

CHAPTER 23
BARBER SCHOOLS
[Prior to 2/20/02, see 645—Chapter 20]

645—23.1(158) Definitions.

“*Clinic area*” means the area of the school where the paying customers will receive services.

“*Inactive license*” means a school license that has not been renewed as required or the license of a school that has failed to meet stated obligations for renewal within a stated time.

“*Mentor*” means a licensee providing guidance in a mentoring program.

“*Mentoring program*” means a program allowing students to experience barbering in a licensed barbershop under the guidance of a mentor.

“*School*” means a school of barbering.

“*School license*” means a license to instruct students in barbering.

[ARC 1680C, IAB 10/15/14, effective 11/19/14]

645—23.2(158) Licensing for barber schools. The board shall grant approval for the issuance of an original barber school license to be issued by the department when the following conditions have been met:

23.2(1) An application shall be submitted to the Board of Barbering, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. The following information shall be submitted with the application:

- a. The exact location of the proposed barber school;
- b. A copy of the essential parts of the lease or other documents to provide proof that the owner of the school has occupancy rights for a minimum of one year;
- c. A sworn affidavit that proves the existence of sufficient finances to acquire the facilities and equipment required by the board and to operate the proposed barber school for a minimum of one year;
- d. A complete plan of the physical facilities and an explanation detailing how the facilities will be utilized relative to the number of students and to the classroom and clinic space; and
- e. Copies of the catalog, brochure, enrollment contract, mentoring contract, student policies, and cancellation and refund policies that will be used by the school or distributed by the school to students and the public.

23.2(2) The applicant for a barber school license may be interviewed by the board before the original license will be issued.

23.2(3) No barber school shall be approved by the board of barbering unless it complies with the course of study requirements in rule 645—23.8(158).

23.2(4) The barber school shall be inspected prior to the issuance of the school license and shall meet the requirements of this chapter and 645—Chapter 22.

23.2(5) Instruction of students shall not begin until the school license is issued and the applicant has complied with Iowa Code section 714.18 and, as applicable, Iowa Code section 714.23.

23.2(6) The original license shall be granted for the location(s) identified in the school’s application.

a. A change of location shall require submission of an application for a new school license and payment of the license fee.

b. A change of address without change of actual location shall not be construed as a new site.

23.2(7) A barber school license is not transferable. A change in ownership of a school shall require the issuance of a new license. Change in ownership shall be defined as any change of controlling interest in any corporation or any change of name of sole proprietorship or partnership. The board may request legal proof of ownership transfer.

23.2(8) Incomplete applications that have been on file in the board office for more than two years shall be considered invalid and shall be destroyed. The records will be maintained after two years only if the applicant submits a written request to the board.

23.2(9) A barber school that is issued an initial license within six months prior to the renewal date shall not be required to renew the license until the renewal month one year later.

[ARC 1680C, IAB 10/15/14, effective 11/19/14]

645—23.3(158) School license renewal.

23.3(1) The annual license renewal period for a barber school license shall begin on July 1 and end on June 30 one year later.

23.3(2) A renewal of license application shall be mailed to the school at least 60 days prior to the expiration of the license. Failure to receive the renewal application shall not relieve the school of the obligation to pay the annual renewal fee on or before the renewal date.

a. The barber school renewal application and renewal fee shall be submitted to the board office before the license expiration date.

b. Barber schools shall be in full compliance with this chapter and 645—Chapter 22 to be eligible for renewal. When all requirements for license renewal are met, the barber school shall be sent a license renewal card by regular mail.

23.3(3) Late renewal. If the renewal fee and renewal application are received within 30 days after the license expiration date, the late fee for failure to renew before expiration shall be charged.

645—23.4(272C) Inactive school license.

23.4(1) If the renewal fee is received more than 30 days after the license expiration date, the school license is inactive. To reactivate the school license, the reactivation application and fee shall be submitted to the board.

23.4(2) A barber school that has not renewed the school license within the required time frame will have an inactive license and shall not provide schooling or services until the license is reactivated.

[ARC 7578B, IAB 2/25/09, effective 4/1/09]

645—23.5(147) Duplicate certificate or wallet card. Rescinded IAB 2/25/09, effective 4/1/09.**645—23.6(158) Physical requirements for barber schools.** Each licensed barber school shall:

1. Provide a clinic area where paying customers will receive services. The clinic area shall be confined to the premises occupied by the school.

2. Be large enough and be equipped to provide room(s) separate from the clinic area for lectures and demonstration purposes.

3. Provide a library for students that contains textbooks, videos, current trade publications and business management materials. The contents of the library shall be current within the previous ten years and shall cover the topics necessary for the student to master the skill of barbering.

4. Have an administrative office.

5. Allow separation of laundry room from the clinic area by a full wall or partition if the school has a laundry room.

6. Provide closed cabinets or a separate room for storing supplies.

7. Meet the sanitation requirements in 645—Chapter 22.

[ARC 7578B, IAB 2/25/09, effective 4/1/09]

645—23.7(158) Minimum equipment requirements. Each barber school shall have, at a minimum, the following equipment:

1. The clinic area shall hold a minimum of ten workstations equipped for practice on the general public. Each workstation shall include one chair and backbar. The backbar will provide a cabinet for immediate linen supply and individual sterilizers for each workstation. There shall be no more than two students enrolled for each workstation.

2. Sinks shall be located in the clinic area and readily accessible for students to use.

3. Audiovisual equipment available for each classroom.

4. One classroom shall include charts showing illustrations of the skin, circulation of the blood, muscles and bones of the face, scalp, and neck.

5. One set of textbooks shall be available for each student and instructor.

6. One large bulletin board shall be conspicuously located for posting rules, notices, and similar bulletins.

7. One set of files shall be maintained for all required records.

8. Electric equipment shall include the following: one high-frequency electrode, one twin vibrator, one hood dryer, one infrared lamp and one ultraviolet lamp.

9. One automatic lather mixer shall be available for every ten chairs.

10. Bottles and containers shall be distinctly and correctly labeled to show intended use of the contents.

11. Covered waste containers shall be located in the clinic area.

[ARC 7578B, IAB 2/25/09, effective 4/1/09]

645—23.8(158) Course of study requirements. Each Iowa barber school licensed by the board of barbering shall conduct a course of study of at least 2,100 hours to be equally divided over a period of not less than ten months. The course of study shall include the following:

23.8(1) Supervised practical instruction totaling 1,675 hours shall include:

Scalp care and shampooing

Honing and stropping

Shaving

Facials, massage and packs

Science of hair structure

Haircutting

Hair tonics

Hair relaxing

Hair coloring and hair body processing

Hair styling

Fitting of hairpieces

Manicuring

Artificial nails (all aspects)

Waxing

23.8(2) Demonstrations and lectures totaling 380 hours shall include:

Law, ethics, economics, equipment, shop management and history of barbering

Sanitation, sterilization, personal hygiene and first aid

Bacteriology

Anatomy

Skin, scalp, and hair and their common disorders

Electricity, as applied to barbering

Chemistry and pharmacology

Scalp care

Honing and stropping

Shaving

Facials, massage and packs

Hair relaxing

Science of hair structure

Haircutting

Hair tonics

Instruments, soaps, shampoos, creams, lotions and tonics

Nails

Waxing

23.8(3) Special lectures totaling 45 hours must include lectures by a qualified person in the following areas: tax consulting, advertising, insurance, business management, salesmanship and barbering.

[ARC 8349B, IAB 12/2/09, effective 1/6/10]

645—23.9(158) Instructors.

23.9(1) All instructors in a barber school shall be licensed by the department.

23.9(2) The number of instructors for each barber school shall be based upon total enrollment, with a minimum of 2 instructors employed on a full-time basis for up to 30 students and 1 additional

instructor for each additional 15 students or fraction thereof. An applicant who is waiting to take the instructor examination and who is working on a temporary permit may be counted as an instructor for the instructor-to-student ratio.

23.9(3) An instructor shall:

- a. Be responsible for and in direct charge of all theory and practical classrooms and clinics at all times;
- b. Familiarize students with the different standard supplies and equipment used in barbershops;
- c. Work on clients only when instructing or otherwise assisting students in the school;
- d. Carefully grade and return to students all examinations and other written papers;
- e. Be attired in distinct and identifiable attire.

645—23.10(158) Students.

23.10(1) Before a student is obligated to pay the school, the barber school shall inform the student of the disclosure requirements found in Iowa Code section 714.25.

23.10(2) No one connected with a barber school shall guarantee occupational positions to students or guarantee financial aid in equipping a shop.

23.10(3) Students shall:

- a. Be attired in clean and neat uniforms at all times during school hours and during participation in the mentoring program.
- b. Not be compensated by the school for services performed on clients.
- c. Not be required to perform janitorial services for the school, but may be required to keep their own areas clean and sanitary during school hours. If a student chooses to provide janitorial services, the hours shall not count toward the total course hours.
- d. Receive no credit for decorating for marketing and merchandising that relates to the promotion of barber school services or for recruiting students.
- e. Receive no credit for participating in demonstrations of barbering for the sole purpose of recruiting students.
- f. Be provided regularly scheduled breaks and a minimum of 30 minutes for lunch.

[ARC 1680C, IAB 10/15/14, effective 11/19/14]

645—23.11(158) Attendance requirements.

23.11(1) A barber school shall have a written, published attendance policy.

23.11(2) The barber school shall establish regular school hours. No student shall be required to attend more than nine hours on any given school day.

23.11(3) Each student shall receive a minimum of eight hours of classroom instruction per week. Classroom instruction shall include lectures, individual instruction and written examinations.

23.11(4) Student attendance policies shall be applied uniformly and fairly.

23.11(5) Accurate and appropriate credit shall be given for all hours earned.

23.11(6) Students shall earn all hours credited to their total course hours and shall not have hours deducted as a penalty.

645—23.12(158) Graduate of a barber school.

23.12(1) To be considered a graduate, a student shall:

- a. Complete the required course and meet the minimum attendance standard.
- b. Complete the practical and theoretical curriculum requirements set forth by the school.
- c. Pass a final examination upon completion of the course of study.

23.12(2) Students shall be issued a transcript when they have completed all requirements for graduation.

645—23.13(147) Records requirements. Each school shall keep a daily class record of each student, showing the hours devoted to the respective subjects, time devoted by a student to each subject, the total number of hours in attendance, and days present and absent. These records shall be subject to inspection

by the board of barbering or a representative of the board and shall be retained for two years after the graduation date.

645—23.14(158) Public notice. A sign shall be clearly displayed in the entrance of the school that indicates in prominent lettering that students perform all services under the supervision of instructors.

645—23.15(158) Apprenticeship. Apprenticeship hours earned in another state may be applied toward the required 2,100 hours of course of study prescribed by Iowa Code section 158.8 at a ratio of 1 hour of credit for each 4 hours of registered apprenticeship completed in the state in which the applicant is licensed or registered as an apprentice.

645—23.16(158) Mentoring program. Each barber school that elects to have a mentoring program must have a contract between the student, the school and the barbershop mentor that includes scheduling, liability insurance and details of training.

23.16(1) Students shall not begin a mentoring program until they have completed a minimum of 50 percent of the total contact or credit hours required for graduation and any other requirements of the mentoring program as established by the school.

23.16(2) Students may participate in a mentoring program for no more than 10 percent of the total contact or credit hours required for graduation.

23.16(3) Students shall be under supervision of the mentor at all times. Students may perform the following activities: act as receptionist, handle retail sales, sanitize the barbershop, consult with clients (to acquire customer service skills), take inventory, order supplies, prepare payroll, pay monthly bills, and hand equipment to the barber.

23.16(4) The barbershop mentor's responsibilities include the following: introduce the student to the barbershop and the clients, record the time of the student's attendance at the barbershop, prepare an evaluation of the student, discuss the student's performance with the student, and allow the student to observe barbershop operations.

23.16(5) Neither the barbershop nor the school shall compensate students participating in the mentoring program.

[ARC 1680C, IAB 10/15/14, effective 11/19/14]

These rules are intended to implement Iowa Code chapter 158 and section 714.25.

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