

## REQUIREMENTS & INSTRUCTIONS – BARBER

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

### APPLICANTS ARE SUBJECT TO REQUIREMENTS IN EFFECT AT TIME OF FILING.

Hawaii does not reciprocate with any jurisdiction, therefore, a person shall apply, qualify, be tested, and pay the necessary fees to become licensed by the Board of Barbering and Cosmetology ("Board").

Barber services in Hawaii include, but are not limited to: shaving, facials, cutting, trimming, shampooing, arranging, curling, waving, bleaching, relaxing, or coloring the hair or beard.

**ALL APPLICANTS** upon filing of a complete application are required to take and pass the **written examination** to become licensed as a barber. The applicant for license will need to comply with the requirements of the following agencies during the licensing process:

- 1) **BOARD OF BARBERING AND COSMETOLOGY** ("Board") approves all applications for examination, temporary permits, and licenses;
- 2) The testing agency, Thomson Prometric (fka Experior Assessments, LLC) administers the examination to applicants after the application is Board-approved. **ALL INQUIRIES REGARDING THE EXAMINATION SHOULD BE DIRECTED TO THOMSON PROMETRIC AT (808) 261-8182.**

The requirements and steps to obtain and maintain a barber's license in Hawaii are:

- 1) Satisfy the qualification requirements;
- 2) Complete the barber application form (required) and temporary permit form (optional);
- 3) Upon the Board's approval, you will receive examination information; you must register **DIRECTLY** with Thomson Prometric to take the examination;
- 4) Take and pass the examination;
- 5) Apply for and receive your barber license from the Board;
- 6) Renew your license every 2 years.

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

### 1) **SATISFY THE QUALIFICATION REQUIREMENTS**

#### **AGE**

Be at least 17 years old.

#### **BARBER TRAINING**

Have at least 1,500 clock hours of barber school or apprenticeship training. Experience (after licensure and/or completion of training) in excess of 6 months may be used to satisfy this requirement. Cosmetology training in the hairdresser category may be used to satisfy this requirement, upon evaluation by the Board to determine the extent of acceptable training. Combination (school and apprenticeship) training may be acceptable, subject to the Board's evaluation.

#### **OUT-OF-STATE/FOREIGN LICENSE AND EXPERIENCE**

Another qualification pathway is to have a barber's license from another jurisdiction and have at least **6 months** of applicable experience (**after licensure**). The Board may accept only the number of hours recognized by the jurisdiction that issued your license.

(CONTINUED ON BACK)

## **2) COMPLETE THE BARBER APPLICATION FORM AND TEMPORARY PERMIT FORM**

Complete the Barber License Application and **Attach** the appropriate qualification documents. If you choose to apply for a temporary permit, complete the Temporary Permit form and include all necessary fees.

### **Training/Experience Verification Form:**

Form BAR-03 is used to verify apprenticeship training and/or barber experience. It must be signed by a qualified (licensed) barber. This form may also be used to verify qualified out-of-State experience and/or out-of-State apprenticeship training.

Complete the top portion of the form, then have your supervisor or employer complete the bottom portion. If you are using the form to verify apprenticeship training, be sure to note the subjects and number of hours on the form.

**Attach** all supporting documents (license, transcripts, apprenticeship records).

**Failure to provide all the requested information will delay the processing of your application.**

### **Temporary Permit Application:**

Form BAR-04 is used to apply for a temporary permit. The temporary permit allows you to work and train under the supervision of a qualified licensee while waiting to take and pass the licensing examination. It is issued only to applicants who have filed a completed barber exam and license application. It is valid for a period covering 4 examinations as consecutively scheduled by the Board (approximately 1 year). The temporary permit is issued one time only, and cannot be extended or renewed. Therefore, the applicant is encouraged to take the first and all subsequent examinations. Once your temporary permit expires, you will still be eligible to take the exam, but **WILL NOT** be authorized to work as a barber.

Do not submit this application by itself. A temporary permit will only be issued to an applicant with an approved barber exam and license application. Each application must be submitted with the appropriate fees.

**NOTE: A temporary permit will not be issued on the same day the application is received; therefore, it is the applicant's responsibility to allow sufficient time for the review and approval of both the license application and temporary permit application.**

### **Out-of-State Applicants:**

**Submit** a copy of your out-of-State license and/or transcript of training that identifies the barber training subjects and hours of each subject that have been completed. Also, verification of experience of at least 6 months is necessary if your training is less than 1,500 clock hours.

### **Fees:**

**Attach** the non-refundable application fee of \$20.00 to the license application. **Attach** the temporary permit application fee of \$25 to the permit application. Make checks payable to **COMMERCE AND CONSUMER AFFAIRS**.

**Note:** *One of the numerous legal requirements that you must meet in order for your new license to be issued is the payment of fees as set forth in this application. You may be sent a license certificate before the check you sent us for your required fees clears your bank. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$15.00 service fee will be charged for checks which are returned by the bank.*

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

### **3) REGISTER WITH THE TESTING AGENCY TO TAKE THE EXAMINATION**

Upon receipt of a complete application, an "approval notice" will be sent to your mailing address together with a Thomson Prometric "Examination Registration" form and a "Candidate Information Brochure". If you need assistance in completing these forms, please contact Thomson Prometric at (808) 261-8182, or log onto their website at [www.experioronline.com](http://www.experioronline.com). You must register directly with Thomson Prometric by the examination registration deadline, and pay the necessary fees **directly** to Thomson Prometric.

Examinations are scheduled 4 times a year, usually in March, June, September, and December. Please refer to the "Exam Schedule" for filing deadlines. **It is your responsibility to meet the filing deadlines and examination dates.**

**REQUESTS TO TAKE THE LICENSING EXAMINATION OUT-OF-STATE** – must be approved by the Board. Submit your written request along with your application in advance of the deadline date, to allow for sufficient processing time. Please be advised that you are responsible for any additional cost for this out-of-state testing accommodation and test locations are limited to sites at which the testing service has a secured office.

### **4) TAKE AND PASS THE EXAMINATION**

**Admission to Examination:**

After registering with Thomson Prometric, you will receive an "Admission Ticket" by mail approximately 10 days prior to the examination date. If you have not received your ticket within 5 days of the examination date, contact Thomson Prometric immediately at (808) 261-8182.

**Examination Results:**

Your examination results will be mailed to you approximately 2 weeks after the examination date. Applicants who pass the examination will be sent instructions on how to apply for a license. Applicants who do not pass the examination will be sent re-examination information and instructions for the next examination.

**If you do not pass the examination and do not obtain your barber's license after 4 consecutive examinations, you will be required to apply as a barber apprentice and train as such for 6 months before qualifying for another series of examinations. You will not be issued another temporary permit.**

### **5) APPLYING FOR THE LICENSE**

Included with your notification of passing the examination is information on how to apply for the barber license. The required licensing fees as noted on your "Fees Due" notice must be remitted at this time.

### **6) BIENNIAL RENEWAL OF LICENSE**

All barber licenses, regardless of when issued, expire on December 31 of each odd-number year. Licenses must be renewed on or before this expiration date. About 2 months before the expiration date, the "Renewal Application" is mailed to all licensees at their address of record. To ensure that you receive the renewal application forms, keep the Board informed in writing of your current mailing address. If you do not receive a renewal form 1 month before the expiration date, contact the Licensing Branch of the Professional and Vocational Licensing Division, Department of Commerce and Consumer Affairs for assistance at (808) 586-3000.

License renewal after the expiration date and within the 3-year restoration period is subject to penalty fees. After three years, you may restore your license pending Board review and approval, however, you may need to reapply for licensure as a new applicant.

### **ADDRESS OF THE BOARD**

**Mailing Address:**

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

**Office Location:**

335 Merchant Street, Room 301  
King Kalakaua Building  
Honolulu, HI 96813  
Phone No. (808) 586-3000

## **LAWS AND RULES**

To obtain a copy of the barber laws, Chapter 438, Hawaii Revised Statutes, and rules, Chapter 16-73, Hawaii Administrative Rules, send a written request to: Board of Barbering and Cosmetology, COMMERCE AND CONSUMER AFFAIRS, P. O. Box 3469, Honolulu, Hawaii 96801. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Act, should be read in conjunction with the barber laws and rules.

The laws and rules are posted on our website at [www.hawaii.gov/dcca/areas/pvl](http://www.hawaii.gov/dcca/areas/pvl). Click on "Barbering and Cosmetology".

**BE ADVISED THAT THE BARBER LICENSING EXAMINATION INCLUDES QUESTIONS ON THE BOARD'S LAWS AND RULES.**

## **ABANDONMENT OF APPLICATION**

Pursuant to HRS §436B-9 your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years. The failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit any required information and documents requested by the licensing authority within two consecutive years from the last date the documents and information were requested, or (2) failure to complete any additional requirements for licensure that remain after approval of your application, such as attempting to complete an exam requirement, within two consecutive years from the date your application was approved, or (3) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process. If an application is deemed abandoned the applicant shall be required to reapply for licensure and comply with the licensing requirements in effect at the time of the reapplication.

**NOTE: A LICENSED BARBER IS ABLE TO PRACTICE AT A LICENSED BARBER SHOP OR BEAUTY SHOP. AN APPROPRIATE SHOP LICENSE IS NECESSARY FOR ANY LOCATION WHERE BARBERING AND/OR COSMETOLOGY PRACTICE OCCURS.**

# APPLICATION FOR EXAM & LICENSE - BARBER

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

Legal Name (First, Middle)	(Last)
Residence Address ( <b>REQUIRED</b> ) (Include apt. no., city, state & zip code)	
Mailing Address ( <b>ONLY</b> if different from residence location)	
Social Security No.	Phone No. (days) Res: Bus:
Other Names Used (Maiden name, previous surnames, nicknames and aliases; <b>REQUIRED if supporting documents are in that same name</b> )	

FOR OFFICE USE

Approved	Initials/Date
<input type="checkbox"/> Initial	<input type="checkbox"/> 1,500 hrs. Barber Training
<input type="checkbox"/> 6-Month	<input type="checkbox"/> 6 mo.'s Out-of-state lic. Experience
License No.  BAR -	Date Eff.

Circle or underline answers and give details when required:

- 1) Are you at least 17 years of age? ..... YES NO
- 2) Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the U.S.? ..... YES NO  
(If "NO", read the Important Notice that is attached to this form.)
- 3) In the past 20 years have you ever been convicted of a crime in which the conviction has not been annulled or expunged? ..... YES NO  
(If "YES", provide court documentation on the date, place, violation of each conviction and fulfillment of each sentence.)
- 4) Has any license/certification/registration ever been suspended, revoked or otherwise subject to disciplinary action? ..... YES NO  
(If "YES", give details on a separate sheet and submit pertinent documents.)
- 5) Are there any disciplinary actions pending against your license? ..... YES NO  
(If "YES", give details on a separate sheet and submit pertinent documents.)
- 6) Are you aware the Board requires 1,500 clock hours of barber training from a school or as an apprentice? ..... YES NO
- 7) Are you able to verify barber training either in school or as an apprentice? ..... YES NO  
(If "YES", attach the completed Training/Experience Verification form.)
- 8) Do you hold a barber's license from another jurisdiction (state)? ..... YES NO  
(If "YES", attach copy of license.)
- 9) Have you applied for or held a barber license in Hawaii? ..... YES NO  
(If "YES", month and date of application or Hawaii License Number \_\_\_\_\_.)
- 10) Are you aware that six months of experience would satisfy differences in training? ..... YES NO  
(If training and/or experience is less than required, applicant shall do necessary training to satisfy the 1,500 hour requirement.)
- 11) Are you requesting a Temporary Permit? ..... YES NO  
(If "YES", complete the attached Temporary Permit Form and include permit fee.)

(Continued on Back)

Barber:App.....	040.....	\$20	Lic.....	045.....	\$10
Temporary Permit.....	045.....	\$25	CRF.....	041.....	\$70/35
			1/2 ren.....	030.....	\$15
			Service fee...	BCF.....	\$15

BARBER TRAINING	Name of School/Shop (Including Apprentice Training)	Location of School/Shop (city-state, country)	Dates Attended (mo/yr)		Hours Completed	
			From	To		
		Barber School/Shop				hrs
						hrs
					hrs	

  

BARBER EXPERIENCE	Name of Employer	Address of Employer	Dates Employed (mo/yr)		Length of Service	Av Hrs Per Week	Position/ Title
			From	To			
					Yrs    mos		
					Yrs    mos		
				Yrs    mos			

  

BARBER LICENSEES HELD	Name of State	Method of Licensure (Circle One)	Type of License Held	Dates of Licensure (mo/yr)	
				From	To
			State Exam    Reciprocity		
		State Exam    Reciprocity			

Affidavit of Applicant:

I hereby certify that the statements, answers, and representations made in this application and in the documents attached are true and correct. I understand that any misrepresentation is grounds for refusal or subsequent revocation of license and is a misdemeanor (Section 710-1017, Sections 436B-19 and 439-19 Hawaii Revised Statutes). I further certify that I have read and will abide by the provisions of Hawaii Revised Statutes, Chapter 438 and Hawaii Administrative Rules, Chapter 16-73.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

# Application for Temporary Permit – BARBER

Please read the "Requirements & Instructions" before completing this form. **Only approved applicants for exam and license will be eligible for a temporary permit.**

Name (First, Middle)		(Last)
Residence Address (Include apt. no., city, state & zip code)		
Mailing Address (if different from residence location)		
Social Security No.	Phone No. Res: Bus:	Month and Year of the Exam you intend to register for:

FOR OFFICE USE ONLY

Permit No. <b>J -</b>	Eff. Date:
	Exp. Date:
Mailed:	

Circle or underline your answers:

- 1) Are you aware that the temporary permit is a privilege to train and work while the applicant is awaiting the examination?.....YES NO
- 2) Are you a U.S citizen, a U.S. national, or an alien authorized to work in the United States?.....YES NO  
(If "NO", read the Important Notice that is attached to this form.)  
Be advised that you will NOT be issued a temporary permit if you are not a U.S. citizen, U.S. national, Or alien authorized to work in the U.S.
- 3) Are you aware that you are required to apply for and qualify for the examination in order to be eligible for a temporary permit?.....YES NO
- 4) Are you aware that once issued, the temporary permit is valid for four (4) examinations scheduled by the Board (approx. 1 year), in which time the applicant is required to take and pass the examination? .....YES NO
- 5) Are you aware that after a temporary permit **has been in force for this 4-examination period, that the permit is NOT EXTENDED OR REISSUED, and that you are required to register as an apprentice and train for 6 months before you are eligible to apply for the examination again?** .....YES NO
- 6) For this reason, are you aware that the Board encourages you, once approved for examination, to register with the testing agency and take the first available and all subsequent examinations?.....YES NO

Affidavit of Applicant:

I hereby certify that the statements, answers, and representations made in this application are true and correct. I understand that any misrepresentation is grounds for refusal or subsequent revocation of license/permit and is a misdemeanor (Section 710-1017, and Sections 436B-19 and 439-19, Hawaii Revised Statutes). I further certify that I have read and will abide by the provisions of Hawaii Revised Statutes, Chapter 438 and Hawaii Administrative Rules, Chapter 16-73.

Date \_\_\_\_\_

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

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



# ***IMPORTANT NOTICE***

## BOARD OF BARBERING AND COSMETOLOGY

### New License Requirement

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

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

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

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

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