

BARBER STUDENT TRAINING IN A BARBER SHOP INFORMATION



Pennsylvania State Board of Barber Examiners

PROCEDURES FOR STUDENT TRAINING IN A BARBER SHOP

- REGISTRATION FORM - Please complete the attached "Barber Student Registration" form. Once this form is submitted, you may begin the student training. There is no "confirmation receipt" returned to you. If you wish verification that the form was received, you may mail the Registration Form via Certified US Mail "Return Receipt" requested. The Return Receipt will prove receipt of the registration form at the board office.

- QUARTERLY HOUR REPORTS - This report must be submitted on a "quarterly basis" to the Board of Barber Examiners. Reports **must** be submitted in PALS, by logging into the school or shop license, no later than these dates:
1st Quarter (January, February, and March) - due by April 15
2nd Quarter (April, May, June) - due by July 15
3rd Quarter (July, August, September) - due by October 15
4th Quarter (October, November, December) - due by January 15 (of following year).

- UPON COMPLETION OF 1250 BARBER HOURS – The student must go to www.pals.pa.gov and create an account (registration required). After creating the account, the student should log in to PALS and click the link to “Apply for a New Professional License”. At the time you submit the application to take the examination, you can also apply for a nine (9) month temporary permit to use until you are able to take / schedule the exam.

SPECIAL NOTE: The Barber Manager/Teacher who trained the student is the person that signs the AFFIDAVIT, verifying that the student has completed the 1,250 hours of barber training. THE BOARD DOES NOT VERIFY THIS INFORMATION. The student registration form and the quarterly hour reports must be on file with the Barber Board prior to applying to take the examination.

REGULATIONS RELATING TO STUDENT TRAINING IN BARBER SHOPS

You may view the information below and all board Regulations at
www.dos.pa.gov/barber

3.71a. Notification.

- (a) The shop owner or the shop owner's designee shall notify the Board, on a form provided by the Board, of each student to be trained in the shop. Notification shall be provided to the Board before the student begins training.
- (b) The shop owner is responsible for ensuring that proper notification is provided to the Board under subsection (a).

3.72. Student's records.

- (a) The shop owner shall keep, at all times and for inspection by the Board's representative, a file of each student which includes proofs of age, education, daily attendance and progress. The file shall be provided to the student at the student's request. The file shall be maintained for at least 5 years, beginning with the date when the student studies in the shop. If the shop is closed within this 5-year period, the student's file shall be forwarded to the Board and the student shall be so notified by the shop.
- (b) A manager-barber or barber-teacher who is training a student under subsection (a) shall keep quarterly reports of the hours earned by the student. The quarterly reports shall be provided to the student upon request.
- (c) The shop owner is responsible for ensuring that the quarterly reports required under subsection (b) are properly maintained by the manager-barber or barber-teacher.
- (d) The shop owner shall submit to the Board, on a form provided by the Board, a quarterly report of the hours earned by each student trained in the shop. The quarterly reports shall be submitted to the Board by the following dates—April 15, July 15, October 15 and January 15—for the preceding quarter. Each quarterly report must include the name and license number of the manager-barber or barber-teacher instructing the student and be personally signed by the shop owner and the student.

3.73. Books.

Library and textbooks for teaching students shall include adequate books needed by the students. Among these shall be included a medical dictionary and a standardized textbook on barbering.

STATE BOARD OF BARBER EXAMINERS

Contact Information

Website: www.dos.pa.gov/barber
Email: ra-barber@pa.gov
Phone: 833-367-2762
Fax: 717-705-5540

Mailing Address

State Board of Barber Examiners
P O Box 2649
Harrisburg, PA 17105-2649

Physical Address

State Board of Barber Examiners
2525 N 7th Street, Suite 330
Harrisburg, PA 17110

STUDENTS TRAINING IN A LICENSED BARBER SHOP

CURRICULUM

Students in barber shops must be instructed in accordance with the curriculum requirements as outlined at 49 PA Code S3.71.

In addition, every student studying in a barber shop must perform the following amount of practical work during his training:

SUBJECT	APPROX. HRS	SUBJECT	APPROX. HRS
Permanent Waves	50	Haircuts	200
Colors	50	Shaves	150
		Massages facial)	50

Students must train for a total of 1,250 hours in not less than nine (9) months

If a licensed cosmetologist wishes to take the barber examination, the cosmetologist shall have successfully completed the following subjects:

<i>Subject</i>	<i>Approx. Hrs</i>
State barber laws, rules and regulations	50
Haircutting, hairstyling and hairpieces	330
Shaving and various uses of the straight razor	240
Honing and stropping	50
Manager-barber instructions, instruments, shop management, orientation and preparation for related examination	25
Total hours of credit	695

Upon application to the Board, the cosmetologist will be given 555 hours of credit for subjects previously covered in the cosmetology training courses, to be applied to the 1,250 hour training requirement.

ELIGIBILITY / REQUIREMENTS

Every barber student who is training in a licensed barbershop must meet all of the same enrollment requirements (age and education) as students who enroll within a licensed barber school. It is the responsibility of the training barber manager or barber teacher to ensure that the following information is obtained and on file in the shop before beginning the training of the student.

- Proof that the student is at least 16 years of age
- Proof that the student has completed the minimum of 8th grade education or equivalent (GED). The proof may be on official letterhead stationery from the school attended, a copy of the high school diploma, or a copy of the GED from the Department of Education.

Documentation of the above must be kept within the shop and provided to the Bureau's inspectors or investigators upon request. Daily attendance reports must also be maintained and provided upon request for inspectors and investigators.

NOTICE TO THE PUBLIC

Shop owners must display in front of the student performing practical work, a sign with letters at least one inch in height, which states:

WORK DONE BY STUDENT

REPORTING QUARTERLY HOURS

Effective December 11, 2010, Regulations were approved that require barber schools and shops that train barber students to keep reports of the hours earned by the students. **The report of hours earned must be transmitted to the Board on a quarterly basis by completing the Quarterly Hour Reporting form for Students. You may find the forms on the Board's website at www.dos.pa.gov/barber. The forms MUST be notarized and submitted to the Board by mail, fax, or email.**

NUMBER OF STAFF AND TEACHING STAFF

Students in barber shops may be instructed by a barber-manager or a barber teacher, provided that:

1. In shops where students are supervised by a barber-manager, there may be no more than one student per barber shop
2. In shops where students are supervised by a barber teacher, there may be no more than one student per barber-teacher.

In no case is it permissible to have more than two students per shop.

NOTICE TO THE PUBLIC

Charging tuition to a student in a barbershop is prohibited in accordance with Section 9(a) (7) of the Barber License Law, Act 589 of 1931. This section provides for suspension or revocation of any licensee who charges tuition to a student in a licensed barbershop.

EXAMINATION

Upon completion of the 1,250 hours, students may submit the application for the licensing examination. Applications are Online at www.pals.pa.gov. Please note that the Board does not process examination applications, nor do we administer the exam. That is contracted out to our testing agency PearsonVUE. All questions regarding the exam or the application must be referred to the testing agency. You may reach them at 888-511-5352.

STATE BOARD OF BARBER EXAMINERS

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Fax: 717-705-5540
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REGISTRATION OF A NEW BARBER STUDENT

REGISTRATION

Students in barber shops must be registered with the Board on this form, before beginning barber training, in accordance with the requirements as outlined at 49 PA Code §3.71a. Notification must be submitted to the Board **prior** to the student beginning the training. The shop owner is responsible for properly notifying the Board that a student is training in his or her barbershop. *It is recommended that you retain a copy of the completed registration form (reverse) as part of the student records.*

ELIGIBILITY REQUIREMENTS

Every barber student who is training in a licensed barbershop must meet all of the same enrollment requirements (age and education) as students who enroll within a licensed barber school.

It is the responsibility of the training barber manager or barber teacher to ensure that the following information is obtained and on file in the shop before beginning the training of the student.

- Proof that the student is at least 16 years of age
- Proof that the student has completed the minimum of 8th grade education or equivalent (GED). The proof may be on official letterhead stationery from the school attended, a copy of the high school diploma, or a copy of the GED from the Department of Education.

Documentation of the above must be kept within the shop and provided to the Bureau's inspectors or investigators upon request. Daily attendance reports must also be maintained and provided upon request for inspectors and investigators. These documents must be maintained for a minimum of 5 years, beginning with the date when the student studies in the shop. If the shop is closed within this 5-year period, the student's file shall be forwarded to the Board, and the student shall be so notified by the shop.

◀ REGISTRATION FORM ON THE REVERSE ▶

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BARBER STUDENT REGISTRATION FORM

Required: all fields below must be completed

Name of Barbershop: _____

Address of Shop: _____

City State Zip Code

Barbershop Phone Number: _____

Barbershop License Number: _____

Start Date: _____

(NOTE: *Student cannot start training until after this registration form is submitted to the Board!)*

Name of Barber Student: _____

Student's Home Address: _____

City State Zip Code

Student's Social Security Number: _____

Provide the name and license number of the individual who will train this barber student:

**Name of Barber Manager or
Barber Teacher:** _____

**License Number of Barber
Manager or Teacher above:** _____

Return to: Pennsylvania Board of Barber Examiners
P. O. Box 2649
Harrisburg, PA 17105-2649



BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
STATE BOARD OF BARBER
P.O. BOX 2649
HARRISBURG, PA 17105-2649
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Fax: 717-705-5540
Website: www.dos.pa.gov

NOTE: THE LETTER BELOW WAS SENT BY THE PA BARBER BOARD TO ALL
BARBER SCHOOLS AND BARBER SHOPS ON JANUARY 14, 2011

RE: Student Records

Dear Licensee:

Please be advised that effective December 11, 2010, the revisions made to the barber regulations were approved as final. These revisions require that barber schools and barber shops that train barber students keep reports of the hours earned by the students. The report of hours earned must be transmitted to the Board on a quarterly basis beginning with the first quarter of 2011. The first quarter reports for the period, January 1, 2011 — March 31, 2011, are due to the Board office by April 15, 2011.

Enclosed are the quarterly hour reports for students to be used in transmitting the hours to the Board. For student training in barber shops, the owner is responsible for ensuring reports are maintained and transmitted to the Board.

In addition, revisions to the regulations regarding student curriculum are as follows:

Each school shall post schedules showing the schedules of classes in theory and practical work. Each student shall have an opportunity to devote at least 60% of class time to practical work. For each of these class periods the teacher in charge shall keep an accurate daily record of attendance and progress of each student.

A student may earn credit for the number of hours per day that the student is in attendance and a student may earn a maximum of 8 hours of credit per day and a maximum of 40 hours of credit per week.

A student may request a transfer of credit for hours or months of study between a barbershop and a barber school or between shops, whether the barbershop or barber school is in-State or out-of-State, if the student passes a test which is based on the number of hours attended and the subjects pursued and is devised by the shop of the school to place the student in the appropriate courses.

If a student requires certification of student status or student training hours, a fee of \$30.00 has been established by this revision.

As a license holder of the Board, you are responsible to know and follow the Board's rules and regulations.

CURRICULUM GUIDELINES FOR PREPARATION OF CURRICULUM AND COURSE OUTLINE

To have a better understanding when preparing your curriculum, it is important to know:

A curriculum is a sequence of courses in barbering; an example of three courses are haircutting, haircoloring and scalp and skin disease.

A course is a sequence of subjects in barbering. As an example, color mixing is a subject of haircoloring.

A subject is a sequence of units of study.

A unit of study is a series of components in a subject. In barbering, a unit of study from the haircoloring is analyzing the hair.

Every unit of learning has three parts:

Condition: What the student is given, such as tools, supplies, books, equipment, etc.

Performance: What the instructor teaches and the student does.

Standards: The criteria used to measure how accurately the student performs.

For well-organized and uniform teaching, it is necessary to have a planned course outline:

The course outline is the day-by-day, hour-by-hour scheduling of all courses;
It is the outline that provides the teaching schedule for each day of the course;
It is the day-by-day scheduling of subjects to be taught within a time period.

A course outline provides for theory instruction and the development of related skills. The content of each unit of study needs to be kept current with changing occupational requirements. It must also contain the required information to prepare the student to function in the field of barbering, to pass the Barber licensing examination, and to receive a license to practice barbering within the state. A course outline must be designed to include the following:

- desirable work habits and attitudes
- pride in work
- acceptable personal grooming and attire
- appropriate employer/employee relationships
- customer relations
- effective communication skills

Guidelines for Preparation of Barber Curriculum and Course Outline

The following checklist has been prepared to assist schools in interpreting the Pennsylvania State Board of Barber Examiners' Rules and Regulations and to serve as a guide in preparing course outlines. Each course outline should include the following as a minimum:

- name of course
- description of course – a brief overview of the course content
- course format – instructional techniques and methods used by the instructor
- course goals – an outline of what the course hopes to accomplish
- grading procedures – methods used to determine grades
- content of units of instruction – a unit outline for all required hours within the specific course:
 1. the units of instruction to be covered in each unit
 2. the number of hours devoted to each unit of instruction
 3. the integration of theory and practical experience throughout
- other pertinent characteristics, such as instructor name, text(s), reference materials and required levels of achievement.

Guidelines for Preparation of Barber Curriculum and Course Outline

COURSE NAME: Shampoo and Scalp Massages

COURSE DESCRIPTION:

The primary purpose of the Shampoo and Scalp Massages course is to provide students both theory and practical experience in shampooing and conditioning the hair, and in scalp massage, scalp and hair treatments, hair tonic treatments and other related subjects. The course is particularly directed toward helping the student analyze the hair and scalp and to use the best procedures and products for successful treatments, cleaning and conditioning of the hair and scalp.

COURSE GOALS:

1. Students will receive theory and practical experience and gain knowledge in all phases of shampooing and scalp massages.
2. To prepare students to successfully provide shampoo and conditioning services as well as provide appropriate treatments to the scalp and hair.
3. To prepare students to work in a professional barber shop salon as a licensed barber.
4. To perform in barber-related occupations.
5. To prepare students to successfully pass the State Board Examinations.

COURSE FORMAT (Instructional techniques and methods):

1. lecture
2. practical demonstrations
3. audio-visual materials
4. practical and theory worksheets
5. illustrations
6. written and practical evaluations

EVALUATION PROCEDURES:

1. testing in theory, practical and clinic areas
2. examinations after each unit of the course
3. monthly practical/clinic workshops
4. final examination

REQUIRED LEVEL OF ACHIEVEMENT:

All students are required to maintain at least a 70% grade point average in theory, and at least a 2 in practical and clinic subjects in order to be eligible to receive a diploma.

Guidelines for Preparation of Barber Curriculum and Course Outline

TEXTS:

1. Standard Textbook of Barber
2. Pivot Point International
3. Redken Scientific Education System

REFERENCES:

1. The World of Barber
2. Chemistry for Barber Students
3. The Professional Barber
4. Hair Structure-Chemistry
5. Physics of Hair
6. West Textbook of Barber
7. Medical dictionary
8. Standard dictionary
9. Barber Law
10. State School Law

UNITS OF INSTRUCTION (SAMPLE PARTIAL LISTING)

SUBJECTS	REQUIRED HOURS
SHAMPOOING <i>Draping</i> <i>Proper techniques</i> <i>Analyzing scalp and hair</i> <i>Selecting correct shampoo</i>	
SCALP TREATMENT AND DISEASES <i>Massage</i> <i>Electricity</i> <i>Disorders of skin, scalp and hair</i>	
HAIR COLORING <i>Law of color</i> <i>Types of color</i> <i>Creative color techniques</i>	
PERMANENT WAVING <i>Chemistry of permanent waving</i> <i>Correct wrapping</i> <i>Analyzing scalp and hair</i> <i>Alkaline vs. Acid</i> <i>Selecting correct perm</i> <i>Relaxing</i>	

PENNSYLVANIA LICENSING REQUIREMENTS:

BARBER	<ul style="list-style-type: none"> • 1250 hours in a licensed barber school under a licensed barber teacher, or in a licensed barber shop under a licensed barber manager or barber teacher. • Hours must be earned within no less than nine months • 8th grade education or equivalent required • Hours completed out of state must be certified on a letter from the State Licensing Board. This letter must have the state seal affixed and verify a minimum 1250 hours earned in not less than 9 months. • State Board Examination required which consists of theory and practical. • Any barber licensed prior to 1976 was required to earn 1250 hours in a student program, pass an apprentice examination and then earn 1250 hours in an apprentice program before taking the barber examination. • Licensed cosmetologists are credited with 555 hours under the crossover program. They must earn 695 hours in a barber school or barber shop. • A barber license by reciprocity (without examination) can be granted to those individuals possessing a current barber license in a State with which Pennsylvania has an agreement of reciprocity. A certification letter from the licensee's State licensing board must be submitted verifying the current license status. • A barber license by endorsement examination (theory only) can be granted to those individuals currently licensed as a barber in a State with which Pennsylvania does not have an agreement of reciprocity. A certification letter from the licensee's State licensing board must be submitted, verifying the current license.
BARBER MANAGER	<ul style="list-style-type: none"> • To be eligible for the exam, must show proof of working as a licensed barber in a licensed barber shop or cosmetology salon for at least one year. • 8th grade education or equivalent is required • State board examination (consisting of theory only) • Any licensed barber engaged in the practice of barbering was licensed as a barber manager without examination if they filed an application for such prior to January 1, 1981. • A barber manager is qualified, without the need for additional licensure, to perform the functions of a barber manager or barber.
BARBER TEACHER	<ul style="list-style-type: none"> • Must either have had a minimum of 5 years of experience as a licensed barber in a licensed shop or must be a barber manager who has trained for 1250 hours under a licensed barber teacher in a licensed barber school as a teacher trainee. • Must be a high school graduate or equivalent • State Board examination required which consists of theory and practical • A barber teacher is qualified, without the need for additional licensure, to perform the functions of a barber teacher, barber manager or barber.

The State Board of Barber Examiners cannot supply any information beyond that provided on the certification of licensure. It is not possible for the certification of licensure to reflect the name of the barber school attended, dates of attendance, total number of hours earned beyond those required by law, or test scores. There are no board records available to verify whether a barber earned their hours through a licensed school or a licensed shop. If additional information is required beyond the data on the certification of licensure, it is incumbent upon the licensee to provide the additional documentation.

Pennsylvania's examinations (theory and practical) are developed, administered and scored by a professional testing organization for development, administration and scoring of the theory and practical licensing examinations. Examinations are developed utilizing subject matter experts (SME's). As of June 1997, the testing company was LGR. As of September 1999, the testing company was Experior Assessments which later became Thomson Prometric. As of March 2006, the testing company was Professional Credential Services. As of July 2011, the testing company is Pearson VUE.

**PENNSYLVANIA NO LONGER PARTICIPATED IN THE NIC NATIONAL EXAM AS OF JUNE 1997
PENNSYLVANIA RESUMED PARTICIPATING IN THE NIC EXAM
BETWEEN MARCH 2006 AND JULY 2011
PENNSYLVANIA DOES NOT PARTICIPATE IN THE NIC EXAM AS OF JULY 2011**

Reciprocity (licensure without examination) can be granted to individuals licensed in those states with which Pennsylvania has an understanding of reciprocity. To qualify for licensure by reciprocity, an individual must have a current license from the state that he/she is applying from. If the applicant does not meet the requirements for reciprocity, the Pennsylvania examination (theory and practical) must be successfully completed.



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QUARTERLY HOUR REPORTS FOR STUDENTS

INSTRUCTIONS

1. All information must be typed or clearly handwritten.
2. All barber schools and shops that train student barbers are required to submit a quarterly hour report to the State Board of Barber Examiners by January 15, April 15, July 15 and October 15.
3. Each report must contain an alphabetical listing of all students who earned hours in that curriculum during the quarter. Computer print-outs are acceptable provided all student information as shown on the report is included, and provided the print-outs are on 8½" by 11" paper.
4. If submitting computer print-outs, one Board report form must be included to be used as a cover sheet, properly signed and notarized.

School or Shop Name:		School or Shop License #	
School or Shop Address:			
QUARTER (check applicable block)			
<input type="checkbox"/> Jan., Feb., Mar. YEAR: _____	<input type="checkbox"/> Apr., May, June YEAR: _____	<input type="checkbox"/> July, Aug., Sept. YEAR: _____	<input type="checkbox"/> Oct., Nov., Dec. YEAR: _____

TEACHER OR MANAGER BARBER NAMES AND LICENSE NUMBERS: Note: If you are including more than one Board report form or computer print outs, please provide each teacher's name and license number only once. Do not repeat names and license numbers on subsequent documents.

TEACHER or MANAGER BARBER NAMES	LICENSE NUMBERS

TEACHER OR MANAGER BARBER NAMES	LICENSE NUMBERS

