

**BOARD OF BARBERING AND COSMETOLOGY**  
Professional and Vocational Licensing Division  
Department of Commerce and Consumer Affairs  
State of Hawaii

**AGENDA**

**Date:** August 12, 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/85088770871?pwd=V1ZcK01saOVczLEbS6qEyyO5CW7AOB.1>

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

**Meeting ID:** 850 8877 0871

**Passcode:** 406557

**‘Ōlelo TV:** Subject to the availability of ‘Ōlelo personnel, members of the public may also view the meeting by internet live streaming and by televised live broadcast on ‘Ōlelo TV.

**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>

1. Call to Order
2. Approval of the June 3, 2025, Public 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 Beauty Shop License of Simple Nails; LLC, Settlement Agreement Prior to the Filing of a Petition for Disciplinary Action and Board’s Final Order, BAR 2025-70-L

- B. In the Matter of the Beauty Operator's License of Thuy Thi Nguyen; Settlement Agreement Prior to the Filing of a Petition for Disciplinary Action and Board's Final Order, BAR 2026-110-L

4. 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 - None
- B. Applications for License
  - i. GABRIELLE WARREN (NAIL TECHNICAN)
  - ii. SANDY LE (NAIL TECHNICIAN)
- C. Barber/Beauty Shops - None
- D. Beauty Schools
  - i. LOMINO MASSAGE SCHOOL INC dba LOMINO HAWAII ESTEHTICS SCHOOL
- E. Ratification List (see attached list)

5. New Business

The Board may enter into Executive Session pursuant to Hawaii Revised Statutes § 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. Regulated Industries Complaints Office (RICO) – Advisory Committee Members
- B. Instructor Training: The Skin Institute Internationalé
- C. Email from Roseanne Propato, Corrections Education Program Manager  
Hawaii Department of Corrections & Rehabilitation
- D. PSI Testing Fees
- E. Temporary Permits for Out-of-State Licensees

6. Old Business

The Board may enter into Executive Session pursuant to Hawaii Revised Statutes § 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. Honolulu Community College Request for a Work Study (Co-operative Education) Program for the Cosmetology Student
- 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 licenses?
- C. Discussion on Continuing to Accept NIC exam following conversion to PSI Examination

7. Executive Officer Report:

- A. Results of the NIC Examination Administered in May and June 2025

8. Rules Committee Report & Review

- A. Review of HAR
- B. Online Proctoring or in-person only
- C. Examination - Languages

9. Next Meeting: November 18, 2025  
12:00 p.m.

Virtual Videoconference Meeting – Zoom Webinar

and

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

10. Adjournment

If you need an auxiliary aid/service or other accommodation due to a disability, contact Alan J. K. Yim at (808) 586-2692 or [barber\\_cosm@dcca.hawaii.gov](mailto:barber_cosm@dcca.hawaii.gov) as soon as possible, preferably Friday, August 8, 2025. Requests made as early as possible have a greater likelihood of being fulfilled.

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

08/05/2025



BOARD OF BARBERING AND COSMETOLOGY  
RATIFICATION LIST – May 22, 2025

License Number	Licensee	Date of Licensure
R-25530002	MANUEL U CAMBE	5/30/2025
R-25603004	DIEM TRANG THI NGUYEN	6/3/2025
R-25609003	ETHAN A GRAY	6/9/2025
R-25616001	AARON JAMES AMBE	6/16/2025
R-25625003	SUZU HOSHI	6/25/2025
R-25710006	MICAH DANIEL OKAMOTO	7/10/2025
R-25728001	Ock Kyung Lee	7/28/2025
R-25730002	VAN THI THAN	7/30/2025
R-25801001	THINH V NGUYEN	8/1/2025
R-25801004	YVAN-RAY C CARDONA	8/1/2025
BAR-4251-0	Andrew M Tram	5/30/2025
BAR-4252-0	KYLE NICHOLAS SCHOLZ	5/30/2025
BAR-4253-0	NATASHALYN CASTILLO SABUNGAN SEARS	6/17/2025
BAR-4254-0	BEAU JERRARD STRANDHAGEN	6/24/2025
BAR-4255-0	CHAYCE N APO	7/3/2025
BAR-4256-0	BRYCETYN K BOCO	7/9/2025
BAR-4257-0	SHAYLA NOELANI KE'ALAOKALEHUA MOKUAHI	7/15/2025
BAR-4259-0	JAYVHENN CLOE L GAMIAO	7/24/2025
BAR-4258-0	KADEN THAKHAMHO NGUYEN	7/24/2025
BAR-4260-0	BENJAMIN T MOEAI	7/25/2025
BAR-4261-0	MARICEL F. DAGULO	7/25/2025
BAR-4262-0	JONAS C BENSON	7/28/2025
BAR-4263-0	DUSTIN S JAMES	7/30/2025
BAS-1789-0	Pacific Barber LLC	6/3/2025
BAS-1790-0	SHERRYLEN M AQUINO	7/27/2025
BEO-25367-0	KATHRYN M KELLER	5/27/2025
BEO-25369-0	MARIAH MARIE GARZA	5/27/2025
BEO-25371-0	MILA LAVAPIE RAMAGLIA	5/28/2025
BEO-25372-0	NOHELANI A FUNE	5/28/2025
BEO-25374-0	ILEAN F TAULANI	5/29/2025
BEO-25375-0	KRISTIAN MARIE IDICA GUERRERO	5/30/2025
BEO-25376-0	Mariolga Ericson	6/2/2025

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BEO-25377-0	YOUN SUN HEO	6/2/2025
BEO-25378-0	Lina Sabaliauskiene	6/3/2025
BEO-25379-0	CIANNA A ANDERSON	6/5/2025
BEO-25380-0	Elise Makena Mauricio	6/6/2025
BEO-25381-0	VERONICA JIMENEZ-ACOSTA	6/10/2025
BEO-25382-0	ALLIZE JULIET HIDALGO	6/10/2025
BEO-25383-0	Emily Cabang Cadorna	6/10/2025
BEO-25384-0	RONDY HARDISON	6/10/2025
BEO-25385-0	JADEN KAM SANCHEZ	6/10/2025
BEO-25386-0	KEANI ROSE SIGLER	6/16/2025
BEO-25387-0	ZOE K L JOHNSTON	6/16/2025
BEO-25388-0	Gabriella Danielle Abarca	6/16/2025
BEO-25389-0	VILATDA CHANTHARA	6/16/2025
BEO-25390-0	Kayla K L Tarumi-Tobin	6/17/2025
BEO-25391-0	DAHYANNA ANTOLIN VIADO	6/17/2025
BEO-25392-0	JODI K LEWIS	6/17/2025
BEO-25393-0	BRIANNA ANN GONZALEZ	6/17/2025
BEO-25394-0	MARIYA PRUS	6/18/2025
BEO-25395-0	Sayuri Tomita	6/20/2025
BEO-25396-0	Mia G Anderson	6/20/2025
BEO-25397-0	ISABELLA K ROBELLO	6/20/2025
BEO-25398-0	ELLA C E MARATEA	6/23/2025
BEO-25399-0	Michael David Huff	6/25/2025
BEO-25400-0	Chinatsu Ikehara	6/25/2025
BEO-25401-0	ASHLEY L NELSON	6/25/2025
BEO-25402-0	EIMEONA MARCELA GUTING	6/18/2025
BEO-25404-0	ZOE R M PORLAS-SILVA	6/26/2025
BEO-25405-0	Emma M.O Bannister	6/23/2025
BEO-25406-0	ASHLEY NICOLE DOLLIOLE	7/2/2025
BEO-25407-0	Jayla-Riana K Sabado	7/2/2025
BEO-25408-0	JENIFER D OCAMPO	7/2/2025
BEO-25409-0	TIEU LOI NGUYEN	7/1/2025
BEO-25410-0	CHYARA L KAHAWAII	7/3/2025
BEO-25412-0	CHRISTINA A BAUTISTA	7/7/2025
BEO-25413-0	EMILY C TYAU	7/8/2025
BEO-25414-0	TOMOMI FREEMAN	7/2/2025
BEO-25415-0	JUSTIN A LLANES	7/7/2025
BEO-25416-0	RACHEL K GIMA	7/9/2025
BEO-25417-0	NAHEANI ANUENUE KAUAAHI	6/30/2025

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BEO-25418-0	JING H MIER	6/30/2025
BEO-25419-0	ZENA L DEMAPAN	7/10/2025
BEO-25420-0	HELENA VICTORIA CHOW	6/5/2025
BEO-25421-0	Brianni Ka'ui'lani Viloría	7/9/2025
BEO-25422-0	CASSIDY N MACKINNON	7/9/2025
BEO-25423-0	SAMANTHA MAE MURPHY	7/15/2025
BEO-25424-0	Lacey Alyssa Kahiwamainalani Lando	7/9/2025
BEO-25425-0	SAMANTHA MARIE ADAMS	7/14/2025
BEO-25426-0	DANIELLE K SCHEFF	7/14/2025
BEO-25429-0	JESIKA COLETTE HENSON	7/16/2025
BEO-25430-0	KENNA AIKO NA'ILIMAMELEMELE WENGLER	7/16/2025
BEO-25432-0	Yuka Sanroku	7/18/2025
BEO-25433-0	DOLCINEA A GARCIA	7/22/2025
BEO-25434-0	GABRIELLE O DAVIS	7/16/2025
BEO-25435-0	PHYLLISMARIE K DANO	7/16/2025
BEO-25436-0	DEIDRE YVONNE FULTZ	7/16/2025
BEO-25437-0	SHAOMEI CHEN	7/16/2025
BEO-25438-0	Tingting Liu	7/17/2025
BEO-25439-0	CATIE-LEE K MURAOKA	7/18/2025
BEO-25440-0	SHAYLEE L HERRICK	7/21/2025
BEO-25441-0	KRISTEN MALIA AH CHOY	7/22/2025
BEO-25442-0	April Barlock	7/22/2025
BEO-25443-0	Vuthy Ouitayakul	7/17/2025
BEO-25444-0	BRYANT C TOLETE	6/18/2025
BEO-25445-0	VANESSA J LLUELLEN	6/19/2025
BEO-25446-0	Yuko Tsukahara	6/18/2025
BEO-25447-0	REANNA M VILLANUEVA	7/3/2025
BEO-25448-0	KAYLIN-NICOLE A MARTILLANO	7/3/2025
BEO-25449-0	PHOUNESOUK JOY SIFUENTES	7/16/2025
BEO-25450-0	Amber Marie Freeman	6/25/2025
BEO-25451-0	JOSEPHINE A PINKSTON	7/24/2025
BEO-25452-0	JADE MAHIE LABAJÓ	7/22/2025
BEO-25453-0	JULIA FAITH BRESSLAUER	7/25/2025
BEO-25454-0	AYAKO SENUMA	7/16/2025
BEO-25455-0	Harue Sato Leong	7/29/2025
BEO-25456-0	TAKAMI MALISH	7/25/2025
BEO-25457-0	HARLEY A NONAKA	7/25/2025
BEO-25458-0	MARIAH T VILLA	7/28/2025
BEO-25459-0	FEONTORA KOZMINTI	7/30/2025

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BEO-25460-0	LAIKU M.R. CASTRO	7/30/2025
BEO-25461-0	Robyn Christina Herr	7/30/2025
BEO-25462-0	Lei H Ishikawa	7/31/2025
BEO-25463-0	Guessha-Alexis Y K Chow Ching	8/1/2025
BEO-25464-0	Misato Takemoto Milar	7/31/2025
BEO-25465-0	HANNAH EVE WICKHAM	8/4/2025
BEO-25466-0	ALEXIS K KEAWE'AIKO-SPEESE	8/4/2025
BEO-25467-0	DEZERA MONSANTO	8/4/2025
BEO-25468-0	SABRINA K SANCHEZ	8/4/2025
BEO-25469-0	KIRSTEN ARLENE KA'ULONALANI DEVITT	8/4/2025
R-24506003	LINSHAN HE	5/6/2026
R-25527003	THI THU THANH MAI	5/27/2025
R-25528001	FRENZE EMARIE AQUINO MALALUAN	5/28/2025
R-25603006	RODALISA D RIGLOS	6/3/2025
R-25603007	SERENITY PHOENIX BURROWS	6/3/2025
R-25604001	KELLI ANN TOILOLO	6/4/2025
R-25605001	JORGE LUIS PEREZ-BONILLA	6/5/2025
R-25605002	THI PHUONG LE	6/5/2025
R-25609001	MICHELLE MARIKO WOLTMAN PERRY	6/9/2025
R-25609002	ISABEL A REGALADO	6/9/2025
R-25609004	CIERA KEIANAOKALANI AKEMI SHIRAISHI	6/9/2025
R-25616002	WARREN I WAILEHUA	6/16/2025
R-25616003	MINYOUNG KIM	6/16/2025
R-25617001	DARIENNE P. M. UCHIMA	6/17/2025
R-25618001	THUY THI DIEM TRAN	6/18/2025
R-25624001	THI MINH DUOC NGUYEN	6/24/2025
R-25625001	RENZO CORPUZ	6/25/2025
R-25625002	HONG THI BICH NGO	6/25/2025
R-25626001	CHELSEA K GOUVEIA	6/26/2025
R-25626002	DINH HOAI VAN NGUYEN	6/26/2025
R-25627002	THI KHANH VY HUYNH	6/27/2025
R-25627003	JEROMY CHRISTINO REYES PRCOMP	6/27/2025
R-25627004	SABINA SAPKOTA	6/27/2025
R-25709001	ALISON BROOK JOY	7/9/2025
R-25709004	NIA RISAI DORSEY	7/9/2025
R-25709005	IZABEL MERI MARQUEZ BORNIO	7/9/2025
R-25709007	NHI TRAN THUY DINH	7/9/2025
R-25710001	AMANDA L NGUYEN	7/10/2025

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R-25710004	NHAN LE HUU HUYNH	7/10/2025
R-25710005	ANH NHI DUONG	7/10/2025
R-25715001	DUONG THI NGUYEN	7/15/2025
R-25716001	HIEN THI NGOC HUYNH	7/16/2025
R-25716002	FAITH K BRANDT	7/16/2025
R-25716003	XUAN HONG THI NGUYEN	7/16/2025
R-25717001	HAU THI NGUYEN	7/17/2025
R-25718001	LONDON VICTORIA KAHEALANI ANDRADE	7/18/2025
R-25730001	LINH PHOI LY	7/30/2025
R-25731001	VENICE LEI TADENA	7/31/2025
R-25731002	KAORI YAMADA	7/31/2025
R-25801002	BRENDA PHUONG NGUYEN	8/1/2025
R-25801003	DONG TING HE	8/1/2025
R-25806001	THUY T LY	8/6/2025
R-25806002	RYLEN KEHAULANI PANG	8/6/2025
R-25806003	MAILE ANNE MYEONG KLOEBLEN	8/6/2025
BSC-51-0	THE BEAUTY BACKBAR ACADEMY LLC	6/3/2025
BSH-6712-0	BEAUTYBY.KND LLC	5/24/2025
BSH-6718-0	MO'COOL HAWAII, INC.	6/19/2025
BSH-6719-0	TC ZOE BEAUTY SALON LLC	6/20/2025
BSH-6721-0	ALOHA BARBER LLC	7/7/2025
BSH-6722-0	FSB SKIN CARE LLC	7/16/2025
BSH-6723-0	HAWAII NAILS, LLC	6/24/2025
BSH-6724-0	GOLD NAILS LLC	7/25/2025
BSH-6725-0	L EGANCE ESTHETICS BEAUTY AND WELLNESS LLC	7/27/2025
BSH-6726-0	ALOHA WELLNESS CENTER INC	7/27/2025
BSH-6727-0	RHODORA U BERNARDO	7/27/2025
BSH-6728-0	CAROLINE B KAETSU	7/27/2025
BSH-6729-0	WELLNESS & MASSAGE HALEMANA LLC	7/27/2025
BSH-6730-0	ANELA NAIL SALON & BOUTIQUE LLC	7/27/2025
BSH-6731-0	CIARA'S CHAIR LLC	7/27/2025
BSH-6732-0	PARADISE LASHES AND BROWS LLC	7/27/2025
BSH-6733-0	CINDILEE M K TUMPAP	7/27/2025
BSH-6734-0	THE GLO SOCIETY LLC	7/27/2025
BSH-6735-0	BOTTEGA ANTOINE & CO. HONOLULU	7/27/2025
BSH-6736-0	BEAUTYBYHII LLC	7/27/2025

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BSH-6737-0	POSH HAIR AND BEAUTY BY NELLY LLC	8/2/2025
BSH-6738-0	Beauty Ink Permanent Cosmetics, LLC	8/2/2025
BSH-6739-0	HEAD SPA LLC	8/3/2025
BSH-6740-0	TAMMY LY BEAUTY LLC	8/3/2025
BSH-6741-0	SOLUNA AESTHETICS LLC	8/3/2025
BSH-6742-0	BEAUTICIAN KEANI'S PALACE LLC	8/3/2025
BSH-6743-0	NAIL BAR MOLOKAI LLC	8/3/2025
I-12495-0	ALEXIA DANIELE JOHANSEN	7/9/2025
I-12496-0	CHAMINADE AWAPUHI ORNELLAS	7/9/2025
I-12497-0	KISHA K HALBUNA	6/20/2025
I-12498-0	LINDY SUE BACON	7/24/2025

**BOARD OF BARBERING AND COSMETOLOGY**

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

MINUTES OF MEETING

Date: June 3, 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/- WnDsl3E\\_0](https://youtu.be/-WnDsl3E_0)

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")  
Alan Yim, Executive Officer ("EO Yim")  
Young-Im Wilson, Executive Officer ("EO Wilson")  
Cortnie Tanaka, Secretary  
Johnny Li, (Technical Support)

Excused: None

In-person Guests: David Grupen

Virtual Guests: Alon Schwartz, PSI  
Shawn Conder, PSI  
Yuko Ho, Honolulu Nail Academy  
Vidal Sasson  
Trav  
Brianna Laimana-Whitney  
"iPhone"  
Lori Marzilli  
Michale Keoni Vasquez  
Michelle Perry  
Paul Mitchell  
Roseanne, DCR-CPS-Education  
Kevin Murata, Honolulu Community College

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:

Chair Hall 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  
February 11, 2025  
Minutes:

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

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 February 11, 2025, meeting as circulated.

Chapter 91, HRS  
Adjudicatory  
Matters:

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

Chair Hall called for a recess from the meeting at 12:12 p.m. to discuss and deliberate on the following adjudicatory matter pursuant to Chapter 91, HRS (Note: Board members and staff entered into a ZOOM Breakout Room).

- 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

After discussion, it was moved by Vice Chair Murata, seconded by Chair Hall, and unanimously carried to approve the Settlement Agreement Prior to Filing of Petition for Disciplinary Action and Board's Final Order relating to the Matter of the Barber Shop License of MADALI LLC, doing business as KING CUTS; 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

After discussion, it was moved by Vice Chair Murata, seconded by Chair Hall, and unanimously carried to approve the Settlement Agreement Prior to Filing of Petition for Disciplinary Action and Board's Final Order relating to the Matter of the Beauty Operator's License of KIANI K. COSTABRUM, also known as KIANA K. COSTABRUM; 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

After discussion, it was moved by Vice Chair Murata, seconded by Chair Hall, and unanimously carried to approve the Settlement Agreement Prior to Filing of Petition for Disciplinary Action and Board's Final Order relating to the Matter of the Beauty Shop License of N&J NAILS, LLC and Beauty Operator's License of THAHN NGAN NGUYEN; 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

After discussion, it was moved by Vice Chair Murata, seconded by Chair Hall, and unanimously carried to approve the Settlement Agreement Prior to Filing of Petition for Disciplinary Action and Board's Final Order relating to the Matter of the Barber Shop License of MIKEY'S BARBER & HAIRSTYLING SALON LLC, and the Barber's License of CANH T. NGUYEN; BAR 2025-10-L.

Following the Board's review, deliberation, and decision on these matters pursuant to Chapter 91, HRS, Chair Hall announced that the Board was reconvening to its open meeting at 12:24 p.m.

Examinations and  
Testing Centers:

Chair Hall 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 had switched from state developed examination to the NIC proctored by prometric from March 2020. The contract states that testing centers are required on neighbor islands. Prometric had cancelled contracts with testing centers on neighbor islands in April/May 2023 due to conflicts of interest from the owners of the centers. Staff has reached out to Prometric approximately once every quarter to inquire about new testing centers. For the past two years testing has only been available on Oahu.

Chair Hall introduced Mr. Schwartz and PSI which has available testing centers on neighbor islands but does not offer the NIC but a State developed examination. If the board would like to still accept NIC test scores they may agree to do so.

EO Shahan asked the board members if there were any general questions for Mr. Schwartz and Mr. Conder.

Chair Hall asked how similar the two exams are.

EO Shahan welcomed Mr. Schwartz and Mr. Conder.

Mr. Schwartz and Mr. Conder shared with the board the various services PSI offers:

- Offers two different types of exams: state based or national based.
  - o Offered in 6 different languages
- Customer Service
  - o Call centers available in different languages 7 days a week.
  - o Dedicated and Mobile-Friendly Multi Language Scheduling website
- Testing Centers
  - o 4 test centers: Honolulu, Kahului, Kapaa, and Kailua-Kona
  - o 500+ Nationwide test centers.
- Online/Remote Proctoring
  - o Is available when online proctoring is accepted.
- Exam Development
  - o Customizes exams to support what is required.
  - o Compared to the NIC the unnecessary questions/subjects are pulled out of the exam to customize what is required by each individual state.
  - o Recommended by the compact.
  - o National program is available through PSI. Currently there are 7 states which offer the National program.
- Security & Reporting.
  - o Each test taker is given a unique form of questions for security.
  - o Each testing center is audited/monthly test site secret shoppers.
  - o Client portal online access is available 24/7.
  - o Pass/Fail reports can be customized to the boards needs.

Chair Hall asked if there are accommodations for ADA test takers.

Mr. Schwartz stated yes, they do assist those with special needs.

Chair Hall asked if the current test proctor provides accommodations for ADA test takers.

EO Shahan stated yes, Prometric assists with the accommodations.

Chair Hall asked if the Hawaii Board will accept exam scores taken outside of the state.

EO Shahan answered that the statutes will need to be reviewed first. Currently the rules only allow in-state examinations.

Ms. Cornelio asked if the test can be offered in variously other languages as Hawaii is home to many other languages than the 6 that are offered.

Mr. Schwartz stated that adding more languages can be a possibility based upon the Board's needs.

Ms. Cornelio asked if the National program offered is more generalized exam.

Mr. Conder stated that it is based upon the Federal guidelines.

EO Shahan asked if there were any additional questions.

There were none.

EO Shahan asked the board if they feel the need to change testing administrators to move forward on getting more test sites for candidates on neighbor islands. Also, if the board is willing to change the exam that is required to the PSI national exam. If the board would like to make these changes, how quickly would the board like these changes to be done.

Chair Hall stated that she is open to switching to PSI.

Ms. Cornelio agreed with Chair Hall.

#### TECHNICAL DIFFICULTIES

At 1:00 pm the board had experienced technical difficulties. the Board was reconvening to its open meeting at 1:21 p.m.

EO Shahan apologies for the technical difficulties.

Ms. Cornelio asked if adding more testing dates will burden the administration staff.

EO Shahan stated it will not add an administrative burden to the current staff.

Ms. Cornelio asked if there is a waiting period for the test taker to know their test scores.

EO Shahan answered that test takers will get a tentative pass-fail result.

Mr. Schwartz stated that the frequency can be customized to the boards needs, daily print out, weekly print outs.

EO Shahan asked if there were any additional questions.

A member of the public asked if online testing will be the same cost as in person testing.

EO Shahan answered that currently online testing is not available, so the

board is unable to answer that question at this time.

It was moved by Chair Hall, seconded by Ms. Cornelio, and unanimously carried to switch testing proctor to PSI from Prometric.

EO Shahan followed up by asking the board if they would continue to accept passing NIC test scores or will they require all applicants to have a passing exam from PSI. The board was unable to make a decision and will be put on the agenda for the next meeting.

There was not further discussion.

Applications:

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

EXECUTIVE SESSION

At 1:42 p.m. it was moved by Chair Hall, 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 2:38 p.m., it was moved by Chair Hall, seconded by Mr. Basta, 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. Kelly Acoba (Cosmetologist)

It was moved by Vice Chair Murata, seconded by Chair Hall, and unanimously carried to conditionally approve the apprenticeship application for Kelly Acoba for an equal number of hours across subject categories.

B. Applications for Licensure:

- i. Michael Vasquez (Barber)

It was moved by Vice Chair Murata, seconded by Chair Hall, and unanimously carried to conditionally approve the application for Michael Vasquez pending additional information.

C. Barber/Beauty Shops

i. Kiolani at Grand Wailea

Vice Chair Murata, seconded by Chair Hall, Kiolani at Grand Wailea will need separate licenses for each location.

ii. Pacific Barber LLC

It was moved by Vice Chair Murata, seconded by Chair Hall, and unanimously carried to approve the application for Pacific Barber LLC.

D. Beauty Schools

i. The Beauty Backbar Academy

It was moved by Vice Chair Murata, seconded by Chair Hall, and unanimously carried to approve the application The Beauty Backbar Academy.

E. Ratification List (see attached list)

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

Old Business:

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

Mr. Kevin Murata raised his hand to provide testimony for Honolulu Community College and stated he is available for questions.

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

EO Shahan welcomed Mr. Murata to the meeting and gave an overview of the most recent documents submitted by Honolulu Community College. The DAG and Board Members were concerned with the duties of the evaluation form stating that the students would be assisting and removing hair coloring, bleaching, permanent waving, manicures and pedicures, performing shampooing and scalp treatments, hair styling. Revised evaluation forms were submitted for the boards review.

Chair Hall reviewed the submitted documents and asked if the student timesheet will reflect the changes on the evaluation forms.

Mr. Kevin Murata agreed that it will be the same.

EO Shahan added that the DAG noticed that the Cooperative Education Agreement form (COSM 93V) has not been updated. All forms need to be clear that there is no direct client contact from the students.

Mr. Kevin Murata stated that he will review and amend the documents to reflect the suggestions made by the board.

- 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.

EO Shahan requested the Board's position on 439A-10 as some shops do not submit an operator-in-charge or feel they need to have a barber operator in charge if they hire a barber to perform shaving services.

Ms. Cornelio stated on the barber application it asks to provide that information for those services, so she thinks it should be the same across the board.

Chair Hall stated that a beauty shop with a cosmetologist in charge can cover cosmetology, esthetics, nails, and hairdressing. If there is a barber, there needs to be a barber in charge as a cosmetologist does not have the ability to shave.

Ms. Cornelio, Mr. Basta, and Vice Chair Murata agreed with Chair Hall.

Upon a motion by Chair Hall, seconded by Mr. Basta, it was voted upon and unanimously carried that in the board's opinion 439A-10, if a beauty shop has a cosmetologist in charge, it will cover cosmetology, nails, esthetics, and hairdressing. But if barbering services are offered a barber in charge is necessary.

Scope of Practice:

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

- 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?

EO Shahan restated Mr. Lasconia's question to the board.

Chair Hall stated that Mr. Lasconia will need to obtain a beauty shop license to work out of a booth, the beauty shop will then need a beauty operator in charge. Since Mr. Lasconia does not hold a license, he will not be able to obtain a shop license or work under a shop license.

Ms. Cornelio stated that he is currently a student he would need to obtain

an apprenticeship license and work under a licensed shop to work.

Upon a motion by Chair Hall, seconded by Mr. Basta, it was voted upon and unanimously carried that in the board's opinion a beauty school student is not able to 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 (6watts), which includes a microdermabrasion/massager applicator and an optional RF applicator within the scope of practice of Board licenses?

Ms. Lori Marzilli raised her hand to provide testimony for Eloquent Life Sciences and is available for questions.

EO Shahan stated that several years ago the board previously stated they were not going to make determinations regarding machines or devices.

Ms. Marzilli gave an overview of the device.

Chair Hall asked about the difference between FDA approved and FDA cleared.

Ms. Marzilli answered that the device is a category 2 machine which is an OTC device specifically for estheticians.

Chair Hall asked EO Shahan if the board regulates device.

EO Shahan stated that previously the board did not want to weigh in on devices. The device being discussed uses Radio Frequency (RF), which previously the board stated that the use to certain RF would not be allowed. EO Shahan is asking the board their opinion based upon past board opinions if RF is a concern.

Ms. Marzilli stated that RF is considered RX but due to the low wattage of the device is considered as non-evasive.

Chair Hall stated that she does not have the knowledge, and it is not part of her daily scope of practice, so she does not have any questions at this time.

Mr. Basta agreed and would need more information as well.

Ms. Cornelio asked if there's a training program for when the device is purchased.

Ms. Marzilli answered no, there is no training it is self-trained use.

Ms. Cornelio asked how often a customer will need to come in for

treatment.

Ms. Marzilli stated that the device is used as part of facials ranging from once a week to once a month.

EO Shahan observed that the board needs more information and discussion with an esthetician and will be deferred to the next meeting agenda.

Upon a motion by Chair Hall, seconded by Ms. Cornelio, it was voted upon and unanimously carried to defer this agenda item to the next meeting.

Mr. Kevin Murata raised his hand and asked what the purpose of the device.

Ms. Marzilli stated that the device is used to treat/reduce mild to moderate wrinkles.

Mr. Kevin Murata followed up if there are specific products suggested to be used with it.

Ms. Marzilli answered that there is a gel and cosmetic that works with the device.

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

C. Are Vagacials within the scope of practice of board licenses?

EO Pang researched and summarized the purpose of vagacials. As stated in HRS 439A-2 "Esthetician" (2) Cleansing, exfoliating, wrapping, or doing similar work upon the entire body, without direct contact by the hands and utilizing gloves, loofah mitts, or brushes. Does Vagacials fall within the scope of practice?

Chair Hall is concerned with the products used on the sensitive area.

Ms. Cornelio stated that this service is already being offered within the state by licensed estheticians.

EO Pang clarified based upon the statute does the service of vagacials fall under the scope of practice for an esthetician.

Ms. Cornelio answered yes to her it falls under the scope of practice.

EO Shahan asked would this service need a certification or schooling.

Ms. Cornelio stated from what she researched this is a new trend.



Chair Hall stated that if an esthetician is willing to do the service it is an esthetic service and would like for a licensed esthetician to be performing the service. Yes, it is under the scope of practice of an esthetician.

Upon a motion by Chair Hall, seconded by Ms. Cornelio, it was voted upon and unanimously carried vagacials are within the scope of practice for estheticians.

Executive Officer  
Report:

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

A. Results of the NIC Examination Administered in March and April 2025.

EO Pang provided the following results:

March 2025	Candidates	Passed	Failed	Passing %
Barber	11	5	6	45
Cosmetology	9	2	7	22
Esthetician	24	10	14	42
Hairdresser	3	2	1	67
Instructor	0	0	0	0
Nail Technician	12	5	7	42

April 2025	Candidates	Passed	Failed	Passing %
Barber	8	4	4	50
Cosmetology	18	4	14	22
Esthetician	60	32	28	53
Hairdresser	4	2	2	50
Instructor	1	1	0	100
Nail Technician	21	9	12	43

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 reported that the Board SB1619: Relating to the Cosmetology Licensure Compact has been passed with an effective date of July 1, 2050, to facilitate further discussion.

B. SB1620: Relating to Natural Hair Braiding

Chair Hall reported that the Board SB1620: Relating to Natural Hair Braiding has died.

C. SB1621 SD 1: Relating to Nail Technicians

Chair Hall reported that the Board SB1621: Relating to Nail Technicians has died.

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

Chair Hall reported SB1373: Relating to Administrative Licensure Actions Against Sex Offenders is currently awaiting to be signed into office.

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

EO Shahan reported that the Board HB 1054: Relating to Administrative Licensure Actions Against Sex Offenders is currently awaiting to be signed into office.

Rules Committee  
Report & Review:

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

Upon a motion by Chair Hall, second by Mr. Basta, it was voted upon and unanimously carried to defer this agenda item to the next board meeting.

Election of Officers:

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

Upon a motion by Ms. Hall, seconded by Mr. Basta, it was voted upon and unanimously carried to elect Ms. Hall as the new Chair.

Upon a motion by Ms. Hall, seconded by Mr. Basta, it was voted upon and unanimously carried to elect Ms. Cornelio as the new Vice Chair.

Adjournment:

There being no further business to discuss at this time, the meeting was adjourned at 3:51 p.m.

Next Board  
Meeting:

Date:	Tuesday, August 12, 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

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Reviewed and accepted by: Taken and recorded by:

/s/ Kerrie Shahan

\_\_\_\_\_  
Kerrie Shahan, Executive Officer

/s/ Cortnie Tanaka

\_\_\_\_\_  
Cortnie Tanaka, Secretary

KS: ct

8/6/25

[ ] Minutes approved as is.

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

DRAFT

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



Lei Ana E. Green  
Kerrie Shahan  
Cosmetology and Barbering Board  
Department of Commerce and Consumer Affairs  
335 Merchant Street  
Honolulu, HI 96813

Dear Members of the Cosmetology and Licensing Board,

Our heartfelt thanks and appreciation for your time and talents that you voluntarily contribute to help the beauty industry in Hawaii run more smoothly and with integrity. We know there are a lot of things you could be doing with your time. We appreciate each one of you. Thank you for considering our challenges.

We are writing to share an ongoing challenge we face as an esthetics school: the increasing difficulty in finding highly qualified and well-trained instructors. Our curriculum is thorough and advanced, covering everything from foundational esthetic modalities to clinical protocols that support physicians in their esthetic practices. Our graduates-those who fully apply themselves-are industry ready and often more well-rounded than peers who have been working in the field for years.

To meet the needs of today's learners, we offer multiple educational tracks and maintain small class sizes that allow for personalized instruction. As part of our commitment to excellence, we recruit our top graduates into our "Instructor Trainee" program. However, a significant barrier to this effort is the delay many graduates experience in obtaining their esthetician licenses - often waiting months just to receive an exam date. We are sympathetic to the backlog that may occur at the DCCA.

To reduce these barriers to employment and maintain high instructional standards, we ask the Board to consider options that would allow us to better support our aspiring instructors:

- A 600-hour Instructor Training Program, followed by passage of the NIC Instructor Exam **OR** one year of documented industry experience;
- Alternatively, the option for an approved 1,200-hour Instructor Apprenticeship Program under the direct supervision of a licensed instructor.

We have been previously informed that no such apprenticeship program exists for instructor licensing in Hawaii, but if there is a path forward, we would be eager to support and implement it in full compliance with state regulations.

We have interviewed licensed instructors from outside our institute and have found that most lack the foundational protocols and modalities we consider standard in our curriculum. As such, internal development of instructors is critical to upholding our educational quality.

We respectfully request your consideration in exploring regulatory solutions that would allow qualified individuals to enter instructor roles in a timely, effective, and compliant manner.

Thank you again for your ongoing support and service. It is our greatest desire to be compliant with all laws and statutes governing the beauty industry in Hawaii. We welcome any opportunity to further discuss this matter and find a path forward together.

Sincerely,

Mary Ronnow  
Lieren Pearson  
Owners  
The Skin Institute Internationale  
1050 Queen Street Suite300  
Honolulu, HI 96814

**HRS §439A-6 Applications; requisites for admission to examination.**

(h) A beauty instructor applicant may apply to teach in any of the practices of cosmetology if the applicant has:

- (1) Completed six hundred hours of a board approved course in the theory and practice of instruction; and
- (2) Served actively for a period of at least one year as a beauty operator in the State or in another jurisdiction having standards for beauty operators substantially equivalent to those of the State.

**HAR §16-78-20 Requirements for examination and license.** (a) Instructor applicants shall provide verification of:

- (1) Having a current beauty operator license or an instructor license;
- (2) Having one year of experience as a licensed beauty operator; and
- (3) Satisfactorily completing not less than six hundred hours or four months of beauty school instructor training in this State or another jurisdiction having substantially equivalent standards. If the training is not substantially equivalent, the applicant shall provide verification of one year instructor experience.



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It was moved by Vice-Chairperson Hall, seconded by Chairperson Williams, and unanimously carried to approve the beauty shop application for Sephora USA, Inc.

- ii. Saajida L. Lane Serrano  
Lightroom Honolulu, LLC  
(New: Beauty Shop License – for Cosmetology)

It was moved by Vice-Chairperson Hall, seconded by Chairperson Williams, and unanimously carried to approve the beauty shop application for Lightroom Honolulu, LLC.

C. Beauty School Application:

None.

D. Ratification List (see attached list)

It was moved by Vice-Chairperson Hall, seconded by Chairperson Williams, and unanimously carried to ratify the list of issued licenses attached (see attached list).

New Business:

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

A. Letter from Mary Ronnow, The Skin Institute Internationalé

Ms. Ronnow attended the meeting in-person and requested to testify on this agenda item. She introduced herself to the Board as the Owner and Director of The Skin Institute Internationalé (licensed beauty school).

i. Requirements for Licensed Instructors

Ms. Ronnow expressed that the The Skin Institute Internationalé is in need of licensed instructors. She stated that the school currently has a Board approved instructor 600-hour training program. She is requesting the Board to revise the instructor requirement to at least one year of licensed beauty operator experience or instructor training of at least 600 hours, to streamline the process.

Chairperson Williams cited Hawaii Revised Statutes ("HRS") section 439A-6(h), which states:

*“(h) A beauty instructor applicant may apply to teach in any of the practices of cosmetology if the applicant has:  
(1) Completed six hundred hours of a board approved course in the theory and practice of instruction; and  
(2) Served actively for a period of at least one year as a beauty operator in the State or in another jurisdiction having standards for beauty operators substantially equivalent to those of the State.”*

And Hawaii Administrative Rules (“HAR”) section 16-78-20(a) which states:

*“(a) Instructor applicants shall provide verification of:  
(1) Having a current beauty operator license or an instructor license;  
(2) Having one year experience as a licensed beauty operator; and  
(3) Satisfactorily completing not less than six hundred hours or four months of beauty school instructor training in this State or another jurisdiction having substantially equivalent standards. If the training is not substantially equivalent, the applicant shall provide verification of one year instructor experience.”*

Chairperson Williams stated that pursuant to HRS section 439A-6(h) and HAR section 16-78-20(a), 600 hours of instruction and one year of experience as a licensed beauty operator are required.

Ms. Ronnow asked if there is a way to change the laws.

Executive Officer Green responded that bills may be put forth to amend laws through the legislative process.

ii. Unlicensed Teaching at Unlicensed Schools

Ms. Ronnow expressed her frustration with the increase of unlicensed teaching at unlicensed schools in the State.

Executive Officer Green stated that the Board has delegated authority to receive, arbitrate, investigate, and prosecute complaints to our Regulated Industries Complaints Office (“RICO”). If there is an allegation of unlicensed activity, complaints may be filed directly with RICO. Complaints that are submitted to the Board’s office will be forward to RICO.

**State of Hawaii  
BOARD OF COSMETOLOGY**

**INSTRUCTOR-TRAINEE CURRICULUM (600 HOURS)**

SUBJECTS OF INSTRUCTIONS	HOURS
<b>I. ORIENTATION</b> ..... <ul style="list-style-type: none"> <li>● Regulations dealing with the practice of cosmetology, sanitation, and labor.</li> <li>● School operations.</li> <li>● First Aid.</li> </ul>	25
<b>II. THE PROFESSIONAL TEACHER</b> ..... <ul style="list-style-type: none"> <li>● Teacher personality, technical knowledge and characteristics.</li> <li>● Teacher as professionals.</li> <li>● Preparation for teaching (planning the course, preparing lesson plans and steps of teaching).</li> <li>● Recordkeeping, time card, student record, appointment and school operation duties.</li> </ul>	50
<b>III. STUDENT MOTIVATION AND LEARNING</b> ..... <ul style="list-style-type: none"> <li>● Laws governing learning processes.</li> <li>● Student motivation, participation and personalities.</li> <li>● Individual differences.</li> <li>● Counseling.</li> </ul>	50
<b>IV. METHODS, MANAGEMENT AND MATERIALS</b> ..... <ul style="list-style-type: none"> <li>● Methods, procedures and techniques of teaching (lectures, discussions, demonstrations, conducting practice activities, questioning techniques, and special situations).</li> <li>● Classroom Management (physical environment, administrative duties, discipline, class supervision, classroom routines and corrective measures).</li> <li>● Teaching materials (audio-visual aids, values of different teaching aids, correct usage, textbooks, workbooks, reference books, creative aids).</li> </ul>	50
<b>V. TESTING AND EVALUATION</b> ..... <ul style="list-style-type: none"> <li>● Testing (purpose of testing, performance tests, written tests and standardize tests).</li> <li>● Evaluation (student abilities and achievement, teacher evaluation).</li> </ul>	50
<b>VI. PRACTICE TEACHING</b> ..... <ul style="list-style-type: none"> <li>● Practical application of teaching techniques in clinic and theory classrooms.</li> </ul>	300
<b>VII. UNASSIGNED</b> ..... <ul style="list-style-type: none"> <li>● Additional training in identified weak or deficient subjects.</li> </ul>	75

**From:** [Propato, Roseanne](#)  
**To:** [DCCA Barber\\_cosm](#)  
**Cc:** [Travis Bode](#)  
**Subject:** Re: Aloha from DCR  
**Date:** Tuesday, August 5, 2025 12:06:48 PM

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Aloha Mr. Kim,

Thank you for getting back to me. I appreciate your response, and consideration in helping us in this endeavor of creating a training career pathway for those who are currently incarcerated but preparing for their return to the community with the possibility for making better choices and having the opportunity to create a better future for themselves and their families.

I am interested in creating programs for barbering and cosmetology in our prisons (Halawa CF and WCCC). This would mean that the training would occur behind the walls (inside the facility) prior to furlough, parole, or release. There are 9 other states who currently allow for this (Oklahoma, California, Nevada, Illinois, Virginia, Florida, North Carolina, Oregon, and Washington D.C.) and were able to do so through partnerships and MOUs between the licensing board and Department of Corrections and Rehabilitation. Some states did require passing legislature to alleviate some of the administrative burdens that would have been difficult for the trainee to meet while incarcerated (e.g. Oklahoma HB 3158). I am interested in doing whatever is needed to make the possibility a reality for those in our custody and care.

Currently, I have a professional licensed barber who is interested in spearheading a program for us, as an instructor at Halawa... and a licensed cosmetologist that would like to run training at the women's facility as well. My problem is that although I appreciate their willingness to teach, I want the training to lead to credentialing... I want their hours of practice to count towards a license, so that they would be able to either gain licensure prior to leaving the facility, or upon leaving the facility. If they start when they get out this impedes their ability to gain employment in the field upon release (even if they have gained the required knowledge and skills).

Any guidance, or work needed to be done on my part, as far as helping us to move forward in this endeavor would be greatly appreciated. We have the support of both facility wardens, and the Department of Corrections and Rehabilitation. I have been asking Honolulu Community College for years (since 2016 to be exact) and they have told me unless our sites are approved for training, hours would not be recognized and they did not have instructors to send there anyway (shortage of instructors at the college, "let alone instructors who'd want to come in and teach in a carceral setting"). I believe times are changing, and people are recognizing the importance of helping those inside to change their lives, so that they can become better citizens and contributing members of the community upon their return to it. This program

would create that possibility for the creative and talented people who are with us, and have not formally gained the skills, education, and knowledge that would make them licensed, credentialed professionals... but could, if we work together and create the opportunity for them to do so.

Again, I am grateful for your consideration. Roseanne

*Roseanne Propato*

Corrections Education Program Manager  
Department of Corrections & Rehabilitation  
Keoni Ana Bldg., Room 505  
1177 Alakea Street  
Honolulu, Hawaii 96813  
Telephone: (808) 587-1279

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**From:** DCCA Barber\_cosm <barber\_cosm@dcca.hawaii.gov>

**Sent:** Tuesday, August 5, 2025 11:04 AM

**To:** Propato, Roseanne [REDACTED]

**Subject:** RE: Aloha from DCR

Aloha Roseanne,

I am putting together a quick summary sheet of the options available for your proposal and the current limitations of what the laws and rules allow for. From my understanding you are looking at creating programs for barbering and cosmetology. I think getting licensed for schools provides the best flexibility as opposed to using our apprenticeship framework. There is potential for creating a cosmetology workshop path for some training with the current rules and our rules change process could adapt for allowing something with barbering as well. Would an apprenticeship work parole or school parole also be something on the table?

I am trying to find a method that won't require us to bring something to the legislature. It may need support from the Department of Education and the University of Hawaii if you want to pursue the school route.

Mahalo,

**Alan J.K. Yim**

**Executive Officer**

Board of Barbering & Cosmetology

Professional & Vocational Licensing Division  
Department of Commerce & Consumer Affairs  
PO Box 3469, Honolulu, HI 96801

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**From:** Propato, Roseanne [REDACTED]  
**Sent:** Monday, August 4, 2025 10:40 AM  
**To:** DCCA Barber\_cosm <[barber\\_cosm@dcca.hawaii.gov](mailto:barber_cosm@dcca.hawaii.gov)>  
**Subject:** Re: Aloha from DCR

Aloha Kerrie,

I just wanted to confirm that there will be a meeting on August 12<sup>th</sup>, 2025. Would that be the meeting where my email will be discussed? Will there be time to discuss what we are hoping to accomplish... or would you just review the email and ask questions as needed? I would like to prepare and thought it would be a good idea to get some clarification ahead of the meeting.

Thank you again, Roseanne

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**From:** DCCA Barber\_cosm <[barber\\_cosm@dcca.hawaii.gov](mailto:barber_cosm@dcca.hawaii.gov)>  
**Sent:** Friday, June 6, 2025 9:55 AM  
**To:** Propato, Roseanne [REDACTED]  
**Subject:** RE: Aloha from DCR

Aloha,  
I will place your email on the next available agenda for the Board's consideration.

Sincerely,  
Kerrie

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**From:** Propato, Roseanne [REDACTED]  
**Sent:** Tuesday, May 13, 2025 2:46 PM  
**To:** DCCA Barber\_cosm <[barber\\_cosm@dcca.hawaii.gov](mailto:barber_cosm@dcca.hawaii.gov)>  
**Cc:** [REDACTED]  
**Subject:** Re: Aloha from DCR

Aloha Kerrie,

I appreciate the time you spent to respond to my questions, and the information you have

provided in your email below. Thank you!

I was wondering if there's a possibility to meet and discuss what it would take to get a facility (or 2) approved, so that we could actually allow the talented people who are currently incarcerated to formally learn, and earn credit for the hours of experience they gain while inside. There are other states that have achieved this goal safely, and with great success, and it would be really exciting to have Hawaii join that group of states by providing our community skilled competent barbers or cosmetologist upon their release.

I am the Corrections Program Services- Education Manager, so I'm tasked with providing the programs of interest to our students. The possibility of providing a program like this is actually being supported by security, wardens, and staff, which can sometimes be a challenge for me (to gain their support). I think the reason it is not, is because they see how talented some of the men and women are, and know it would make a huge difference in their lives (and the lives of their families) if we could help prepare them for licensure upon their release (rather than having them wait to get started until after serving their sentence). I could go on about the ripple effect of benefits that a program like this would have... but I hope that we could continue this conversation, and perhaps meet in the near future.

I have an interested licensed barber, and a licensed cosmetologist who would like to supervise a program like this (1 for men, 1 for women). That gives me hope... but I would also need to know what is required to make a site an approvable training center, and what is the required process to become one.

Again, thank you so much for your time, and consideration.

Mahalo nui, Roseanne

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**From:** DCCA Barber\_cosm <[barber\\_cosm@dcca.hawaii.gov](mailto:barber_cosm@dcca.hawaii.gov)>

**Sent:** Monday, April 21, 2025 9:37 AM

**To:** Propato, Roseanne [REDACTED]

**Cc:** DCCA Barber\_cosm <[barber\\_cosm@dcca.hawaii.gov](mailto:barber_cosm@dcca.hawaii.gov)>

**Subject:** FW: Aloha from DCR

Aloha,

Thank you for reaching out to the Board of Barbering and Cosmetology ("Board") with your inquiry. Please see my responses to your question in [blue](#) below.

I can be reached at this email address or at (808) 586-2705.

Sincerely,

**Kerrie Shahan** (she/her)

**Executive Officer**

Board of Barbering and Cosmetology

Professional and Vocational Licensing Division

Department of Commerce and Consumer Affairs

Post: PO Box 3469, Honolulu, HI 96801

Phone: 808-586-2692

Email: [barber\\_cosm@dcca.hawaii.gov](mailto:barber_cosm@dcca.hawaii.gov)

Website: <https://cca.hawaii.gov/pvl/boards/barber/>

*In accordance with Hawaii Administrative Rules section 16-201-90, the above interpretation 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 Department of Commerce and Consumer Affairs.*

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**From:** Propato, Roseanne [REDACTED]

**Sent:** Thursday, April 3, 2025 4:42 PM

**To:** [barber\\_cosmo@dcca.hawaii.gov](mailto:barber_cosmo@dcca.hawaii.gov)

**Subject:** Aloha from DCR

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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.

Hi,

My name is Roseanne Propato, Corrections Education Program Manager. I have questions



about licensing that I hope you don't mind me asking due to the nature of the work that I do. In planning for programming for the incarcerated individuals in our care I like to make sure that I have all of the facts and information pertinent to the different people we serve.

Are there specific crimes that would make someone ineligible for licensure? If so, which would those be?

The Board primary purpose of the Board is to promote the public interest and protect consumers. With that in mind, the Board reviews those applications with convictions. The Board determines if the individual has met or completed all the terms imposed by the courts (fines, fees, restitution, probation, etc.). If terms have not been met, the Board may issue a "conditional" license whereby the individual must provide verification of remaining in compliance with the conditions imposed by the Board.

However, there is currently legislation under consideration which would prohibit granting a barber or beauty operator license to any individual required to register as a sex offender.

What are the main criteria that would be considered when someone with a criminal history applies for licensure?

As stated above, the Board is concerned that the individual has met or is meeting the terms imposed by the courts (classes for anger management or substance abuse), paying restitution, etc.

Currently, there are Wardens that are allowing incarcerated individuals to "unofficially" barber, or cut hair, while inside (some may have licensed people training inside as volunteers, while others are just allowing this to occur with an individual in custody who shows talent/skill in this area and is willing to do it)... my question is, would it be possible for these individuals to earn credit or credit hours if they are doing this under the supervision of a licensed practitioner? Only registered apprentices in a barber or beauty shop or individuals which have attended a barber school are granted credit for barber training. If the person. Do to the provision that the apprenticeship must take place in a licensed shop, it does not appear that the training described above would count towards licensure.

Is HonCC the only (state agency) community college that offers the needed classes and hours for Cosmetology or barbering licensure?

Currently, the only licensed barber school in Hawaii is Honolulu Barber School (Hawaii Institute of Hair). Licensed beauty schools which may teach hairdressing are:

- Honolulu Community College, Honolulu, Oahu
- Beauty Theory School, Honolulu, Oahu
- Savoy Inc dba IBS School of cosmetology and Massage, Kahului, Maui

- Big Island Beauty Academy, Kailua Kona, Hawaii
- Hilo Beauty College, Hilo, Hawaii

Any information that I may not be thinking of, but that you think could be pertinent for me to know as I prepare our people for return to the community, and exploration into this career field please let me know. My goal is to give our students clear, realistic, and factual information that can inform them in creating, planning, preparing for and achieving their goals, and eventual success in the future.

I appreciate your time and consideration to respond to this email, and these questions.

Thank you, Roseanne

Roseanne Propato  
Corrections Education Program Manager  
Department of Corrections & Rehabilitation  
Keoni Ana Bldg., Room 505  
1177 Alakea Street  
Honolulu, Hawaii 96813  
Telephone: (808) 587-1279

<b>STUDENT TIMESHEET</b>		
<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>
Limited to the following tasks related to hair coloring/bleaching process: set-up station, hand product to stylist for application, monitor time, check on client, clean up station		
Limited to the following tasks related to permanent waving: set-up station, select and organize perm rods, hand product/tools for wrapping, monitor time, check on client, clean up station		
Limited to the following tasks related to 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)		
<p><b>EMPLOYER'S VERIFICATION</b></p> <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;"> <span><b>Supervisor's Signature:</b> _____</span> <span><b>Date:</b> _____</span> </div>		

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.

**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.
5. Abide by the specific tasks/behaviors listed below and understands that the student is not permitted to physically touch, work on, or provide services to clients in the salon.

**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.	Limited to the following tasks related to hair coloring/bleaching process: <i>set-up station, hand product to stylist for application, monitor time, check on client, clean up station</i>				
8.	Limited to the following tasks related to permanent waving: <i>set-up station, select and organize perm rods, hand product/tools for wrapping, monitor time, check on client, clean up station</i>				
9.	Personal grooming				
10.	Knowledge and application of safety practices				

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

<b>COSM 193V COOPERATIVE EDUCATION AGREEMENT, PAGE 2</b>					
<b>TASKS</b>		<b>NOT IMPORTANT</b>	<b>SOMEWHAT IMPORTANT</b>	<b>IMPORTANT</b>	<b>VERY IMPORTANT</b>
11.	<i>Limited to the following tasks related to manicures and pedicures: set-up station, sanitize tools &amp; equipment, fill soaking bowls &amp; footbaths, hand product/tools to technician, clean up station, restock supplies</i>				
12.	Observe day-to-day salon operations and management				
13	Observe and demonstrate understanding of reception duties				
14.	Observe and demonstrate customer service				
15.	Exercise choices, explain reasons for choices, and analyze potential consequences when dealing with ethical dilemmas concerning health and safety professionals				
16.	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>					
<b>Student's Signature:</b>		<b>Date:</b>			
<b>Supervisor's Signature:</b>		<b>Date:</b>			
<b>Cooperative Education Instructor's Signature:</b>		<b>Date:</b>			

<b>STUDENT SELF EVALUATION OF PERFORMANCE</b>						
<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>				
<p style="text-align: center;"><b>PLEASE RATE YOUR PERFORMANCE FOR EACH TASK LISTED BELOW:</b></p> <p style="text-align: center;">4 = Always meet Standard   3 = Usually meet Standard   2 = Approach Standard   1 = Below Standard   NA = Not Applicable</p>						
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.	Limited to the following tasks related to hair coloring/bleaching process: <i>set-up station, hand product to stylist for application, monitor time, check on client, clean up station</i>	4	3	2	1	NA
8.	Limited to the following tasks related to permanent waving: <i>set-up station, select and organize perm rods, hand product/tools for wrapping, monitor time, check on client, clean up station</i>	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.	Limited to the following tasks related to manicures and pedicures: <i>set-up station, sanitize tools &amp; equipment, fill soaking bowls &amp; footbaths, hand product/tools to technician, clean up station, restock supplies</i>	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>						
<p><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.</p> <p><b>COMMENTS:</b></p>						
<b>SELF OVERALL EVALUATION</b>	<b>Excellent</b>	<b>Above Average</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>		
<p><b>Student's Signature:</b> _____ <b>Date:</b> _____</p>						

**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>	

**PLEASE RATE THE STUDENT'S 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				
		4	3	2	1	NA
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.	Limited to the following tasks related to 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.	Limited to the following tasks related to 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.	Limited to the following tasks related to 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

**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>OVERALL EVALUATION</b>	Excellent	Above Average	Satisfactory	Unsatisfactory
<b>Supervisor's Signature:</b> _____ <b>Date:</b> _____				

C. Barber/Beauty Shops

i. Kiolani at Grand Wailea

Vice Chair Murata, seconded by Chair Hall, Kiolani at Grand Wailea will need separate licenses for each location.

ii. Pacific Barber LLC

It was moved by Vice Chair Murata, seconded by Chair Hall, and unanimously carried to approve the application for Pacific Barber LLC.

D. Beauty Schools

i. The Beauty Backbar Academy

It was moved by Vice Chair Murata, seconded by Chair Hall, and unanimously carried to approve the application The Beauty Backbar Academy.

E. Ratification List (see attached list)

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

Old Business:

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

Mr. Kevin Murata raised his hand to provide testimony for Honolulu Community College and stated he is available for questions.

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

EO Shahan welcomed Mr. Murata to the meeting and gave an overview of the most recent documents submitted by Honolulu Community College. The DAG and Board Members were concerned with the duties of the evaluation form stating that the students would be assisting and removing hair coloring, bleaching, permanent waving, manicures and pedicures, performing shampooing and scalp treatments, hair styling. Revised evaluation forms were submitted for the boards review.

Chair Hall reviewed the submitted documents and asked if the student timesheet will reflect the changes on the evaluation forms.

Mr. Kevin Murata agreed that it will be the same.



EO Shahan added that the DAG noticed that the Cooperative Education Agreement form (COSM 93V) has not been updated. All forms need to be clear that there is no direct client contact from the students.

Mr. Kevin Murata stated that he will review and amend the documents to reflect the suggestions made by the board.

- 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.

EO Shahan explained that beauty shops like to offer shaving services but does not have a barber operator in charge or notify the board of the new hire. What is the board's position on 439A-10 as some shops do not feel the need to have a barber operator in charge as they hired a barber to perform shaving services.

Ms. Cornelio stated on the barber application it asks to provide that information for those services, so she thinks it should be the same across the board.

Chair Hall stated that a beauty shop with a cosmetologist in charge can cover cosmetology, esthetics, nails, and hairdressing. If there is a barber, there needs to be a barber in charge as a cosmetologist does not have the ability to shave.

Ms. Cornelio, Mr. Basta, and Vice Chair Murata agreed with Chair Hall.

Upon a motion by Chair Hall, seconded by Mr. Basta, it was voted upon and unanimously carried that in the board's opinion 439A-10, if a beauty shop has a cosmetologist in charge, it will cover cosmetology, nails, esthetics, and hairdressing. But if barbering services are offered a barber in charge is necessary.

Scope of Practice:

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

- 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?

EO Shahan restated Mr. Lasconia's question to the board.

Chair Hall stated that Mr. Lasconia will need to obtain a beauty shop license to work out of a booth, the beauty shop will then need a beauty operator in charge. Since Mr. Lasconia does not hold a license, he will not be able to obtain a shop license or work under a shop license.

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

SYLVIA LUKE  
LIEUTENANT GOVERNOR | KA HOPE KIA'ĀINA



NADINE Y. ANDO  
DIRECTOR | KA LUNA HO'ŌKELE

## 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 'ŌIHANA PILI KĀLEPA  
P.O. BOX 3469  
HONOLULU, HAWAII 96801  
[cca.hawaii.gov/pvl](http://cca.hawaii.gov/pvl)

June 4, 2025

HONOLULU COMMUNITY COLLEGE  
JESSIE AKI  
874 DILLINGHAM BOULEVARD  
HONOLULU HI 96817-4598

Via Email Only: [REDACTED]

Dear Ms. Aki:

The Board of Barbering and Cosmetology ("Board") met in regular session on June 3, 2025. One of the agenda items was the request from Honolulu Community College to offer a co-operative education program for its cosmetology students.

The Board review of the following four (4) documents:

- Cooperative Education Agreement
- Student Self Evaluation of Performance,
- Supervisor's Evaluation of Student Performance, and
- Student Timesheet

The Board recommends that all four documents be revised to remove the term "Assist with..." as it could be misconstrued that the student was authorized to assist in the practice of cosmetology rather than learning customer service and retail sales skills as is the stated purpose of the proposed program. The Board proposed changing the language to:

Set-up station, hand product to stylist for application, monitor time, check on client, clean up station for "insert service".

Additionally, the Board expressed concerns that none of the forms have reference to retail sales.

Lastly, the Board was unclear what was meant by "tools and equipment" on the Cooperative Education Agreement form under "Student Learning Outcomes during this work period" section and felt that shop owners may interpret this to mean the student would need to demonstrate using the tools and equipment.

Please submit updated forms. Documents needs to be received no later than August 4, 2025, to be included on the agenda for the Board's August 12, 2025, meeting.

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

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

NADINE Y. ANDO  
DIRECTOR | KA LUNA HO'ŌKELE

SYLVIA LUKE  
LIEUTENANT GOVERNOR | KA HOPE KIA'ĀINA



BOARD OF BARBERING AND COSMETOLOGY

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[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:

**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.

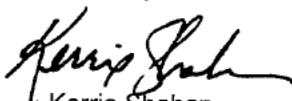
The program was described to the Board as allowing senior cosmetology students the opportunity to gain real-world experience in running a beauty salon. The Board was assured that the students would "not be allowed to work on customers", "not allowed to touch clients", and "cannot touch customers". However, 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

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				

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 874 Dillingham Boulevard, Honolulu, HI 96817  
 Career Services

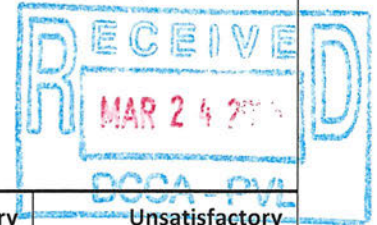
<b>COSM 193V COOPERATIVE EDUCATION AGREEMENT, PAGE 2</b>					
<b>TASKS</b>		<b>NOT IMPORTANT</b>	<b>SOMEWHAT IMPORTANT</b>	<b>IMPORTANT</b>	<b>VERY IMPORTANT</b>
13.	Observe and demonstrate customer services				
14.	Exercise choices, explain reasons for choices, and analyze potential consequences when 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:		





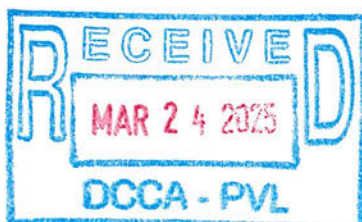
SUPERVISOR'S EVALUATION OF STUDENT PERFORMANCE						
Student:		Position:		Semester Dates:		
Company:		Hrs/Week:		Hourly Wage: n/a		
Supervisor:		Telephone:				
Cooperative Education Instructor: <i>Kristi Teruya</i>		Telephone: <i>808-847-9804</i>				
College: <i>Honolulu Community College</i>		Email: <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: 20px;">  </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: _____				





<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>		
<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> (Hours must total 75 hours)	

**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.





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

September 20, 2024

TO: Department of Commerce and Consumer Affairs.

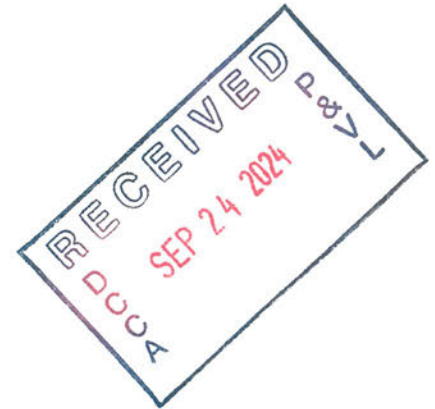
Board of Barbering and Cosmetology

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.

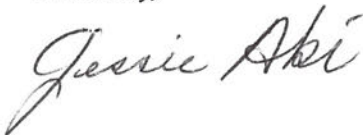
The salon would have more of an active role in advising the school on industry needs. The salon may provide feedback or suggestions on how we as educators can help the student with the transition from beauty school to entry level salon work.

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

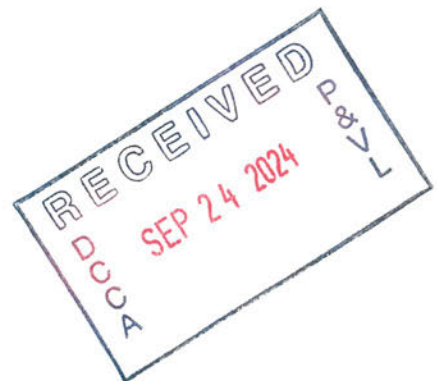
Thank you for your consideration and time in this matter. The Cosmetology Department would like to implement this program in the 2025 Fall semester.

I have attached sample documents used in the proposed course.

Sincerely,



Jessie (Jess) Aki



## 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: \_\_\_\_\_

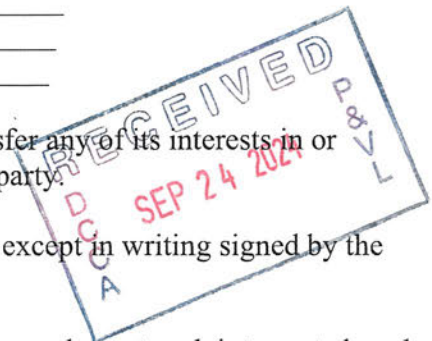
Telephone: \_\_\_\_\_

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.

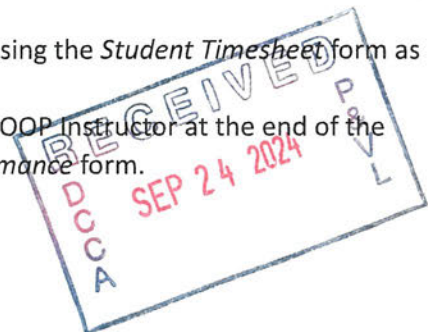
### Hiring Process

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 Onycology. 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.

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.

**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**

Student Name:

UH Student ID:

Email Address (Hawaii.edu):

Phone Number:

Work Schedule:

Start Date:

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

1

2

3

4

5

6

7

8

9

Excellent

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

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

**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:

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

**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: 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>	

**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
--------------------------------	-----------	---------------	--------------	----------------

**Student's Signature:** \_\_\_\_\_

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



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> _____						



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

**RECORD OF CANDIDATES EXAMINES**

BOARD: BARBER & COSMETOLOGY  
EXAMINATION DATE: MAY 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:	2	19	50	3	0	18	0
NO. OF CANDIDATES PASSED:	1	9	24	1		3	
NO. OF CANDIDATES FAILED:	1	10	26	2		15	

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OVERALL:

NO. OF CANDIDATES EXAMINED:	92
NO. OF CANDIDATES PASSED:	38
NO. OF CANDIDATES FAILED:	54

DISTRIBUTION: EO, LicBr, CF & XF

DISTRIBUTION DATE: JUN 18 2025

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

**RECORD OF CANDIDATES EXAMINES**

BOARD: BARBER & COSMETOLOGY  
EXAMINATION DATE: JUNE 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	11	35	6	4	22	0
NO. OF CANDIDATES PASSED:	5	6	22	4	3	8	
NO. OF CANDIDATES FAILED:	4	5	13	2	1	14	

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OVERALL:

NO. OF CANDIDATES EXAMINED:	87
NO. OF CANDIDATES PASSED:	48
NO. OF CANDIDATES FAILED:	39

DISTRIBUTION: EO, LicBr, CF & XF

DISTRIBUTION DATE: JUL 11 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

Subchapter 1 General Provisions

- \$16-??-1 Objective
- \$16-??-2 Definitions
- \$16-??-3 Notification and filing of names, addresses,  
and changes
- \$16-??-4 Display of licenses or permits
- \$16-??-5 Renewal of license
- \$16-??-6 Restoration of license
- \$16-??-7 Responsibility
- \$16-??-8 Workmanship

Subchapter 2 Applications

- \$16-??-9 Forms and instructions
- \$16-??-10 Application for examination and license
- \$16-??-11 Apprentice applications
- \$16-??-12 Applications for registration
- \$16-??-13 Denial
- \$16-??-14 Demand for hearing
- \$16-??-15 Falsification of application
- \$16-??-16 Abandonment of application

### Subchapter 3 Validation

\$16-??-17 Requirements for registration  
\$16-??-18 Requirements for examination and license  
\$16-??-19 Temporary permit  
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### Subchapter 4 Examinations

\$16-??-21 Subject matter  
\$16-??-22 Passing score  
\$16-??-23 Examination  
\$16-??-24 Reexamination  
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### Subchapter 5 Exemptions and Exceptions

\$16-??-26 Exemptions  
\$16-??-27 Exceptions

### Subchapter 6 Apprenticeships

\$16-??-28 Terms of apprenticeship  
\$16-??-29 Qualifications of the apprentice  
\$16-??-30 Shop responsibilities  
\$16-??-31 Standards of apprentice agreement

### Subchapter 7 Barber and beauty shop requirements

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\$16-??-33 Shop conditions  
\$16-??-34 Price list  
\$16-??-35 Advertising  
\$16-??-36 Employment of apprentices  
\$16-??-37 Operator in charge

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Subchapter 8 Beauty school requirements

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§16-??-39 Application  
§16-??-40 License  
§16-??-41 Courses of study  
§16-??-42 Law and rules  
§16-??-43 Principal  
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§16-??-45 Instructor trainee  
§16-??-46 Bond  
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§16-??-48 Equipment  
§16-??-49 Enrollment  
§16-??-50 School hours  
§16-??-51 Students  
§16-??-52 Instructors  
§16-??-53 Library  
§16-??-54 Signs

Subchapter 8 Oral testimony

§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.