

# COSMETOLOGY SCHOOL, BARBER SCHOOL, & BARBER SHOP QUARTERLY HOUR REPORT INSTRUCTIONS

**IMPORTANT:** Beginning with the second quarter of 2024, which ends on June 30, 2024, schools will be required to use PALS to submit their student quarterly hour reports.

1. Log into PALS at <http://www.pals.pa.gov> using your school User ID and Password. If you need assistance logging into PALS, including password reset, please contact the PALS Help Desk at 833-367-2762, option # 2.

BPOA - Pennsylvania Licensing

pals.beta.pa.gov/#/page/login

PALS Acclaims Local Dev QA Stage Prod TFP

DEPARTMENT OF STATE

HOME SUPPORT APPLICATION CHECKLIST

Sign In for Existing Applicants & Licensees

User ID

Password

LOGIN

Need Assistance? [Click here](#)

Don't have an account? [Register Now](#)

Forgot your User ID? [Click here](#)

Forgot your password? [Reset here](#)

Update your Email Address [Click here](#)

Forgot your Registration code? [Click here](#)

2. Go to the **Professional License Details** section and select the blue “REQUEST” to the **left** of the school license number.
3. A **pop-up menu** will appear.
4. Select the **Quarterly Hour Report** option.
5. You will need to **select the quarter and year** – Please note only the current year and quarter will be the option in the “quarter” section.
6. After selecting the year and quarter, select “View.”

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7. Please **enter a valid (active/not expired) license number for the teacher(s)** of the school. The license types listed below will be accepted as faculty members:

Profession Name	License Type
Barber Examiners	Barber Manager
	Barber Teacher
Cosmetology	Cosmetology Teacher
	Esthetician Teacher
	Nail Technology Teacher

After entering the teacher license, select “Add.” PALS will then verify if the license is valid. If it is not a valid license, you will receive an error message to enter a valid license. Multiple faculty members can be added to this section.

8. You will now **add the student and their hours** into PALS. Individual students maybe added by using the “Add Student” button. Multiple students may be added at once by using and uploading the provided .csv file. Student status must also be noted. (Example: Active, Graduated, Withdrawn, Transferred, Leave of Absence, or Completed Hours) Further instructions for this are provided on the next page.

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## UPLOADING QUARTERLY HOUR REPORTS

**TO UPLOAD QUARTERLY HOURS FOR A SINGLE STUDENT, follow the steps beginning at number 9 immediately below.**

**TO UPLOAD QUARTERLY HOURS FOR MULTIPLE STUDENTS, refer to page 6 for instructions.**

9. Start at the Student Details section (see example below).

Choose File No file chosen Upload File

**Student Details**

Show 10 entries Search:

Course of Study: Last Name: First Name: Enrollment Date: 11/05/2019

SSN: Student Status: Previous Hours: Earned Hours: Total Hours: [floppy disc icon]

Showing 1 to 1 of 1 entries Previous 1 Next

+ Add Student

Verification Statement

Enter the required information in the fields marked with a red bar to the left. Then SAVE the information.  
(floppy disc icon will save student details)

Show 10 entries Search:

Course of Study: Last Name: First Name: Enrollment Date: 11/05/2019

SSN: Student Status: Previous Hours: Earned Hours: Total Hours: [floppy disc icon]

Course of Study: Last Name: First Name: Enrollment Date: 12/09/2019

SSN: Student Status: Previous Hours: Earned Hours: Total Hours: [floppy disc icon]

Showing 1 to 2 of 2 entries Previous 1 Next

+ Add Student

To add another student, click the blue button at the lower left marked “+ Add Student”. Repeat the steps above until all students are added.

***It is recommended that if you have multiple students to add use the instructions for Uploading Multiple Student Records, found on page 6.***

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10. When you have finished entering the student details, you should see a green bar verifying that the student was successfully added. You must then check the box to confirm you have read and agreed to the terms of use, then e-sign by typing your name and the date of the submission.

(note: the date may prepopulate with the current date)

The screenshot shows a web application interface. At the top, there's a blue header bar with a user icon, a 'Help' link, and a lock icon. Below the header, there's a search bar and a list of entries. The main content area is titled 'Verification Statement' and contains a notice about disclosing Social Security Numbers. Below the notice, there's a checkbox labeled 'I CONFIRM THAT I HAVE READ AND AGREE TO THE TERMS ABOVE.' which is checked. There are also input fields for 'Signature' and 'Date'. At the bottom, there's a green bar with the text 'Student added.'

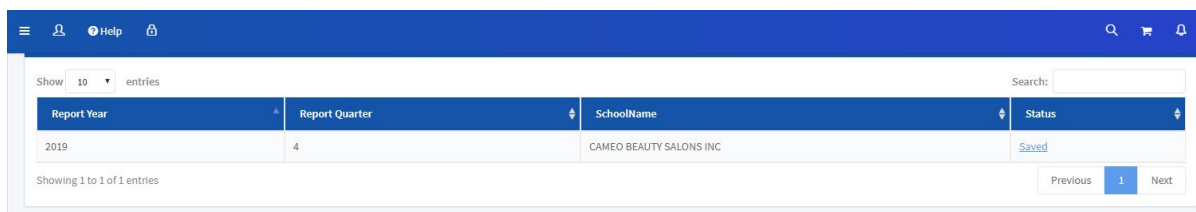
11. After e-signing, you will receive a confirmation message (green bar, in the example below) to indicate that the student's hours were successfully submitted.

This screenshot is similar to the previous one, showing the 'Verification Statement' section. However, the green bar at the bottom now says 'Quarterly Hour Report Submitted.' A red callout box with a white background and a red border points to this bar, containing the text: 'Confirmation that the Student Report is submitted successfully.'

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12. **Return to the Dashboard**, using the “dial” icon and then go to the section marked as **Quarterly Hour Reports**. If you go to the section marked Report Year, you will see the submitted report. The year and quarter are noted in that section. The example below shows a saved report that has not yet been submitted. If your report shows as “saved” you must click on the “saved” hyperlink to check the report, make any changes necessary, then select “submit” again to officially submit the report. If it was successfully submitted, the status of the report will show as “Submitted.” To review that submitted report, you can select the “submitted” hyperlink.

**Please Note: Once a report is submitted, you may NOT make any changes from your PALS account. Any changes that need made to the report must be submitted to the Board in writing by email at [st-cosmetology@pa.gov](mailto:st-cosmetology@pa.gov).**



The screenshot shows a web interface with a blue header bar containing a menu icon, a user profile icon, a 'Help' link, and a lock icon. On the right side of the header are search, shopping cart, and notification icons. Below the header, there is a table with columns: Report Year, Report Quarter, SchoolName, and Status. The first row contains the values 2019, 4, CAMEO BEAUTY SALONS INC, and a 'Saved' hyperlink. Above the table, there is a 'Show 10 entries' dropdown and a 'Search:' input field. Below the table, it says 'Showing 1 to 1 of 1 entries' and there are 'Previous', '1', and 'Next' pagination buttons.

Report Year	Report Quarter	SchoolName	Status
2019	4	CAMEO BEAUTY SALONS INC	<a href="#">Saved</a>

Instructions for how to complete and upload multiple students using the .CSV file provided are on the next page.

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## TO UPLOAD MULTIPLE STUDENT RECORDS VIA A FILE UPLOAD, follow these directions:

When there are several students (dozens or hundreds), it is recommended to upload the information using a **CSV (Comma Separated Values)** Excel spreadsheet.

### ***What is a Comma Separated Values (CSV) file?***

A CSV file is a special type of file that you can create or edit in Microsoft Excel. (NOTE: this *may* work in other spreadsheeting programs, but you will need to ensure you follow the directions in the software you are using. Regardless of what software you use, the data must be saved as a **\*.csv file**.) Rather than storing information in columns, CSV files store information separated by commas. When text and numbers are saved in a CSV file, it's easy to move them from one program to another. For example, you could export contacts from a computer email program into a CSV file and then import them to Google. In this case, you will export student quarterly hour data into PALS.

### ***How To Create an Excel file and save it as a CSV file:***

1. **Create a new document (spreadsheet) in Microsoft Excel (recommended) – NOTE – a sample .CSV file has been provided to you along with these instructions.**
2. **When setting up the spreadsheet, you must create the spreadsheet with the columns and field names exactly as shown below. Failure to do so may result in your data being rejected by PALS. You must use the field names shown below in A. through K. and they must be in this order:**

*A – SchoolLicense  
B – Syear  
C – Squarter  
D – CourseName  
E – LastName  
F – FirstName  
G – SSN  
H – InitialDate  
I – PreviousHours  
J – HoursEarned  
K – StudentStatus*

*Note – Do Not Use Spaces in Column Names. Use exactly as shown above.*

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3. **PALS uses your school license number in the first column.** The school license number is printed on the school license OR you may find it by searching it in PALS

4. **CourseName** is a 2-letter code. Please use the following codes for each course name:

Course Names	Course Code
Barber	BL
Cosmetology	CO
Cosmetology Teacher	CT
Esthetician	CQ
Esthetician Teacher	CQT
Nail Technician	CL
Nail Technology Teacher	CLT

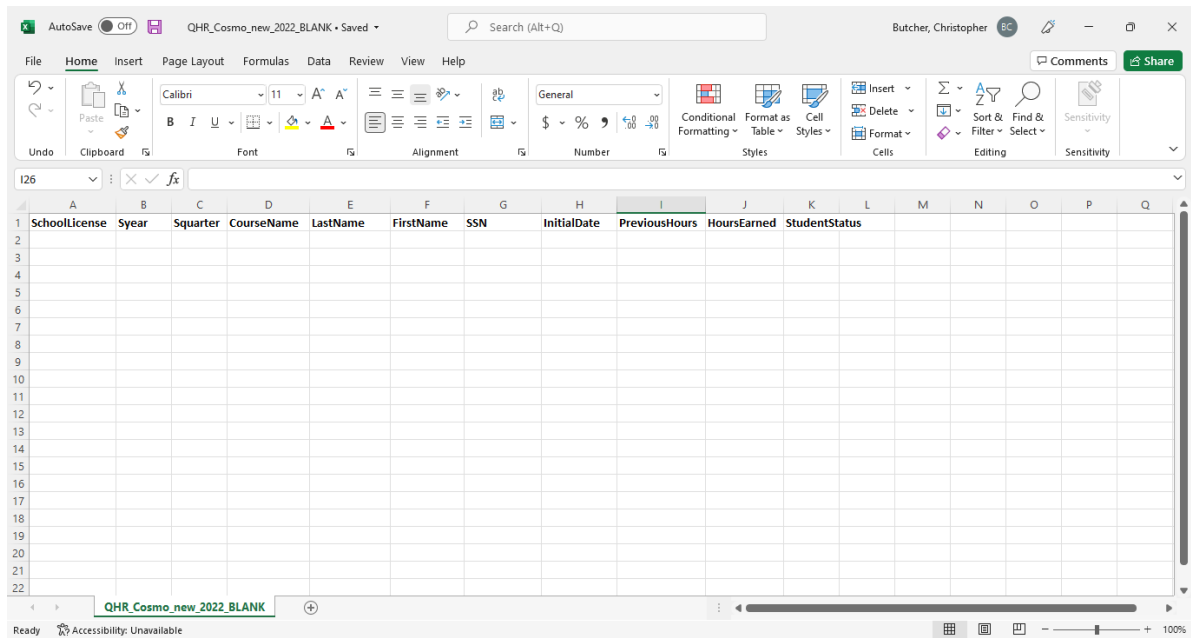
5. **StudentStatus** is used to indicate a student's status. The status of the student **MUST** be written out in full. Acceptable student status is as follow:

Student Status
Active
InActive
Graduated
Withdrawn
Transferred
Leave of Absence
Completed Hours

6. A couple of tips when creating your spreadsheet:
- The top line may, or may not, be bolded, according to your preference
  - It may be helpful to right justify all columns
  - You may adjust column widths so that the entire column header is shown

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7. After creating it, your Excel file should look like this:



**\*\*Note – Initial Date is the initial date of enrollment for the student.**

8. When you are finished, your Excel file should look similar to this:  
(with the exception of the student status being written out)

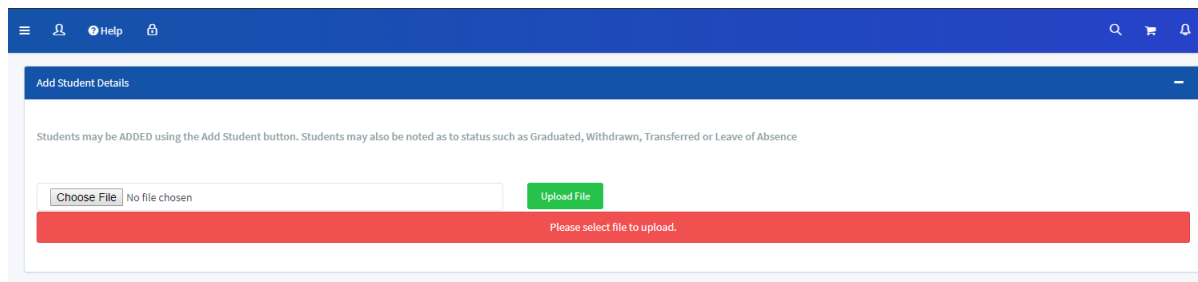
**\*NOTE\*** When entering the student's SSN with a leading zero (0) – you MUST enter the SSN with dashes in order for the CSV form to recognize that the zero (0) is supposed to be there. If you do not use a dash when entering the SSN, that leading zero (0) will be deleted and PALS will NOT accept the form. (SSN format example 000-00-0000)

	A	B	C	D	E	F	G	H	I	J	K	L
	SchoolLicense	Year	Quarter	CourseName	LastName	FirstName	SSN	InitialDate	PreviousHours	HoursEarned	StudentStatus	
1	CS001599	2022	4	CQ	RICHARDSON	JAMES	111111111	4/20/2021	10	100	IN	
2	CS001599	2022	4	CL	TRUMBLE	KIM	333333333	5/20/2021	20	110	WD	
3	CS001599	2022	4	CN	JOHNS	DONNA	777777777	5/21/2021	30	200	AC	
4												
5												
6												

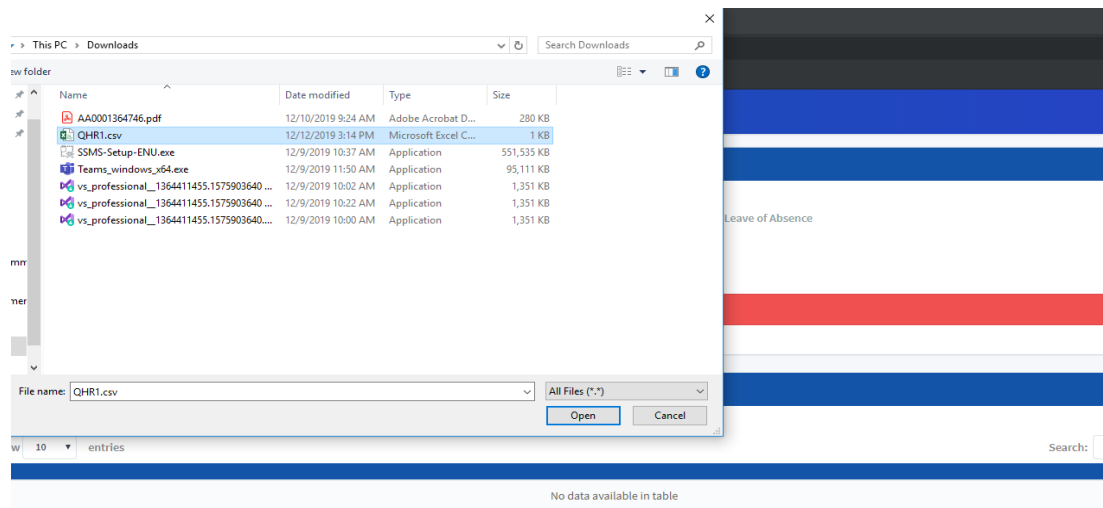


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9. Select **File > Save As**
10. Use the drop-down box to select CSV (Comma delimited) (\*.csv) give the file a name (NOTE: it is suggested that you name the file something like “Student Quarterly Hour Report 2-2024” or similar, so that you will know what it is called when you need it) and then select **Save**
11. You can now use this new CSV file to export your student information into PALS. If you are using a .CSV file, move onto step 12 for upload instructions.
12. Go to the section marked “Add Student Details” and select Choose File to search for your .CSV file.



13. You will need to go to the folder where you saved your .CSV file on your computer to select the file with the student data and then click Open after selecting it.



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Once the name of file you selected is in the area next to the Choose File button, then click on the green button that says “Upload File”.

The screenshot shows the 'Add Student Details' form. At the top, there is a blue header bar with a menu icon, a user icon, a 'Help' link, and a lock icon. Below the header, the form title 'Add Student Details' is displayed. A note states: 'Students may be ADDED using the Add Student button. Students may also be noted as to status such as Graduated, Withdrawn, Transferred or Leave of Absence'. The main area contains a 'Choose File' button next to the text 'QHR1.csv'. To the right of this is a green 'Upload File' button. Below these elements is a red error message: 'Please select file to upload.'

14. When the .csv file is uploaded, you will receive a confirmation message, similar to that for Individual Students. The students from the uploaded file will be displayed below the confirmation message under “Student Details”

The screenshot shows the 'Add Student Details' form after a successful upload. The 'Choose File' button now says 'No file chosen'. The green 'Upload File' button is still present. A green success message bar reads 'Uploaded data successfully.' A red callout box points to this message with the text 'Confirmation of successful upload'. Below the message bar, the 'Student Details' section is visible. It includes a 'Show' dropdown set to '10' and a 'Search' field. The student details are listed in a table with columns for Course of Study, Last Name, First Name, Enrollment Date, SSN, Student Status, Previous Hours, Earned Hours, and Total Hours. Two student records are shown, both with an enrollment date of 10/06/2019. Each record has a blue edit icon to its right.

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**NOTE:** Your school quarterly hour report files may not upload due to *validation issues*. Among them are:

- Hours earned by the student fall below the minimum of 25 hours per week
- Hours are not earned within the four (4) consecutive year period as required by the Law
- Hours earned exceed 40 hours per week as per the Board's Regulations
- A student must be in **Active** status to have earned hours.
- The .CSV file does not have the correct format.

You will receive an error message similar to the one in the screenshots below if the file is not acceptable. If you receive this error message, please review your file and be sure that it meets all of the requirements listed in the instructions above.

Add Student Details

Students may be ADDED using the Add Student button. Students may also be noted as to status such as Graduated, Withdrawn, Transferred or Leave of Absence

Choose File No file chosen

Upload File

Upload failed. Please enter correct year and quarter.

Submit

The total hours exceeds 40 hours per week or 8 hours per day. Please check you entries. If this continues to fail, please contact the Board Office to discuss.

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15. The final step is to complete the section called “Verification Statement”. You must check the box to confirm that you have read and agreed to the terms and then “e-sign” the section by typing your name (see screenshot below) and then press the green button marked “Submit”

The screenshot shows the 'Verification Statement' section of the PALS system. At the top, there is a blue header bar with a menu icon, a user icon, a 'Help' link, and a lock icon. Below the header, there is a form with five input fields: 'SSN:', 'Student Status:', 'Previous Hours:', 'Earned Hours:', and 'Total Hours:'. To the right of these fields is a blue pencil icon. Below the form, there is a pagination bar showing 'Showing 1 to 2 of 2 entries' and a 'Previous 1 Next' navigation bar. A blue button labeled 'Add Student' is located to the left of the pagination bar. The 'Verification Statement' section has a blue header bar with the title 'Verification Statement' and a minus icon. Below the header, there is a notice paragraph: 'NOTICE: Disclosing your Social Security Number on this application is mandatory in order for the State Boards/Commissions to comply with the requirements of the Federal Social Security Act pertaining to Child Support Enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. § 4304.1(a). At the request of the Department of Human Services, the licensing boards and commissions must provide to the Department of Human Services information prescribed by the Department of Human Services about the licensee, including the social security number. Additionally, if applicable, Social Security Numbers are required in order for the Board/Commission to comply with the reporting requirements of the U.S. Department of Health and Human Services, National Practitioner Data Bank.' Below the notice, there is a paragraph: 'I verify that this application is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information under 18 Pa. C.S. Section 4911. I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation or denial of my license, certificate, permit or registration.' Below this paragraph, there is a checkbox labeled 'I CONFIRM THAT I HAVE READ AND AGREE TO THE TERMS ABOVE.' which is checked. Below the checkbox, there are two input fields: 'Signature' and 'Date'. The 'Signature' field has a red vertical line to its left, and the 'Date' field has a red vertical line to its left and a calendar icon to its right. Below the input fields, there is a green button labeled 'Submit'.

16. When the hours are successfully submitted you will receive a confirmation message:

The screenshot shows the 'Verification Statement' section of the PALS system, which is identical to the one above. However, at the bottom of the page, there is a green banner with the text 'Quarterly Hour Report Submitted.'.

**Congratulations!** You have completed your submission of the school Quarterly Hour Reports in PALS!

## **COSMETOLOGY SCHOOL, BARBER SCHOOL, & BARBER SHOP QUARTERLY HOUR REPORT INSTRUCTIONS**

17. You will be able to submit a spreadsheet for students each quarter, prior to the deadline in the Board's Regulations (April 15, July 15, October 15 and January 15). The ability to submit student hours in PALS will be enabled until the final date of the calendar month after the due date of the quarterly month. Once that date has passed, you will no longer be able to report student hours for that quarter. Any edits or reports needed after that date, you must contact the Board office by email with any changes that need made.  
**For example:** for 2024 1<sup>st</sup> quarter due by April 15, the submit button will be enabled until April 30<sup>th</sup>.
18. You may update the students' records individually, after the initial upload.
19. Questions or edits to already submitted quarterly hours should be directed to the Board staff via email at [st-cosmetology@pa.gov](mailto:st-cosmetology@pa.gov) or [ra-barber@pa.gov](mailto:ra-barber@pa.gov), respectively.

**Please note:** A csv. spreadsheet is attached to the email you received with this Guide. *You should save the email and this sample for future reference.*

REV 11/14/24