

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.

*“School”* means a school of barbering.

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

**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; and
- 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.

**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)** The barber school shall not accept students until the school is licensed.

**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.

**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 reinstate the school license, the reinstatement fee, the renewal fee for each year the license is inactive, and the late fee shall be submitted to the board.

**23.4(2)** After the reinstatement of an inactive license, the barber school shall renew at the next scheduled renewal date.

**23.4(3)** 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 reinstated.

**645—23.5(147) Duplicate certificate or wallet card.**

**23.5(1)** A duplicate wallet card or duplicate certificate shall be required if the current wallet card or certificate is lost, stolen or destroyed. A duplicate wallet card or duplicate certificate shall only be issued under such circumstances.

**23.5(2)** A duplicate wallet card or duplicate certificate shall be issued upon receipt of the completed application and receipt of the fee as specified in rule 645—26.1(147,158).

**23.5(3)** If the board is notified by the owner of the barber school that the certificate or wallet card has not been received within 60 days after being mailed by the board, no fee shall be required for issuing the duplicate certificate or duplicate wallet card.

**645—23.6(158) Physical requirements for barber schools.** Each licensed barber school shall provide:

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

2. A school that is large enough and equipped to provide room(s) separate from the clinic area for lectures and demonstration purposes.

3. 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. An administrative office.

5. If a school has a laundry room, it must be separated from the clinic area by a full wall or partition.

6. Closed cabinets or a separate room for storing extra supplies.

**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. Each classroom shall include a large chalkboard or equivalent.

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.

**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)

**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

**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.

**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.
- 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.

**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.

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

[Filed 2/1/02, Notice 11/28/01—published 2/20/02, effective 3/27/02]

[Filed 1/30/03, Notice 11/27/02—published 2/19/03, effective 3/26/03]

[Filed 11/6/03, Notice 8/20/03—published 11/26/03, effective 12/31/03]

[Filed 8/1/07, Notice 5/23/07—published 8/29/07, effective 10/3/07]