

CHAPTER 21  
LICENSURE OF BARBERS  
[Prior to 7/29/87, Health Department[470] Ch 152]  
[Prior to 2/20/02, see 645—Chapter 20]

**645—21.1(158) Definitions.** For purposes of these rules, the following definitions shall apply:

“*Board*” means the board of barber examiners.

“*Lapsed license*” means a license that a person has failed to renew as required or the license of a person who has failed to meet stated obligations for renewal within a stated time.

“*Licensee*” means any person licensed to practice as a barber in the state of Iowa.

“*License expiration date*” means June 30 of even-numbered years.

“*Reciprocal license*” means the issuance of an Iowa license to practice barbering to an applicant who is currently licensed in another state and which state has a mutual agreement to license persons who have the same or similar qualifications to those required in Iowa.

**645—21.2(158) Requirements for licensure.**

**21.2(1)** The following criteria shall apply to licensure:

a. The applicant shall complete a board-approved application form. Application forms may be obtained from the board Web site (<http://www.idph.state.ia.us/licensure>), directly from the board office or from the barber school at which the student is enrolled. All applications shall be sent to the Board of Barber Examiners, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

b. The applicant shall complete the application form according to the instructions contained in the application. If the application is not completed according to the instructions, the application will not be reviewed by the board.

c. Each application shall be accompanied by the appropriate fees payable by check or money order to the Board of Barber Examiners. The fees are nonrefundable.

d. The applicant shall present proof of completion of a tenth-grade education or the equivalent.

e. The applicant shall provide an official copy of the transcript sent directly from the school to the board showing proof of completion of training at a board-approved barber school.

f. An application for barber examination must be filed with the board at least 30 days preceding the examination.

g. The candidate shall take and pass the written and practical examinations required by the board.

h. Licensees who were issued their licenses within six months prior to renewal shall not be required to renew their licenses until the renewal month two years later.

i. Incomplete applications that have been on file in the board office for more than two years shall be:

- (1) Considered invalid and shall be destroyed; or
- (2) Maintained upon written request of the candidate. The candidate is responsible for requesting the file to be maintained.

**21.2(2)** Requirements for an instructor’s license.

a. An applicant for an instructor’s license shall:

- (1) Complete all requirements stated in subrule 21.2(1), paragraphs “a” through “c”;
- (2) Present proof of graduation from an accredited high school or the equivalent thereof;
- (3) Be licensed in the state of Iowa as a barber for not less than two years;
- (4) Provide documentation of completion of a board-approved, 16-hour teaching class; and
- (5) Pass the instructor’s examinations administered by the board or its designee.

*b.* Instructors who were issued their licenses within six months prior to renewal shall not be required to renew their licenses until the renewal month two years later.

*c.* Incomplete applications that have been on file in the board office for more than two years shall be:

(1) Considered invalid and shall be destroyed; or

(2) Maintained upon written request of the candidate. The candidate is responsible for requesting the file to be maintained.

*d.* An applicant who met the requirements for an instructor's license except for the examinations may apply for a temporary permit to be an instructor. The temporary permit shall be valid for a maximum of six months from the issue date of the permit and shall not be renewable.

**21.2(3)** Requirements for a barbershop license. A barbershop shall not operate unless the owner of the barbershop possesses a current barbershop license issued by the board. The following criteria shall apply to licensure:

*a.* The owner of the barbershop shall complete all requirements in subrule 21.2(1), paragraphs "a" through "c."

*b.* A barbershop license shall be issued for a specific location. A change in location or site of a barbershop shall result in the cancellation of the existing license and necessitate application for a new license and payment of the fee required by 645—subrule 26.1(9). A change of address without change of actual location shall not be construed as a new site.

*c.* A barbershop license is not transferable. A change in ownership of a barbershop shall result in the cancellation of the existing license and necessitate application for a new license and payment of the fee required by 645—subrule 26.1(9).

*d.* A change in the name of a barbershop shall be reported to the board within 30 days of the name change.

*e.* Upon discontinuance of a barbershop, the barbershop license shall be submitted to the board office within 30 days.

*f.* A barbershop that was issued a license within six months prior to renewal shall not be required to renew the license until the renewal month two years later.

*g.* Incomplete applications that have been on file in the board office for more than two years shall be:

(1) Considered invalid and shall be destroyed; or

(2) Maintained upon written request of the candidate. The candidate is responsible for requesting the file to be maintained.

### **645—21.3(158) Examination requirements for barbers and barber instructors.**

**21.3(1)** The following criteria shall apply to the written and practical examinations.

*a.* In order to be eligible to take the examinations, the supporting data and documentation required by the board shall be postmarked at least 20 days prior to the examinations.

*b.* Applicants will be notified of the date and time of the written and practical examinations given by the board of barber examiners.

*c.* Applicants for barber licenses are required to receive a passing score on the examinations. The score is contingent on receiving a combined score of 70 percent, which is a weighted score based on the following:

(1) For barbers, the practical examination equals 75 percent and the written examination equals 25 percent of the weighted score.

(2) For barber instructors, the practical examination equals 30 percent and the written examination equals 70 percent of the weighted score.

*d.* The board will notify the applicant in writing of the results of the examinations.

**21.3(2)** Persons who do not appear on the appointed date assigned to them to take the examinations must notify the board of barber examiners in writing or by telephone to schedule a new appointment date. Examination fees cannot be refunded, but the applicant will not be required to pay the next examination fee if the applicant can show proof that the applicant's inability to take the examinations was not the applicant's fault. Proof of inability to take the examinations shall be submitted to the board office with a written request to reschedule the examinations. An applicant shall be required to pay the reexamination fee if the applicant does not appear for a subsequent examination.

**21.3(3)** Persons who do not attain the passing score may reapply to take the examinations. Examination fees cannot be refunded, and the applicant shall be required to pay the reexamination fee.

**645—21.4(158) Educational qualifications.**

**21.4(1)** The applicant for a barber license must:

- a.* Present proof of a tenth-grade education or the equivalent; and
- b.* Present an official copy of the transcript sent directly from the school to the board showing proof of completion of training at a board-approved barber school.

**21.4(2)** The applicant for a barber instructor license must present proof of meeting the following requirements:

- a.* Graduation from an accredited high school or the equivalent thereof;
- b.* Completion of training at a board-approved barber school; and
- c.* Completion of a board-approved, 16-hour teaching class.

**21.4(3)** Foreign-trained barbers shall:

- a.* Provide an equivalency evaluation of their educational credentials by one of the following: International Educational Research Foundations, Inc., Credentials Evaluation Service, P.O. Box 3665, Culver City, CA 90231-3665, telephone (310)258-9451, Web site [www.ierf.org](http://www.ierf.org) or E-mail at [info@ierf.org](mailto:info@ierf.org); or World Education Services (WES) at (212)966-6311, electronically at [www.wes.org](http://www.wes.org) or by writing to WES, P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745. The professional curriculum must be equivalent to that stated in these rules. A candidate shall bear the expense of the curriculum evaluation.
- b.* Provide a notarized copy of the certificate or diploma awarded to the applicant from a barber school in the country in which the applicant was educated.
- c.* Receive a final determination from the board regarding the application for licensure.

**645—21.5(158) Licensure by endorsement.** An applicant who has been a licensed barber under the laws of another jurisdiction shall file an application for licensure by endorsement with the board office. The board may receive by endorsement any applicant from the District of Columbia or another state, territory, province or foreign country who:

**21.5(1)** Submits to the board a completed application;

**21.5(2)** Pays the licensure fee;

**21.5(3)** Shows evidence of licensure requirements that are similar to those required in Iowa;

**21.5(4)** Obtains verification(s) from the District of Columbia, any state, territory, province or foreign country where the applicant is licensed. Verification(s) of a current barber license in another state requires:

*a.* A valid license for at least 12 months in the 24-month period preceding the submission of the application; and

*b.* The verification(s) must be mailed directly to the board from the District of Columbia, any state, territory, province or foreign country in which licensure was held; and

**21.5(5)** Takes and passes the written and practical examinations administered by the board.

**645—21.6(158) Licensure by reciprocal agreement.** The board may enter into a reciprocal agreement with the District of Columbia or any state, territory, province or foreign country with equal or similar requirements for licensure of barber applicants.

**645—21.7(158) Temporary permits to practice barbering.** An applicant must meet the following requirements:

1. The applicant is applying for initial licensure and is not licensed in another state.
2. The applicant has met the requirements for licensure except for the examinations. The temporary permit is valid from the date the application is completed for a maximum of six months and shall not be renewable.

**645—21.8(158) Demonstrator's permit.** The board may issue a demonstrator's permit to a licensed barber for the purpose of demonstrating barbering to the public. The following criteria apply to the demonstrator's permit:

1. A demonstrator's permit shall be valid for a barbershop, person or an event. The location, purpose and duration shall be stated on the permit.
2. A demonstrator's permit shall be valid for no more than 10 days.
3. A completed application shall be submitted on a form provided by the board at least 30 days in advance of the intended use dates.
4. An application fee shall be submitted as set forth in these rules.
5. No more than four permits shall be issued to any applicant during a calendar year.

**645—21.9(158) License renewal.**

**21.9(1)** The biennial license renewal period for a license to practice barbering shall begin on July 1 of each even-numbered year and end on June 30 of each even-numbered year. All licensees shall renew on a biennial basis.

**21.9(2)** A renewal of license application and continuing education report form to practice as a barber shall be mailed to the licensee at least 60 days prior to the expiration of the license. Failure to receive the renewal application shall not relieve the license holder of the obligation to pay the biennial renewal fees on or before the renewal date.

*a.* The licensee shall submit the completed application and continuing education report form with the renewal fee to the board office before the license expiration date.

*b.* Individuals who were issued their initial licenses within six months of the license renewal date will not be required to renew their licenses until the next renewal two years later.

*c.* Those persons licensed for the first time shall not be required to complete continuing education as a prerequisite for the first renewal of their licenses. Continuing education hours acquired anytime from the initial licensing until the second license renewal may be used. The new licensee will be required to complete a minimum of eight hours of continuing education per biennium for each subsequent license renewal.

*d.* Persons licensed to practice as barbers shall keep their renewal licenses displayed in a conspicuous public place at the primary site of practice.

**21.9(3)** Late renewal. If the renewal fees, continuing education report and renewal application are received within 30 days after the license renewal expiration date, the late fee for failure to renew before expiration shall be charged.

**21.9(4)** When all requirements for license renewal are met, the licensee shall be sent a license renewal card by regular mail.

**645—21.10(272C) Exemptions for inactive practitioners.**

**21.10(1)** A licensee who is not engaged in practice in the state of Iowa may be granted a waiver of compliance and obtain a certificate of exemption upon written application to the board. The application shall contain a statement that the applicant will not engage in practice in the state of Iowa without first complying with all regulations governing reinstatement after exemption. The application for a certificate of exemption shall be submitted upon the form provided by the board. A licensee shall hold a current license in order to apply for exempt status. A licensee shall apply for inactive status prior to the license expiration date.

**21.10(2)** Licensees shall renew at the next scheduled renewal time. Licensees who were issued their reinstatements within six months prior to the renewal date shall not be required to renew their licenses until the renewal date two years later.

**21.10(3)** Reinstatement of exempted, inactive practitioners. Inactive practitioners who have requested and been granted a waiver of compliance with the renewal requirements and who have obtained a certificate of exemption shall, prior to engaging in the practice of the profession in Iowa, satisfy the requirements for reinstatement as outlined in 645—24.10(158,272C).

**21.10(4)** A new licensee who is on inactive status during the initial license renewal time period and reinstates before the first license expiration date will not be required to complete continuing education for the first license renewal time period only. Eight hours of continuing education will be required for every renewal thereafter.

**21.10(5)** Verification of license(s) is required from every state in which the licensee has practiced since the Iowa license became inactive.

**21.10(6)** Reinstatement of inactive license. The following chart illustrates the requirements for reinstatement based on the length of time a license has been considered inactive.

An applicant shall satisfy the following requirements:	1 renewal	2 renewals	3 or more renewals
Submit written application for reinstatement to the board	Required	Required	Required
Pay the reinstatement fee	\$50	\$50	\$50
Pay the renewal fee	\$50	\$50	\$50
Submit license verification(s) from every state in which the licensee has practiced since obtaining inactive status	Required	Required	Required
Furnish evidence of completion of approved continuing education hours completed within the prior two bienniums of date of application for reinstatement OR Furnish evidence of current full-time practice in another state of the United States or District of Columbia and completion of substantially equivalent continuing education OR Furnish evidence of successful completion of the professional examinations within one year immediately prior to reinstatement (Examination fee is \$75)	8 hours	16 hours	24 hours
	8 hours	16 hours	24 hours
	Successful completion of examinations	Successful completion of examinations	Successful completion of examinations
Total fees and continuing education hours required for reinstatement:	\$100 and 8 hours	\$100 and 16 hours	\$100 and 24 hours

**645—21.11(272C) Lapsed licenses.**

**21.11(1)** If the renewal fees and continuing education report are received more than 30 days after the license expiration date, the license is lapsed. An application for reinstatement must be filed with the board and be accompanied by the reinstatement fee, the renewal fee for each biennium the license is lapsed and the late fee for failure to renew before expiration. The licensee may be subject to an audit of the licensee's continuing education report.

**21.11(2)** Licensees who have not fulfilled the requirements for license renewal or for an exemption in the required time frame will have a lapsed license and shall not engage in the practice of barbering. Practicing without a license may be cause for disciplinary action.

**21.11(3)** In order to reinstate a lapsed license, licensees shall comply with all requirements for reinstatement as outlined in 645—24.6(158).

**21.11(4)** If an instructor's license has lapsed for more than three bienniums, the instructor shall also pay the examination fee and pass the instructor examinations.

**21.11(5)** After the reinstatement of a lapsed license, the licensee shall renew at the next scheduled renewal cycle and complete the continuing education required for the biennium.

**21.11(6)** Verification of license(s) is required from every state in which the licensee has practiced since the Iowa license lapsed.

**21.11(7)** Reinstatement of a lapsed license. The following chart illustrates the requirements for reinstatement based on the length of time a license has lapsed.

An applicant shall satisfy the following requirements:	30 days after expiration date up to 1 renewal	2 renewals	3 renewals	4 or more renewals
Submit written application for reinstatement	Required	Required	Required	Required
Pay the renewal fee(s)	\$50	\$100	\$150	\$200
Pay the late fee	\$50	\$50	\$50	\$50
Pay the reinstatement fee	\$50	\$50	\$50	\$50
Furnish verification of license(s) from every state in which the licensee has practiced since the Iowa license lapsed	Required	Required	Required	Required
Furnish evidence of completion of continuing education during the two most recent bienniums prior to reinstatement OR Furnish evidence of current full-time practice in another state of the United States or District of Columbia and completion of substantially equivalent continuing education OR/AND Take the professional license examinations within one year immediately prior to reinstatement (Examination fee is \$75)	8 hours  8 hours  OR Successful completion of examinations	16 hours  16 hours  OR Successful completion of examinations	24 hours  24 hours  OR Successful completion of examinations	24 hours  24 hours  AND Successful completion of examinations required
Total fees and continuing education hours required for reinstatement:	\$150 and 8 hours	\$200 and 16 hours	\$250 and 24 hours	\$375 and 24 hours and successful completion of examinations

**645—21.12(272C) License denial.**

**21.12(1)** An applicant who has been denied licensure by the board may appeal the denial and request a hearing on the issues related to the licensure denial by serving a notice of appeal and request for hearing upon the board not more than 30 days following the date of mailing of the notification of licensure denial to the applicant. The request for hearing as outlined in these rules shall specifically describe the facts to be contested and determined at the hearing.

**21.12(2)** If an applicant who has been denied licensure by the board appeals the licensure denial and requests a hearing pursuant to this rule, the hearing and subsequent procedures shall be held pursuant to the process outlined in Iowa Code chapter 272C.

These rules are intended to implement Iowa Code chapters 272C and 158.

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