterilization	4	3	2	1	NA
7.	Assist and remove hair coloring/bleaching	4	3	2	1	NA
8.	Assist and remove permanent waving	4	3	2	1	NA
9.	Personal grooming	4	3	2	1	NA
10.	Knowledge and application of safety practices	4	3	2	1	NA
11.	Perform shampooing and scalp treatments	4	3	2	1	NA
12.	Hair styling	4	3	2	1	NA
13.	Assist manicures and pedicures	4	3	2	1	NA
14.	Observe day-to-day salon operations	4	3	2	1	NA
15.	Observe and demonstrate customer services	4	3	2	1	NA
16.	Exercise choices, explain reasons for choices, and analyze potential consequences when dealing with ethical dilemmas concerning health and safety professionals	4	3	2	1	NA
17.	Project a positive attitude and a sense of personal integrity and self-confidence	4	3	2	1	NA
<b>STUDENT LEARNING OUTCOMES</b>						
<b>Student Learning Outcomes during this work period:</b> As part of a team, the student will perform all duties required at the Cooperative Education work site demonstrating positive work habits and using appropriate procedures, tools and equipment consistent with all standards and OSHA regulations.						
<b>COMMENTS:</b>						
<b>OVERALL EVALUATION</b>		Excellent	Above Average	Satisfactory	Unsatisfactory	
<b>Supervisor's Signature:</b> _____ <b>Date:</b> _____						

**STUDENT TIMESHEET**

<b>Student Name:</b>	<b>Position:</b>	<b>Semester Dates:</b>
<b>Company:</b>	<b>Hrs/Week:</b>	<b>Hourly Wage: n/a</b>
<b>Supervisor:</b>	<b>Telephone:</b>	

**TOTAL NUMBER OF HOURS WORKED**

TASKS	TOTAL HOURS (estimated by task)
Assist and remove hair coloring/bleaching	
Assist and remove permanent waving	
Shampooing and scalp treatments	
Hair styling	
Assist manicures and pedicures	
Personal grooming	
Observe day-to-day salon operations	
Observe and demonstrate customer services	
<b>TOTAL HOURS</b> <b>(Hours must total 75 hours)</b>	

**EMPLOYER'S VERIFICATION**

**Please verify the total hours worked by this student during the period noted above.**

*I certify that the student was employed by this company for the period of hours indicated above.*

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



February 5, 2025

Dear Barbering and Cosmetology Board members.

The two questions that were posed at the last meeting on the COSM 97V Cooperative Education course

- 1) How would someone be identified as a person in this program at the Salon?

COSM 97V student would wear a "Name tag" that would state "Honolulu Community College  
Cosmetology Student"

We cannot put their name on the name tag due to the Family Educational Rights and Privacy of  
Students are also known as FERPA a federal law.

The student would have to release the college in writing to release the name to have it placed on a  
name tag.

- 2) The senior instructor or department Liaison will be responsible for notifying the Board of  
Barbering and Cosmetology about what students will be participating in the COSM 97V program.  
The student will have to sign a form to release their name to a third party in keeping with the  
FERPA laws.

The Cosmetology faculty wanted to know if there is a registration form from DCCA or PVL.  
I told them I didn't believe so.

The department may have to come up with one.

Sincerely,

Jess Aki / Professor of Cosmetology  
Honolulu Community College

A. Teaching Nail Courses – Laureen Shirokane

After discussion the Board has found that Ms. Shirokane will need to have an instructors license based upon HRS 439A-3, since there will be compensation for services.

Chair Hall asked if Ms. Shirokane had any questions.

Ms. Shirokane asked if she could be provided instructor education information.

EO Shahan stated that she will send the information to her.

B. Proposal for Work/Study Program – Honolulu Community College

The Chair asked if any members of the public would like to provide oral testimony on this agenda item.

Ms. Aki proposed that HCC students would be placed with a beauty salon; they would be on campus for 4 out of 5 days and 1 day at a salon to sweep, observe, wash, but will not be allowed to work on customers. Students would gain valuable real-world experience. Having it as a part of an internship or a work study program, the campus resumes all liability. All salon assignments would be considered just like any course it will be given a grade. For a student to participate they must be a senior, with completion of at least 1,200 hours or more, with at least a B or higher academically. Each salon will be visited and approved by HCC faculty and cooperative education department. Documentation has already been submitted to the University's legal department regarding liability issues. When the student is in school, they are covered by a licensed instructor, and receive 1 clock hour in attendance per hour a day. They would not be an apprentice but a student. That's where we would like to have the board's permission.

EO Shahan asked other than the fact that the individual is paying tuition, they are reporting to the school, how are they not an apprentice. If they are in a shop learning to be a cosmetologist because that's what an apprentice is, an individual who's learning how to be a beauty operator is in a shop that is working as they are learning.

Ms. Aki agreed and answered in the beauty school curriculum, there is 250 hours of unassign, and that area is self-study.

EO Shahan stated that unassigned hours are more in line with "Where do they need additional work?" If the student is doing well with hair cutting, but not so well with their nails, they could use those unassigned hours to do additional hours in nail work.

Chair Hall asked how the shops will be compensated for taking on these people.

Ms. Aki answered that they would not be compensated.

Chair Hall asked if they have found salons that are interested in participating in the program.

Ms. Aki stated that salons are begging for people to help. Previously HCC had this program, but it was never presented to the board. When the program was active, they had over 40 salons on Oahu.

Chair Hall asked if these students in the salon would be considered interns.

Ms. Aki Agreed, for 1 day a week, preferably 7 hours but no more than 8 hours a day. The program would like the students on campus, from 7:30 to 8:20 for their theoretical class.

Chair Hall confirmed that the school has already found who is liable for the students.

Ms. Aki confirmed, they went through the school's legal team and the school would hold all liability if the student got injured, because it would still be as if they are in a class.

EO Shahan asked what if a client was injured? Who is liable for that?

Ms. Aki answered that the students are not allowed to touch clients.

EO Shahan clarified the students enrolled in this program are seniors, completed theoretical training, students, going out 7 hours a week to sweep floors, wash and do their shop management.

Ms. Aki agreed but it's to put the students in a real-world situation. We have the clinic floor to serve the public but it's not the same as a working salon. At the work study they can answer phones, they can do reception work. But they cannot touch clients, students not licensed yet nor are they registered as an apprentice. We understand that, but we want them to have real-world experience.

Chair Hall asked if that was the whole point of the clinic floor when we were in school.

Ms. Aki answered yes and to practice for your hours.

Chair Hall added that as students we would do services on people knew that we were school knew we were doing these things. And we were supposed to be acting as if it was a real salon. So that is the real-world experience.

Ms. Aki understands what Chair Hall is stating but it is not the same. Because they are part of the university system, there are some parts of the salon we're not allowed to do. Retail transactions go through the bookstore and that's just the constraints of the university system. They can see stylists recommending products to their clients, they can see how inventory on retail products is done. Students can see areas that we cannot offer them.

Chair Hall asked when this program was previously active.

Ms. Aki stated in the 80s or 90s.

EO Shahan stated in the 80s and 90s we were operating under chapters 438 and 439. Currently the state is operating under Hawaii Revised Statute 439A. HRS 439A specifically states that beauty school students are in schools and apprentices are in shops. I understand the students will not be apprentices they would be interns, but they've left the school.

Ms. Aki clarified the students have left the school property for 1 day and are still registered as a beauty school student at the HCC campus. All students need to meet the criteria for a degree.

Ms. Cornelio asked if the students are being financially compensated because it is a work study program for tuition for school as well.

Ms. Aki answered no.

EO Shahan stated it's not a typical work study, it's more of an intern program.

Ms. Aki confirmed.

Mr. Basta added this is common practice in a lot of states, he was licensed in Philadelphia and in New Jersey. They had a program when you were a senior in school, you were able to go in for the day and if someone needed like an assistant, we're going to assist you would receive hours and there's a big difference between a salon environment and a school. It is a good way to prepare students psychologically to get used to working in that type of environment. It's good for the salon and the business as well, and the fact is that you're building relationships with these salons for potential employees down the road.

Chair Hall added that she is not opposed but as an owner, the only concern is liability.

Ms. Aki understood and stated that is why it went through the legal team first. The salon owner is under no obligation to hire the student and the student is no under obligation to work for that salon.

Chair Hall asks if HCC gives the salon a contract stating the liability is with the university.

Ms. Aki answers yes, there is a packet which would go to the salon's owner indicting the responsibilities and where the liabilities lie. The students would also receive a syllabus of what's required of them and their responsibilities, showing up on time, filling out paperwork, writing an essay, and midterm.

EO Shahan stated individuals are not allowed to be in shops without identification. Hawaii statutes indicate very clearly apprentices must have a badge indicating their name and that they are an apprentice, they must have their apprenticeship registration up on the walls, so people know that there's an apprentice working there.

- What identification would the students have?

- How is the board being notified that we've got x number of students in shops during this class?

- How do we know that the students are only sweeping, doing retail, shadowing and that the shop owner is not allowing unlicensed practice?

- How do we identify the students for the public and RICO, who's going in to see who unlicensed people are in the shop than it might be citing the shop?

Ms. Aki understood the concerns and questions of EO Shahan. In the past there were a couple of shops that were taking advantage of students and they were removed from the program. Faculty would be checking on the shops as an education institution they want to protect the students and the integrity of the program. As for identification we would be able to come up with form or notification for the board.

EO Shahan suggested identification as a name tag.

Ms. Aki stated that the students can be supplied with name tags stating they are students from Honolulu Community College. Because this is a new program a lot of these areas would have to be worked out. How are they going to be identified, is there going to be any kind of registration? These are some of the areas that need to be worked out.

EO Shahan asked if this was approved and implemented, how would the shops know that this was something they could participate in?

Ms. Aki responded that they would physically talk and meet with them. If they were interested a meeting would be set up to find out what type of services they provide; are they a full-service salon, do they only do hair,



do they only do skin, do they only do nails. HCC is a cosmetology program and students would need to be in a salon it is full service.

Chair Hall clarified based up on the criteria, it has to be a full-service salon.

Ms. Aki answered yes because that's the program. If HCC had a nail program or a hair program, then they could go into those areas too. But we need to stay by what the hour requirement is as a cosmetologist.

EO Shahan asked if these hours for this class is 45.

Ms. Aki confirmed 45 hours for the semester.

EO Shahan asked where those hours would go on the transcript, would it be under shop management and not towards any other portion of the hourly requirements.

Ms. Aki confirmed and stated that the course is going to be an elective because not all students are going to meet the prerequisites.

EO Shahan asked in the best of all possible worlds, and all was put in place, all questions answered satisfactory, and found to be in line with the statutes and administrative rules, when would you like to implement this.

Ms. Aki responded Fall 2025.

EO Shahan stated this is something that the board would have to look at considering the statutes and rules. Look very carefully at the program, and then bring it back to another board meeting for discussion with any questions that anyone might have that, we've had a chance to review and find the answers for and allow the board will more time to review it. And try to have it back on the agenda at the February meeting. A copy will be sent to our DAG for review do to see if there's anything that stands out and we will take this under consideration again. We'll table it at this meeting to see if it's something that we can do or with some modifications perhaps we could do or if it just doesn't fit with the way we have our program set up at the moment. We'll table this until February, when we can. Have a have a thorough read through and see if there's questions that I need answer.

Ms. Aki stated she will be taking the boards suggestions on how the student would be identified in the salon for RICO and some type of notification on students participating in the program.

EO Shahan asked if there were any questions for Ms. Aki. And thanked her and the program for thinking of the students and the shops and how we can get people trained.



## **BEAUTY/BARBER SHOPS: OPERATOR IN CHARGE**

### **Hawaii Revised Statutes**

**[§439A-10] Barber shops and beauty shops.** (a) An applicant for a barber shop or beauty shop license shall:

- (1) Identify the name and location of the shop;
  - (2) Identify at least one barber or beauty operator to qualify the shop for licensure in the applicable license category;
  - (3) Identify the owner of the shop who shall be responsible for all operations of the shop and be responsible for ensuring that only currently licensed individuals, apprentices, or temporary permittees are practicing in the shop;
  - (4) Demonstrate that the applicant has adequate sanitary facilities; and
  - (5) Provide a statement that the applicant shall allow only licensees who have at least one year of experience to train apprentices as prescribed by the rules of the board.
- (b) Barber apprentices and beauty apprentices training in a barber shop or beauty shop shall be compensated in accordance with chapter 387.
- (c) Any transfer of ownership of a barber shop or beauty shop, or relocation of a barber shop or beauty shop, shall require the filing of an application with the required fees. [L 2022, c 73, pt of §1]

**From:** [Xavier Lasconia](#)  
**To:** [DCCA Barber cosm](#)  
**Subject:** [EXTERNAL] Question Regarding Nail Technician Booth Rental  
**Date:** Tuesday, January 28, 2025 4:14:17 PM

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**CAUTION:** This email originated from outside of Hawaii State Gov't / DCCA. Do not click links or open attachments unless you recognize the sender and are expecting the link or attachment.

Dear Hawaii State Board of Cosmetology,

I hope this message finds you well. My name is Xavier Lasconia, and I am currently enrolled in the Honolulu Nails and Aesthetics online program here in Hawaii. I am reaching out to inquire about the regulations regarding offering services to model clients while I am still in school.

Specifically, I am wondering if it is permissible for me to take model clients out of a booth rental while I am completing my studies, as I am unable to work in the student salon. I would not be charging for services as I understand this would go against state laws and regulations and this is simply to further my knowledge and gain hands on experience. I want to ensure that I am in full compliance with any applicable state laws and board regulations.

I would greatly appreciate any guidance or clarification you can provide on this matter.

Thank you in advance for your time and assistance. I look forward to your response.

Best regards,

Xavier Lasconia

[REDACTED]

[REDACTED]

[REDACTED]

**From:** Lori Kahler  
**To:** DCCA Barber cosm  
**Subject:** [EXTERNAL] Geneo X Elite - FDA 510(k) Cleared for Estheticians & Cosmeticians  
**Date:** Thursday, April 10, 2025 6:41:36 AM  
**Attachments:** Outlook-A white ba.png  
Non-Invasive Statement\_GENEO\_X\_ELITE.pdf  
Geneo X Elite UM Cover Page.pdf

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**CAUTION:** This email originated from outside of Hawaii State Gov't / DCCA. Do not click links or open attachments unless you recognize the sender and are expecting the link or attachment.

To the Hawaii Board of Barbering and Cosmetology,

I am writing to provide information regarding the Geneo X Elite system (6 watts), which includes a microdermabrasion/massager applicator and an optional RF applicator. This system received FDA 510(k) clearance on May 7, 2024, as a non-invasive, over-the-counter (OTC) device intended for use by Estheticians and Cosmeticians.

For your reference, I've attached the following materials:

- Attachment 1: A Non-Invasive Statement, which includes the FDA 510(k) summary.
- Attachment 2: The cover page of the User Manual, featuring a photo of the Geneo device.

You may also access the FDA 510(k) summary directly through the following link:

<https://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfpmn/pmn.cfm?ID=K233766>

We believe this device falls within the scope of practice for licensed Estheticians and would appreciate the opportunity to discuss it further with the Board.

Thank you for your time and consideration.

Best regards,  
Lori

**Lori Kahler**  
Executive Management Consultant  
ELIQUENT Life Sciences



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## STATEMENT ON NON-INVASIVE USE OF THE GENEEO X ELITE

GENEO X ELITE is a system providing safe and effective skin treatment solutions.\*

### Device Identification

Name of Device: GENEEO X ELITE

Type of Device: Facial skin treatment solutions including exfoliation, massage, and non-invasive RF for mild to moderate facial wrinkles.

### FDA Registration

Manufacturer: Pollogen LTD

Facility Registration Number: 3008753275

### 510(k) Clearance

FDA Clearance: K233766

Trade/Device Name: Geneo X Elite

Regulation Number: 21 CFR 878.4420

Regulation Name: Electrosurgical Device For Over-The-Counter Aesthetic Use

Regulatory Class: Class II

Product Code Listing: PAY (OTC)

The full FDA 510(k) Summary is provided in Attachment 1.

### Intended Use

The GENEEO X ELITE system with the TriPollar RF Applicator is intended for use in the non-invasive treatment of mild to moderate facial wrinkles for adult users who have Fitzpatrick Skin Types II-IV.

The GENEEO X ELITE system with the OxyGeneo Applicator is intended for exfoliation and mechanical massaging to the facial area using a mechanical vibration. The OxyGeneo treatment is suitable for all skin types.

**Intended Users**

The GENEIO X ELITE system is intended to be used by qualified esthetician and cosmeticians.

**Intended Use Environment**

The GENEIO X ELITE system is intended to be used in aesthetic and cosmetology clinics.

**Indications for Use**

GENEIO X ELITE TriPollar RF is intended for use in the non-invasive treatment of mild to moderate facial wrinkles for adult users who have Fitzpatrick Skin Types II-IV.

**Description**

GENEIO X ELITE TriPollar RF is a radio frequency (RF) system that helps to reduce the appearance of mild to moderate facial wrinkles.

GENEIO X ELITE TriPollar RF uses a mild energy source (6 Watts) that gently heats the skin and treats the mild to moderate wrinkles.

GENEIO X ELITE TriPollar RF is an OTC radio frequency (RF) system, based on the well-established TriPollar® technology (STOP U Model UXV family of FDA cleared OTC RF devices). The technology is based on four electrodes designed to transmit thermal (heat) energy to the skin to help reduce the appearance of wrinkles and improve skin tone and texture. TriPollar® Radio Frequency technology combines the delivery of controlled heat into the skin, while preserving the external layer - the epidermis.

GENEIO X ELITE does not treat a medical condition, disease, or illness. GENEIO X ELITE system provides a non-invasive and non-ablative skin beautification treatment.

**Safety Considerations**

The GENEIO X ELITE has passed all Electrical Safety and EMC testing.

**Cleaning/Disinfection Instructions**

GENEIO X ELITE Cleaning/Disinfection Instructions are provided in the User Manual.\*

**Contraindications**

GENEIO X ELITE Contraindications are provided in the User Manual.\*

\* Reference GENEIO X ELITE User Manual.

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Proposed Industry Bulletin From the Board Relating to Skin Care Machines/Devices: Chairperson Marugame reiterated that he and Mr. Choi had volunteered to draft a notice from the Board relating to skin care machines/devices, and then commented that he inquired with two dermatologists who opined that invasive type of treatments may be okay under the supervision of a medical doctor. Mr. Choi also commented that he inquired with a dermatologist and will forward the response he received to the Executive Officer.

Executive Officer's Report: A. Inquiry to Hawaii Medical Board Relating to Scope of Practice

Executive Officer Kai stated that the Hawaii Medical Board met on October 8, and considered the Board's inquiry relating to the following (whether the procedures fall within the practice of medicine as defined by HRS chapter 453):

- High Intensity Focused Ultrasound Technology for Facial Treatment;
- Fractional Radio Frequency Thermagic for Face Lift Treatment;
- Vacuum Cavitation Cryolipolysis Slimming Machine; and
- Ultrasonic or Microcurrent Technologies for Slimming and/or Spot Removal Purposes (no laser).

Executive Officer Kai stated that the Hawaii Medical Board also considered the Industry Bulletin issued by the California Board of Barbering and Cosmetology (which was previously reviewed by this Board and provided to the Hawaii Medical Board for its consideration), which states that:

"If the machine produces any of the following, you are working out of your scope of practice:

- Bleeding
- Bruising
- Edema
- Inflammation
- Oozing
- Excoriation
- Scabbing
- Removal of skin below the epidermis
- Piercing of skin
- Heating or burning of the skin."

The Hawaii Medical Board stated that the California Board's industry bulletin reflects a "safe and prudent position".

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Ms. Kai further reported that the Hawaii Medical Board discussed the Board's inquiry further and, after due consideration, it "determined that it will not issue approvals of specific procedures or devices"; however, it is the Hawaii Medical Board's "informal opinion that anyone engaged in the practice of medicine, as defined by HRS §453-1, requires a medical or osteopathic medical license in the State".

The Hawaii Medical Board provided the statutory definition of the practice of medicine (pursuant to HRS section 453-1) to the Board, as follows:

"For the purposes of this chapter the practice of medicine by a physician or an osteopathic physician includes the use of drugs and medicines, water, electricity, hypnotism, osteopathic medicine, or any means of method, or any agent, either tangible or intangible, for the treatment of disease in the human subject; provided that when a duly licensed physician or osteopathic physician pronounces a person affected with any disease hopeless and beyond recovery and gives a written certificate to that effect to the person affected or the person's attendant nothing herein shall forbid any person from giving or furnishing any remedial agent or measure when so requested by or on behalf of the affected person.

This section shall not amend or repeal the law respecting the treatment of those affected with Hansen's disease.

For purposes of this chapter, 'osteopathic medicine' means the utilization of full methods of diagnosis and treatment in physical and mental health and disease, including the prescribing and administration of drugs and biologicals of all kinds, operative surgery, obstetrics, radiological, and other electromagnetic emissions, and placing special emphasis on the interrelation of the neuromusculoskeletal system to all other body systems, and the amelioration of disturbed structure-function relationship by the clinical application of the osteopathic diagnosis and therapeutic skills for the maintenance of health and treatment of disease."

Lastly, the Hawaii Medical Board stated that in accordance with Hawaii Administrative Rules section 16-201-90, the above interpretation provided to this Board is for informational and explanatory purposes only. It is not an

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official opinion or decision, and therefore is not to be viewed as binding on the Hawaii Medical Board or the DCCA.

DAG Tam commented that this Board should follow the Hawaii Medical Board's advice and not issue approvals for specific procedures or devices. He stated that the Board should advise its licensees to follow the Board's laws and rules relating to scope of practice.

After discussion, the consensus of the Board was that it is the Board's informal opinion that anyone engaged in the practice of barbering or cosmetology, as defined by HRS section 438-1 and HRS section 439-1, requires the respective barber or beauty operator's license in the State, thereby being required to comply with their respective scopes of practice, as defined.

The above interpretation provided is for informational and explanatory purposes only. It is not an official opinion or decision, and therefore is not to be viewed as binding on the Board or the DCCA.

Hawaii  
Administrative  
Rules ("HAR"):

A. Report from the Investigative Committee on Amendments to HAR Chapter 16-73 (Barbering)

No report. Executive Officer Kai inquired as to the status of the rule revisions. The committee reported that its work is ongoing.

B. HAR Chapter 16-78 (Cosmetology)

(1) Report from the Investigative Committee on Amendments to Entire Chapter

No report. Executive Officer Kai inquired as to the status of the rule revisions. The committee reported that its work is ongoing.

(2) Report from the Executive Officer on Amendments to Rules Relating to the State Authorization of Licensed Beauty Schools by the U.S. Department of Education  
 Executive Officer Kai reiterated that the rule revisions relating to the State authorization of licensed beauty schools by the U.S. Department of Education has been signed and approved by the Governor on September 16, 2015 and forwarded to the Office of the Lt. Governor for



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- o Examination passing score will remain at 75%
- o Examination cost to take the examination will remain at \$90.00
- o State laws/rules will not be included into the NIC examination to further enhance license mobility and reciprocity.
- o To prepare for the administration of the examination, it was recommended to begin implementation 120 (one hundred twenty) days starting from Board approval for schools and shops to prepare for the new examination.

Executive Officer Kleinhans stated that 120 (one hundred twenty) days from now equates to Tuesday, March 24, 2020.

After discussion, it was moved by Ms. Williams, seconded by Ms. Severson, and unanimously carried for the Board to approve implementation to start the process of the NIC examination.

Examination Results:

A. Results of the State Cosmetology Examinations in October 2019

Executive Officer Kleinhans provided the following results:

OCTOBER 2019	passed	passing %	failed
Cosmetology	37	34%	90
Hairdresser	13	35%	24
Nail Technician	30	33%	60
Esthetician	65	40%	94
Instructor	2	100%	0

Scope of Practice:

A. Industry Bulletin regarding Invasive Procedures

Executive Officer Kleinhans stated that the Board has been discussing the draft industry bulletin in previous meetings to determine whether some procedures are invasive or non-invasive. He briefly reported testimonies from the last meeting, including testimonies sent to the Board's email that noted:

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- o Hyaluronic Pen is not FDA approved and does result in piercing the skin
- o Dermaplaning may not be invasive
- o Microneedling and microrolling are similar in that they both utilize small needles to stimulate the skin
- o Tracey Coleman sent an email to the Board asking if non-invasive direct high frequency radio procedures such as "Lamprobe" and "Thermoclear" would fall under non-invasive procedures. She explains "Lamprobe" uses radio high frequency technology and "Themoclear" is radio frequency with both low and high frequencies. Executive Officer Kleinhans stated that according to the draft bulletin on page 2 (two), radio frequency is under "The following services may be considered invasive:"
- o Vanessa Karsin sent an email to the Board in support of moving fibroblast to the non-invasive list of the draft bulletin. She states that there is heat involved but not enough to cauterize the skin, and in her opinion does not have as much risk for infection as microneedling. She provided scientific paperwork explaining that plasma only effects the top layer of skin, preserving the lower layers of the skin.

Executive Officer Kleinhans suggested the Board keep the same policy that procedures should not penetrate the epidermis. Based on past meeting testimonies, he asked if the Board would be interested in including dermaplaning to the list of non-invasive procedures.

Ms. Severson commented that the Board needs more information on these types of esthetic advanced practiced services/procedures. She suggested setting up an informal public meeting for Estheticians or anyone within the industry to educate and provide testimonies/demonstrations before any final decisions are made.

Executive Officer Kleinhans stated that there will need to be rule revisions and possibly statute changes should the Board decide to a new license type of "Master Esthetician."

Ms. Sirling briefly discussed the use of acids. She explained that when using an acid or enzyme, they (estheticians) are looking for a chemical reaction and how the skin reacts.

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Ms. Sanchez explained that there is a certain amount of acid that estheticians can use that is a professional grade. Estheticians are already limited to what they can use and what goes beyond their use falls into the medical side.

The Board unanimously agreed to defer decision-making for further research and public testimonies.

Hawaii  
Administrative  
Rules ("HAR"):

A. Revisions to HAR Chapter 73 – Barbers (Draft #1)

The Board discussed the following additional amendment:

- o HAR §16-73-4.5(3) "Any individual, if the practice is performed within the federal property;"

**The Board recessed at 1:03 p.m. and reconvened the meeting at 1:06 p.m.**

Discussion ensued regarding HAR §16-73-19(a)(1) and HAR §16-73-19(b) versus the wording on the current barber shop application. DAG Kato suggested the Board discuss any application changes in December's meeting as an agenda item.

Ms. Rossiter proposed amending the following hours for barber, cosmetology and hairdresser:

- o Barber is currently 1,500 (one thousand five hundred) hours for both barber school and barber apprenticeship. Ms. Rossiter is proposing 1,200 (one thousand two hundred) barber school hours and 2,400 (two thousand four hundred) barber apprenticeship hours.
- o Cosmetology is currently 1,800 (one thousand eight hundred) hours for beauty school. Ms. Rossiter is proposing 1,600 (one thousand six hundred) hours for beauty school.
- o Hairdresser is currently 1,250 (one thousand two hundred and fifty) hours for beauty school. Ms. Rossiter is proposing 1,075 (one thousand seventy-five) hours for beauty school.

Executive Officer Kleinhans stated that in order to change the hours, it would require a statute change.

Board of Barbering & Cosmetology  
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Examinations:      A. Results of Cosmetology Examinations Administered January 2012

Executive Officer Kai provided the following results of the Cosmetology examinations administered January 2012:

Total Examinations Scheduled	265
Total Examinations Administered	253
Total Examinations Passed	115
Total Passed Percentage	45%
Total Examinations Failed	138
Total Fail Percentage	55%

B. Results of Barber Examinations Administered March 6-9, 2012

Executive Officer Kai provided the following results of the Barber examinations administered March 6-9, 2012:

Total Examinations Administered	47
Total Examinations Passed	19
Total Passed Percentage	40%
Total Examinations Failed	28
Total Fail Percentage	60%

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Scope of Practice:

Executive Officer Kai stated that the Board has been receiving numerous inquiries on whether the following practices fall in the scope of practice of cosmetologists, estheticians, and barbers.

A. Treatments Using Laser/Intense Pulsed Light (IPL); Photo Facial; Green Light Laser; Oxy-Blast; Sonic Youth; Collagen Rejuvenation; Radio Frequency or Visage

Executive Officer Kai informed the Board of its past determination prohibiting the use of lasers by its licensees; however, these other services and treatments may or may not include the use of lasers. After discussion, the consensus of the Board was to reaffirm its decision prohibiting the use of lasers by its licensees, and further to prohibit the performance of treatments using laser/intense-pulsed light (IPL), photo facial, green light laser, oxy-blast, Sonic Youth, collagen rejuvenation; radio frequency; and Visage.

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## An OB-GYN Gets Real About Vagina Facials and Ingrown Hairs



Medically reviewed by Cynthia Cobb, DNP, APRN, WHNP-BC, FAANP —

Written by English Taylor — Updated on March 30, 2023

What is a vajacial?   Expert weigh-in   An at-home alternative

The verdict

A vajacial aims to reduce ingrown hairs, skin issues, and irritation in the vulvar area. But it cause side effects, including infection and skin issues.



ADVERTISEMENT

### A treatment for your vagina?

Yes — you read that correctly. There's a facial for your vagina. For those of you new to the concept, the vajacial is a spa offering that's taken vulvas by storm over the past few years. After all, we devote time and money to



our face and hair. Shouldn't we do the same for the most intimate area of the body? **7.C\_Vajacial**

Actually, *should* we?

There are plenty of articles explaining what vajacials are and their benefits. But there isn't much discussion around whether the procedure is a true essential, a splurge-worthy indulgence, or just a health hype with a particularly catchy name.

In addition to breaking down vajacial basics, we asked Dr. Leah Millheiser, an OB-GYN, professor at Stanford University Medical Center, and women's health expert, to weigh in on the trend's necessity and safety.



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### What's the point of pampering your lady bits?

We must admit, "vajacial" is much more memorable than "vulvacial," but the vajacial is technically a facial for the vulva, not the vagina.

(Anatomically, vajacials don't involve your vagina, which is the internal canal.)

X

“Women need to understand that vajacials are performed on your vulva, not your vagina,” Dr. Millheiser emphasizes. Vajacials focus on the bikini line, pubic mound (the V-shaped area where pubic hair grows), and outer labia.

Vajacials are typically offered in conjunction with or after hair removal processes like lasering, waxing, sugaring, or shaving. “Women are grooming this area of the body, and hair removal habits like waxing and shaving won’t go away,” says Dr. Millheiser. “Ingrown hairs, inflammation, and blackheads are bound to happen. Many women are very aware of their vulva’s appearance, and these conditions can be bothersome.”

Because of this, Dr. Millheiser admits that she understands the rationale behind the vajacial, which aims to reduce ingrown hairs, clogged pores, acne, dry skin, or irritation in the vulvar area with processes like steaming, extractions, exfoliation, masking, and moisturizing. Some vajacialists (yep, we went there) even use treatments like red light therapy to get rid of bacteria and skin-brightening treatments to lessen discoloration and hyperpigmentation.

## What do experts say about the vajacial?

“I do not recommend vajacials,” advises Dr. Millheiser. “They are not medically necessary and women should not feel like they need to get them done.”

In fact, they may do more potential harm than good. Dr. Millheiser offers the following medical reasons for *not* indulging in this latest spa menu item.

### 1. Estheticians may not be knowledgeable of vulvar skin and hormones

“Most estheticians who perform vajacials are not trained in vulvar skin and how it shifts with hormones,” says Dr. Millheiser.

“Vulvar skin is much thinner and more sensitive than skin on our face. For example, vulvar skin thins out as we approach, experience, and conclude menopause. If an esthetician is doing rigorous vulva exfoliation, they can cause harm to a menopausal woman’s skin, even causing abrasions,” she explains.

Dr. Millheiser strongly suggests that if you do choose to get a vajacial, ask the specialist about their knowledge of hormones and vulvar skin tissue.

### 2. Vajacials put you at a heightened risk for infection

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“It can be difficult to determine if a spa or salon is taking necessary health precautions by not reusing tools,” says Dr. Millheiser. “Any place offering

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vajacials should feel like a doctor's office, complete with a disposal for sharp tools, like needles or lancets used for extractions. If you decide to get a vajacial, ask the practitioner where the sharps' disposal is located."

Not reusing tools is critical, as it helps prevent infection. However, even if the spa is abiding by this practice, vajacials *always* leave you prone to infection — period. When an extraction is performed, you're essentially left with an open wound.

"As estheticians unroof blackheads or pop whiteheads on the vulva, these areas are now set up for vulvar infection," says Dr. Millheiser. She adds that if someone with an open vulvar wound proceeds to have sex, they also put themselves at risk for contracting sexually transmitted diseases (STDs).

### 3. Vajacials can cause irritation or inflammation

"If a vajacial includes the use of lightening or whitening creams, these can be an irritant to the vulva," says Dr. Millheiser. "The vulva is very prone to allergic reactions from products because it's not as tough as the skin on our face, which leaves it more susceptible to contact dermatitis — a skin rash caused by irritants. Plus, many of these products have not been tested."



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## How to take care of your pubic hair



It's completely reasonable and normal for to want to feel confident about your vulva, though.

"The vulva is prone to lumps, bumps, and changes," says Dr. Millheiser. "I understand that women want to feel good about this area, but vajacials aren't the way to go about it." Not to mention, they can be an expensive endeavor.

Instead, Dr. Millheiser recommends using a gentle exfoliator on the vulva — not the vagina — in between waxing or shaving. "Doing this three times per week will remove dead skin cells and help prevent ingrown hairs," she says.

If you want to try this method, Cetaphil's extra gentle facial scrub, Simple's smoothing facial scrub, or La Roche-Posay's ultra-fine scrub are all great options.

However, some people will experience ingrown hairs regardless. If this is the case, Dr. Millheiser suggests speaking with a gynecologist or dermatologist about laser hair removal, which won't continually irritate the vulva like waxing or shaving may.

## Skip the vajacial and just exfoliate

Turns out, vajacials can actually be the culprit of inflammation, irritation, and ingrown hairs (not to mention infection) — the very conditions you

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may want to get rid of by seeking a vajacial.

## 7.C\_Vajacial

“Anytime you irritate the vulva or introduce bacteria to it, someone becomes at risk for conditions like folliculitis, contact dermatitis, or cellulitis,” says Dr. Millheiser.

Rather than heading to the spa or salon for a vajacial, it’s best to stay at home, head to the bathroom, and give Dr. Millheiser’s exfoliation techniques a try. Perhaps we can accurately coin this safer, less expensive, and doctor-recommended treatment “the vulvacial.”



*English Taylor is a women’s health and wellness writer based in San Francisco. Her work has appeared in The Atlantic, Refinery29, NYLON, Apartment Therapy, LOLA, and THINX. She covers everything from tampons to taxes (and why the former should be free of the latter).*

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**EXAMINATION BRANCH  
PROFESSIONAL & VOCATIONAL LICENSING DIVISIO  
STATE OF HAWAII**

**RECORD OF CANDIDATES EXAMINES**

BOARD:	BARBER & COSMETOLOGY
EXAMINATION DATE:	FEBRUARY 2025
EXAMINATION ADMINISTERED:	NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY, INC.

BY EXAMINATION(S):	<u>BAR</u>	<u>COS</u>	<u>EST</u>	<u>HAI</u>	<u>INS</u>	<u>NAI</u>	<u>ELE</u>
NO. OF CANDIDATES EXAMINED:	11	9	24	3	0	12	0
NO. OF CANDIDATES PASSED:	5	2	10	2		5	
NO. OF CANDIDATES FAILED:	6	7	14	1		7	

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**OVERALL:**

NO. OF CANDIDATES EXAMINED:	59
NO. OF CANDIDATES PASSED:	24
NO. OF CANDIDATES FAILED:	35

DISTRIBUTION: EO, LicBr, CF & XF

DISTRIBUTION DATE: MAR 11 2025

**EXAMINATION BRANCH  
PROFESSIONAL & VOCATIONAL LICENSING DIVISIO  
STATE OF HAWAII**

**RECORD OF CANDIDATES EXAMINES**

BOARD:	BARBER & COSMETOLOGY
EXAMINATION DATE:	MARCH 2025
EXAMINATION ADMINISTERED:	NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY, INC.

BY EXAMINATION(S):	<u>BAR</u>	<u>COS</u>	<u>EST</u>	<u>HAI</u>	<u>INS</u>	<u>NAI</u>	<u>ELE</u>
NO. OF CANDIDATES EXAMINED:	8	18	60	4	1	21	0
NO. OF CANDIDATES PASSED:	4	4	32	2	1	9	
NO. OF CANDIDATES FAILED:	4	14	28	2	0	12	

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**OVERALL:**

NO. OF CANDIDATES EXAMINED:	112
NO. OF CANDIDATES PASSED:	52
NO. OF CANDIDATES FAILED:	60

DISTRIBUTION: EO, LicBr, CF & XF

DISTRIBUTION DATE: APR - 9 2025

**EXAMINATION BRANCH  
PROFESSIONAL & VOCATIONAL LICENSING DIVISIO  
STATE OF HAWAII**

**RECORD OF CANDIDATES EXAMINES**

BOARD: BARBER & COSMETOLOGY  
EXAMINATION DATE: APRIL 2025  
EXAMINATION ADMINISTERED: NATIONAL-INTERSTATE COUNCIL OF  
STATE BOARDS OF COSMETOLOGY, INC.

BY EXAMINATION(S):	<u>BAR</u>	<u>COS</u>	<u>EST</u>	<u>HAI</u>	<u>INS</u>	<u>NAI</u>	<u>ELE</u>
NO. OF CANDIDATES EXAMINED:	9	21	41	2	1	17	0
NO. OF CANDIDATES PASSED:	6	6	20	1	0	7	
NO. OF CANDIDATES FAILED:	3	15	21	1	1	10	

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**OVERALL:**

NO. OF CANDIDATES EXAMINED:	91
NO. OF CANDIDATES PASSED:	40
NO. OF CANDIDATES FAILED:	51

DISTRIBUTION: EO, LicBr, CF & XF

DISTRIBUTION DATE: MAY - 6 2025

DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS

Chapter 16-??  
Hawaii Administrative Rules

DRAFT 1, 2025

SUMMARY

1. §16-73 and §16-78 are repealed and replaced.

HAWAII ADMINISTRATIVE RULES

TITLE 16

DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS

CHAPTER ??

BOARD OF BARBERING AND COSMETOLOGY

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- \$16-??-2 Definitions
- \$16-??-3 Notification and filing of names, addresses,  
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- \$16-??-4 Display of licenses or permits
- \$16-??-5 Renewal of license
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### Subchapter 5 Exemptions and Exceptions

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§16-??-55 Oral testimony

Subchapter 9 Practice and Procedure

§16-??-56 Administrative practice and procedure

SUBCHAPTER 1

GENERAL PROVISIONS

**§16-??-1 Objective.** This chapter is intended to clarity and implement chapter 439A, Hawaii Revised

§16-??-2

Statutes, to the end that the provisions thereunder may be best effectuated. (Auth: HRS §439A) (Imp: HRS §439A)

**§16-??-2 Definitions.**

"Adequate sanitary facilities" includes properly ventilated toilet rooms, with doors, hot and cold running water, sinks/washbasins.

"Apprentice permit" means a permit issued to a registered barber or beauty apprentice after payment of the required fees and approval to begin training.

"Barber shop" means an establishment licensed to provide barbering services.

"Barber training" means barber apprenticeship in a licensed barber or beauty shop under the supervision of a licensed barber, hairdresser or cosmetologist or as a student at a barber school licensed by the state department of education.

"Beauty operator" means a cosmetologist, hairdresser, esthetician, or nail technician.

~~"Beauty school", unless the context clearly indicates otherwise,~~ means a postsecondary school licensed to teach the practice of cosmetology.

"Beauty shop" means an establishment licensed to provide barbering services.

"Certificate of registration" means either a license or a registration certificate issued by the board.

"Director" means the director of the department.

"Executive secretary" means any person employed and assigned by the department to provide administrative services to the board, and to act as a liaison between the board and the department.

"Instructor-trainee" means a person who is engaged in a school in learning to be an instructor and while so doing does or assists in teaching any of the classified practices under the direct supervision of an instructor.

"Mandatory licensing" no individual may practice as a barber, beauty operator, beauty instructor, or apprentice, nor operate a shop or school, without a valid license or permit.

"Operator in Charge" means a licensed barber or beauty operator who qualifies a barber or beauty shop to provide services by holding the appropriate license classification necessary to provide those services.

"Person" includes individuals, partnerships, corporations, associations, or public or private organization of any character other than governmental agencies.

"Postsecondary" means beyond the education equivalent to the completion of high school or grade twelve. (Auth: HRS §439A)(IMP: HRS §439A)

**§16-??-3 Notification and filing of names, addresses, and changes.** (a) Any licensed person shall file one's mailing address with the board and shall notify the board in writing within thirty days of any and all changes.

(b) In addition to the requirements of subsection (a), an apprentice ~~or instructor-trainee~~ shall file with the board the name and address of the beauty shop ~~or school~~ where that person is learning and the name and license number of the beauty operator ~~or instructor~~ from whom that person is learning, and shall notify the board in writing within thirty days of any and all changes.

(c) In addition to the requirements of subsection (a) a licensed beauty shop, or school shall file the name and location of the shop or school, the name and license number of the person in charge of and responsible for the shop or school, and, in the case of a partnership, corporation, or association, shall also file with the board the names and addresses of the partners, officers, and directors, as the case may

§16-??-3

be, and shall notify the board within thirty days of all changes. (Auth: HRS §439A) (Imp: HRS §439A)

**§16-??-4 Duplicate certificates and licenses.** A fee shall be assessed for duplicate certificates and licenses. (Auth: HRS §439A) (Imp: HRS §439A)

**§16-??-5 Renewal of license.** Renewal fees paid by mail shall be considered as paid when due if the envelope bears a postmark of December 31 or earlier. (Auth: HRS §439A) (Imp: HRS §439A)

**16-??-6 Restoration of forfeited license.**

(a) A license is immediately and automatically forfeited after the expiration date for non-compliance with the requirements for maintaining or renewing the license.

(b) A forfeited license may be restored under the following conditions:

(1) File a completed restoration application along with a valid signature;

(2) Payment of all delinquent biennial renewal fees including the current fee;

(3) Payment of a penalty fee for each biennial renewal as provided in the department's fee rules, chapter 16-53; and

(4) Should the restoration request be made after three years from the date of forfeiture, a new application and a written explanation along with supporting documentation and at least two letters of recommendation shall be necessary and shall be subject to approval. (Auth: §439A-14) (Imp: HRS §439A)

**§16-??-7 Responsibility.** Beauty shop or beauty school shall be responsible for all operations and shall be responsible to see that only duly licensed or registered persons work in the place of business or school. (Auth: HRS §4309A) (Imp: HRS §439A)

**§16-??-8 Workmanship.** All work performed shall conform to the industrial standards. Conduct or practice contrary to recognized industry standards shall be construed professional misconduct, gross carelessness, or manifest incapacity. (Auth: HRS §439A) (Imp: HRS §439A)

## SUBCHAPTER 2

### APPLICATIONS

**§16-??-9 Forms and instructions.** (a) An application, accompanied by the required fees and filed with the board, shall be prepared in accordance with and contain the information called for in the application form prescribed by the board, or any instructions which may be required by the board.

(b) The executive secretary or such other person authorized by the department shall determine the sufficiency of qualifications of applicants.

(c) ~~The applicant shall attach to the required and appropriate application a recent passport sized photograph.~~ (Auth: HRS §439A) (Imp: HRS §439A)

**§16-??-10 Application for examination and license.**

(a) Applications for examination and license for a beauty operator or an instructor shall be ~~filed at least seven weeks prior to the examination month, which may be regularly given not less than three times a year.~~ submitted with all required supporting documentation.

(b) Documentation submitted in a language other than English shall be accompanied by:

- (1) An original English translation, and
- (2) The original declaration from the translator that the translation is accurate, and that the translator is fluent in both the foreign language and English.
- (3) The translator cannot be the applicant.

(b) A temporary permit may be issued to an applicant that has met the requirements for examination. The applicant shall provide the information necessary to

§16-??-10

issue a temporary permit. (Auth: HRS §439A) (Imp: HRS §439A)

**§16-??-11 License applications.** (a) Applications for license of a beauty shop shall include the necessary documents and information as required in sections 16-??-41 to 16-??-45, in addition to:

- ~~(1) Verification that the shop complies with the sanitary requirements of the department of health;~~
  - ~~(2) Name of a currently licensed beauty operator who shall practice at the shop; operator(s) in charge;~~
  - (3) Should the applicant be a corporation or partnership, verification of proper registration with business registration division (BREG); and
  - ~~(4) Should the applicant be an individual, a passport sized photograph of the applicant taken not more than one year prior to the date of application.~~
  - (5) A floor plan which shall include the following:
    - (a) Entrance/exit,
    - (b) Surrounding area,
    - (c) Labels for appropriate equipment, toilets, sinks, and/or washbasins indicating hot and/or cold running water; and
    - (d) If sanitary facility is located outside of the shop, the pathway connecting the sanitary facility and the shop.
- (b) Applications for license of a beauty school shall submit the necessary documents and information as required by sections 16-??-48 to 16-??-63. (Auth: HRS §439A) (Imp: HRS §439A)

§16-??-12

**§16-??-12 Applications for registration.**

Applications for registration shall be for an apprentice ~~and an instructor trainee~~. (Auth: HRS §439A) (Imp: HRS §439A)

**§16-??-13 Denial.** In the event an application for examination, issuance or restoration of a license, or registration is denied or refused, the board shall notify the applicant by letter of the board's action which shall include a concise statement of the reasons therefor and if the applicant is entitled to a hearing, a statement informing the applicant of the right to a hearing if the applicant so desires. (Auth: §439A) (Imp: HRS §439A)

**§16-??-14 Demand for hearing.** Any person whose application for admission to the examination, for the issuance, or restoration of a license, or registration has been denied by the board, shall be entitled to a hearing; provided that a demand for a hearing is filed with the board within sixty days of the date of the letter informing the applicant of the denial of application; and provided further that this section shall not apply to a denial based on the failure to file an application within the period provided by this chapter. (Auth HRS §439A) (Imp: HRS §439A)

**§16-??-15 Falsification of application.** The board may deny an applicant admission to the examination, or issuance of license, void applicant's examination score, or revoke a license on the ground of falsification of any information supplied in the application for examination, application for license, application for registration, experience verification form, or supporting documents. (Auth: HRS §439A) (Imp: HRS §439A)

**§16-??-16 Abandonment of application.** An application shall be deemed to have been abandoned if all

\$16-??-16

requirements, including filing of forms and payment of fees have not been completed within ~~two~~ one years from the date first filed. (Auth: HRS §439A) (Imp: HRS §439A)



[CHAPTER 439A]

BARBERING AND COSMETOLOGY LICENSING ACT

Section

- 439A-1 Short title
- 439A-2 Definitions
- 439A-3 License or permit required
- 439A-4 Board of barbering and cosmetology
- 439A-5 Powers and duties of the board
- 439A-6 Applications; requisites for admission to examination
- 439A-7 Apprentice permits
- 439A-8 Examination
- 439A-9 Temporary permits
- 439A-10 Barber shops and beauty shops
- 439A-11 Beauty schools
- 439A-12 Display of licenses or permits
- 439A-13 Fees; compliance resolution fund
- 439A-14 Renewal of licenses
- 439A-15 Citation for licensee or permittee violations; fines
- 439A-16 Refusal to grant license or permit; suspension and revocation of licenses or permits
- 439A-17 Appeal from actions of the board; hearing
- 439A-18 Board to aid prosecution
- 439A-19 Right of injunction
- 439A-20 Cumulative remedies

**\*\*[§439A-1] Short Title\*\***

**\*Rule 1.1\*** – This set of rules shall be known as the “Barbering and Cosmetology Licensing Rules Manual.”

**\*Rule 1.2\*** – These rules apply to all individuals and businesses engaged in the practice of barbering or cosmetology in the State.

**\*\*[§439A-2] Definitions\*\***

For clarity and ease of application, the following terms are defined:

**\*Rule 2.1 – Adequate Sanitary Facilities\***

- Must include properly ventilated toilet rooms, with doors, hot and cold running water, sinks/washbasins, and any other features required by board rules.

**\*Rule 2.2 – Apprentice Permit\***

- A permit issued to a registered barber or beauty apprentice after the payment of required fees.
- **\*\*Subrule 2.2.a:\*\*** Always secure the proper permit before beginning any hands-on training.

**\*Rule 2.3 – Barber, Beauty Operator, and Related Terms\***

- **\*\*Barber:\*\*** A person licensed to provide hair cutting, trimming, shaving, and related services.
- **\*\*Beauty Operator:\*\*** Encompasses cosmetologists, hairdressers, estheticians, or nail technicians.
- **\*\*Subrule 2.3.a:\*\*** Individuals must use the correct title corresponding to their license category when advertising or practicing.

**\*Rule 2.4 – Establishments\***

- **\*\*Barber Shop/Beauty Shop:\*\*** An establishment licensed to provide barbering or cosmetology services.
- **\*\*Beauty School:\*\*** An educational institution licensed to teach cosmetology practices.
- **\*\*Subrule 2.4.a:\*\*** Each establishment must adhere to sanitary, operational, and staffing requirements set by the board.

**\*\*[§439A-3] License or Permit Required\*\***

**\*Rule 3.1 – Mandatory Licensing\***

- No individual may practice as a barber, beauty operator, beauty instructor, or apprentice—nor operate a shop or school—without a valid license or permit issued under these rules.

**\*Rule 3.2 – Permitted Exceptions\***

- Certain practices (e.g., educational settings, healthcare facilities, charitable events, or private appointments) are exempt from needing a full license but must still comply with sanitary and practice guidelines.

**\*Rule 3.3 – Sanitary Practices\***

- All practitioners and establishments must follow board-prescribed sanitary practices and public health guidelines.

**\*\*[§439A-4] Board of Barbering and Cosmetology\*\***

**\*Rule 4.1 – Board Composition\***

- The board shall consist of seven members:
  - Two licensed barbers.
  - Two licensed beauty operators.
  - Three private citizens unaffiliated with the industry.

**\*Rule 4.2 – Conflict of Interest and Disclosure\***

- Board members affiliated with any training institution must disclose their affiliation and follow state ethics rules.

- **\*\*Subrule 4.2.a:\*\*** Transparency is required at all times to avoid any conflicts in decision-making.

**\*\*[§439A-5] Powers and Duties of the Board\*\***

**\*Rule 5.1 – Licensing and Examination Authority\***

- The board is empowered to:
  - Approve examinations.
  - Issue apprentice and temporary permits.
  - Grant, suspend, or revoke licenses and permits.

**\*Rule 5.2 – Rule-Making and Investigation\***

- The board may establish operational and training standards through rules (subject to chapter 91).
- It may require production of documents, witness testimony, or issue subpoenas during investigations or hearings.

**\*\*[§439A-6] Applications; Requisites for Admission to Examination\*\***

**\*Rule 6.1 – General Eligibility\***

- Applicants must be at least 16 years old, submit a written application on the board's form, pay required fees, and meet education/training standards.

**\*Rule 6.2 – Specific Training Requirements\***

- **\*\*Barber Applicants:\*\***
  - Must have a high school–equivalent education and either 3,000 hours of apprenticeship training or 1,500 hours in a barber school.
- **\*\*Cosmetologist Applicants:\*\***

- Must have a high school–equivalent education and either 3,600 hours of beauty apprenticeship or 1,800 hours in a beauty school.
- **\*\*Hairdresser, Esthetician, and Nail Technician Applicants:\*\***
  - Each category has defined hours of practical training or beauty school education.
- **\*\*Subrule 6.2.a:\*\*** Training obtained in another jurisdiction will be evaluated for equivalency.

**\*Rule 6.3 – Apprentice and Beauty Instructor Applicants\***

- Must provide proof of apprenticeship training arrangements or meet instructional qualifications, respectively.

**\*\*[§439A-7] Apprentice Permits\*\***

**\*Rule 7.1 – Requirement Prior to Training\***

- A valid apprentice permit must be secured before beginning any practical training.

**\*Rule 7.2 – Ratio of Apprentices to Supervisors\***

- Maintain a maximum ratio of one apprentice per licensed barber or beauty operator.

**\*Rule 7.3 – Training Duration\***

- Apprentices must complete a minimum of 42 months of training with at least 20 hours per week.

**\*\*[§439A-8] Examination\*\***

**\*Rule 8.1 – Testing Procedures\***

- The board shall contract with a professional testing service to administer examinations at regular intervals.

**\*Rule 8.2 – Examination Fees and Retakes\***

- All applicants must pay an examination fee, which applies to initial and subsequent attempts if a retake is necessary.

**\*Rule 8.3 – Licensing upon Passing\***

- A successful candidate, after meeting all criteria and paying fees, shall receive a license stating their category.

**\*\*[§439A-9] Temporary Permits\*\***

**\*Rule 9.1 – Issuance and Validity\***

- Temporary permits may be issued upon application and fee payment, allowing the applicant to practice under supervision for one year.

**\*Rule 9.2 – Extensions\***

- Permits may be extended if examination scheduling issues occur.

**\*\*[§439A-10] Barber Shops and Beauty Shops\*\***

**\*Rule 10.1 – Shop Licensing Requirements\***

- Applicants must:
  - Provide the shop name and location.

- Identify at least one licensed professional to qualify the shop.
- Name the owner responsible for operations and compliance.
- Demonstrate the presence of adequate sanitary facilities.
- Commit to employing only licensed or permit-approved practitioners for training purposes.

**\*Rule 10.2 – Compensation and Transfers\***

- Apprentices must be compensated in accordance with state labor guidelines.
- Any change in ownership or location requires a new application and fee payment.

**\*\*[§439A-11] Beauty Schools\*\***

**\*Rule 11.1 – Licensing of Schools\***

- Any entity wishing to operate a beauty school must submit an application and pay the prescribed fees.

**\*Rule 11.2 – Operational Requirements\***

- A beauty school must:
  - Employ a sufficient number of qualified beauty instructors.
  - Offer a course of study that includes practical demonstrations, theoretical tests, and instruction in sanitation.
  - Provide adequate equipment and facilities as determined by board rules.

**\*\*[§439A-12] Display of Licenses or Permits\*\***

**\*Rule 12.1 – Visibility Requirement\***

- Licenses and permits (for individuals, shops, and schools) must be conspicuously displayed at the place of business or employment at all times during operation.

**\*\*[§439A-13] Fees; Compliance Resolution Fund\*\***

**\*Rule 13.1 – Fee Payment\***

- All fees (application, examination, renewal, etc.) must be paid in accordance with board rules and will be credited to the compliance resolution fund.

**\*Rule 13.2 – Direct Payment Options\***

- Examination fees may be paid directly to the professional testing service, as permitted by the board.

**\*\*[§439A-14] Renewal of Licenses\*\***

**\*Rule 14.1 – Renewal Schedule\***

- Licenses for barbers, beauty operators, instructors, shops must be renewed biennially by December 31 of each odd-numbered year.
- Beauty school licenses require annual renewal by December 31 of the year following issuance.

**\*Rule 14.2 – Forfeiture and Restoration\***

- Failure to renew results in license forfeiture.



- Restoration is possible by paying all delinquent fees plus a penalty if done within three years; otherwise, a new application (and possibly a re-examination) is required.

## **\*\*[§439A-15] Citation for Licensee or Permittee Violations; Fines\*\***

### **\*Rule 15.1 – Issuance of Citations\***

- The department may issue written citations for violations such as:
  - Not displaying a license or permit.
  - Allowing unlicensed individuals to practice.
  - Failure to post required price lists or identification in shops or schools.

### **\*Rule 15.2 – Citation Details\***

- Each citation must specify the violated statute or rule, may include an abatement order, and assess a fine of up to \$500 per violation.
- Recipients must be informed of their right to request a hearing within 20 calendar days.

### **\*Rule 15.3 – Consequences of Non-Response\***

- Failure to contest within the given time frame will render the citation final and may lead to further disciplinary measures if fines are not paid within 30 days.

## **\*\*[§439A-16] Refusal to Grant License or Permit; Suspension and Revocation\*\***

### **\*Rule 16.1 – Grounds for Disciplinary Action\***

- The board may suspend, revoke, or deny licenses or permits if:

- Fraud, misrepresentation, or deceit is involved in obtaining the license.
- There is evidence of professional misconduct, gross negligence, or inability to perform safely.
- Unlicensed individuals are permitted to perform regulated activities.
- False representations are made in advertising or documentation.
- There is a failure to comply with board orders.

**\*Rule 16.2 – Fines for Violations\***

- Violations may result in fines ranging from \$500 to \$2,000 per infraction.

**\*\*[§439A-17] Appeal from Actions of the Board; Hearing\*\***

**\*Rule 17.1 – Appeal Process\***

- Affected individuals may appeal a final board decision (suspension, revocation, or denial) by filing an appeal with the appropriate circuit court.

**\*Rule 17.2 – Requesting a Hearing\***

- Any aggrieved party may request a hearing within 60 days of receiving notification.
- During board proceedings, all parties have rights similar to those in a circuit court (e.g., administering oaths, subpoenaing witnesses).

**\*\*[§439A-18] Board to Aid Prosecution\*\***

**\*Rule 18.1 – Cooperation with Authorities\***

- The board is required to assist prosecuting officers in cases involving violations of these rules.

**\*\*[§439A-19] Right of Injunction\*\***

**\*Rule 19.1 – Seeking Court Remedies\***

- The department may petition a court for an injunction to immediately restrain any ongoing violation of these rules.

**\*\*[§439A-20] Cumulative Remedies\*\***

**\*Rule 20.1 – Additional Remedies\***

- The penalties and remedies described in these rules are cumulative and may be applied in conjunction with other state legal remedies.