

TITLE 816 BOARD OF BARBER EXAMINERS

ARTICLE 1. BARBER SCHOOLS AND SHOPS

Rule 1. Sanitary Requirements for Barber Schools and Shops

816 IAC 1-1-1 Sanitary requirements established

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-11; IC 25-7-12

Sec. 1. (a) This rule establishes sanitary requirements to be followed by barbers, barbering instructors, barber shops, and barber schools.

(b) Violations of this rule shall subject the violator or violators to appropriate sanctions under IC 25-7-1-13(f) [*Repealed by P.L.234-1995, SECTION 30, effective July 1, 1995.*], IC 25-31-1-16.1 [*sic., IC 25-7-1-16.1, repealed by P.L.234-1995, SECTION 30, effective July 1, 1995.*], or IC 25-31-2-2 [*sic.*]. (*Board of Barber Examiners; Preamble; filed Jan 2, 1946, 9:45 a.m.: Rules and Regs. 1947, p. 693; filed Nov 28, 1988, 5:30 p.m.: 12 IR 921; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823*)

816 IAC 1-1-2 Keeping in clean and sanitary condition, well lighted, and ventilated

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-5

Sec. 2. All barber shops, barber schools, together with all furniture, equipment, tools, utensils, floors, walls, and ceilings, shall at all times be kept in a clean and sanitary condition, well lighted, and well ventilated. Barbers and barber students shall use a clean towel and either a clean hair cloth or neck strip for each patron. (*Board of Barber Examiners; Rule 1; filed Jan 2, 1946, 9:45 a.m.: Rules and Regs. 1947, p. 693; filed Nov 28, 1988, 5:30 p.m.: 12 IR 921; filed Sep 16, 1998, 4:02 p.m.: 22 IR 454; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823*)

816 IAC 1-1-3 Cuspidors; daily cleaning (Repealed)

Sec. 3. (*Repealed by Board of Barber Examiners; filed Feb 25, 1997, 12:30 p.m.: 20 IR 1735*)

816 IAC 1-1-4 Separate receptacles required for shaving papers and towels (Repealed)

Sec. 4. (*Repealed by Board of Barber Examiners; filed Feb 25, 1997, 12:30 p.m.: 20 IR 1735*)

816 IAC 1-1-5 Hands to be washed before serving customer; smoking prohibited while serving customer

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7

Sec. 5. Every barber and student shall wash his hands with soap and water immediately before serving each patron, and no smoking while serving a customer. (*Board of Barber Examiners; Rule 4; filed Jan 2, 1946, 9:45 a.m.: Rules and Regs. 1947, p. 693; filed Nov 28, 1988, 5:30 p.m.: 12 IR 921; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823*)

816 IAC 1-1-6 Cleaning of shaving mugs and brushes

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7

Sec. 6. Shaving mugs and brushes shall be thoroughly rinsed with hot water before each patron is served. (Shaving powder or cream is preferable.) (*Board of Barber Examiners; Rule 5; filed Jan 2, 1946, 9:45 am: Rules and Regs. 1947, p. 693; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823*)

816 IAC 1-1-7 Violations; license revocation (Repealed)

Sec. 7. *(Repealed by Board of Barber Examiners; filed Nov 28, 1988, 5:30 p.m.: 12 IR 922)*

816 IAC 1-1-8 Storage of clean towels

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7

Sec. 8. Clean towels must be kept in closed compartments at all times. *(Board of Barber Examiners; Rule 7; filed Jan 2, 1946, 9:45 am; Rules and Regs. 1947, p. 694; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)*

816 IAC 1-1-9 Disposal containers for towels and lather papers (Repealed)

Sec. 9. *(Repealed by Board of Barber Examiners; filed Feb 25, 1997, 12:30 p.m.: 20 IR 1735)*

816 IAC 1-1-10 Storage of tools; disinfection

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7

Sec. 10. All instruments shall be properly sterilized. *(Board of Barber Examiners; Rule 9; filed Jan 2, 1946, 9:45 a.m.: Rules and Regs. 1947, p. 694; filed Oct 22, 1997, 8:45 a.m.: 21 IR 1003; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)*

816 IAC 1-1-11 Wet dip for tools (Repealed)

Sec. 11. *(Repealed by Board of Barber Examiners; filed Feb 25, 1997, 12:30 p.m.: 20 IR 1735)*

816 IAC 1-1-12 Water supply and drainage (Repealed)

Sec. 12. *(Repealed by Board of Barber Examiners; filed Feb 25, 1997, 12:30 p.m.: 20 IR 1735)*

816 IAC 1-1-13 Rubber mats under shaving mugs prohibited (Repealed)

Sec. 13. *(Repealed by Board of Barber Examiners; filed Feb 25, 1997, 12:30 p.m.: 20 IR 1735)*

816 IAC 1-1-14 Rubber mugs prohibited (Repealed)

Sec. 14. *(Repealed by Board of Barber Examiners; filed Feb 25, 1997, 12:30 p.m.: 20 IR 1735)*

Rule 2. Barber School Approval; Requisites; Curriculum

816 IAC 1-2-1 Student registration records; filing with board

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-5

Sec. 1. (a) No later than the fifteenth day of each month, a barber school shall submit a verified report to the board of barber examiners (board), including the following information concerning student activity in the previous month:

(1) The names of all new students.

(2) For all students who have paid the barber school all money (tuition) to which it is legally entitled, the names of all students who have dropped out of school and the number of hours they have accrued.

(3) The medical findings must be attached.

(b) Barber schools are not required to send enrollment cards to the board. *(Board of Barber Examiners; Rule 14; filed Jan*

2, 1946, 9:45 a.m.: *Rules and Regs. 1947, p. 694; filed Sep 16, 1998, 4:02 p.m.: 22 IR 455; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823*)

816 IAC 1-2-2 Services by students only; instructors' duties

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-2-1

Sec. 2. All service rendered in schools on patrons must be done by students only. Instructors shall be allowed to teach and aid the students in performing the various services; however, they shall not be permitted to finish up the patrons after the students have completed their work. (*Board of Barber Examiners; Rule 15; filed Jan 2, 1946, 9:45 am: Rules and Regs. 1947, p. 694; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823*)

816 IAC 1-2-3 Signs

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-2-1

Sec. 3. Each barber school shall display a sign indicating that it is a barber school—said sign to be displayed at the main entrance of said place; also there must be a sign on the inside stating that all work is done by students only. (*Board of Barber Examiners; Rule 16; filed Jan 2, 1946, 9:45 am: Rules and Regs. 1947, p. 694; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823*)

816 IAC 1-2-4 Daily hours for lectures and demonstrations

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-7

Sec. 4. All students shall receive not less than one hour and thirty minutes of lectures and demonstrations each day, with the exception of Saturdays, Sundays and holidays. (*Board of Barber Examiners; Rule 17; filed Jan 2, 1946, 9:45 am: Rules and Regs. 1947, p. 694; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823*)

816 IAC 1-2-5 Attendance

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-7

Sec. 5. Students must be on time for all class studies and work, and shall not take any time off or leave the school without permission. (*Board of Barber Examiners; Rule 18; filed Jan 2, 1946, 9:45 am: Rules and Regs. 1947, p. 695; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823*)

816 IAC 1-2-6 Classrooms

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-7

Sec. 6. Each accredited school shall have a suitable class room to be used for demonstration and study, said room to have necessary charts and equipment to carry out the curriculum and provisions of the law. (*Board of Barber Examiners; Rule 19; filed Jan 2, 1946, 9:45 am: Rules and Regs. 1947, p. 695; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823*)

816 IAC 1-2-7 Clothing of students and teachers

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-7

Sec. 7. All students and teachers must be attired in clean, washable coverall outer garments, preferably smocks, which must be in a clean state at all times. (*Board of Barber Examiners; Rule 20; filed Jan 2, 1946, 9:45 am: Rules and Regs. 1947, p. 695;*

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readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)

816 IAC 1-2-8 Curriculum

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-7

Sec. 8. (a) This section establishes the curriculum for barber training. The first column in subsection (c) states the subject matter of training. The second column lists the number of hours required in classroom theory training and demonstration practice required for each student. The third column lists the actual practice required for each student. The fourth column lists the total number of hours of training required in each subject.

(b) The hours required in classroom theory training identified in subsection (a) are defined as a systematically organized knowledge of a system of facts, accepted principles, laws, and rules of procedure devised to analyze, predict, explain, or demonstrate the nature of a particular subject matter of training. Such a system is distinguished from actual practice.

(c) The following are the requirements for barber training:

| Subject | Theory and Demonstration Practice | Actual Practice | Total Hours |
|--|---|--------------------|----------------|
| Sanitation, bacteriology, and sterilization | 40 | | 40 |
| Laws and rules | 20 | | 20 |
| Salesmanship | 5 | 10 | 15 |
| Management | 10 | | 10 |
| Skin | 10 | | 10 |
| Hair | 10 | | 10 |
| Facials | 20 | 25 | 45 |
| Hair styling, (includes air waving, fingerwaves, and thermal curling) | 75 | 150 | 225 |
| Electricity/light therapy | | | |
| High frequency | | | |
| UV/infrared | 10 | | 10 |
| Chemistry | 10 | | 10 |
| Shampoo/massage | 20 | 50 | 70 |
| Scalp treatment | 10 | 25 | 35 |
| History of barbering | 10 | | 10 |
| Shaving/shaping (includes mustache and beard) | 20 | 25 | 45 |
| Honing and stropping | 15 | | 15 |
| Personal hygiene/professional ethics | 10 | | 10 |
| Equipment care | 10 | | 10 |
| Hair coloring | 60 | 70 | 130 |
| Semipermanent | | | |
| Permanent | | | |
| Permanent waving and chemical relaxing | 55 | 210 | 265 |
| Haircuts | 100 | 200 | 300 |

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| | | | |
|------------------------|-----|-----|-------|
| Anatomy and physiology | 15 | | 15 |
| Hairpieces | | | |
| Full, partial, facial | 50 | | 50 |
| Discretionary hours | 50 | 100 | 150 |
| | 635 | 865 | 1,500 |

(Board of Barber Examiners; Rule 21; filed Jan 2, 1946, 9:45 a.m.: Rules and Regs. 1947, p. 695; filed Feb 20, 1986, 3:00 p.m.: 9 IR 1658; filed Jan 5, 1994, 5:00 p.m.: 17 IR 995; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)

816 IAC 1-2-8.1 Student progress book

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-7

Sec. 8.1. (a) Students in barber training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book that the student, barber school, and Indiana state board of barber examiners may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the barber school to keep the progress book up to date.

(d) Students shall be required to complete practice performances provided in the progress book as listed in subsection (e).

(e) The progress book reads as follows:

OFFICIAL STUDENT
PROGRESS BOOK



STATE OF INDIANA
BOARD OF BARBER EXAMINERS

Student's Name _____

Date Issued _____

Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK

- (1) All students enrolling in barber training shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of barber examiners for examinations for a barber license.
- (2) The amount of performances is equal to the hours outlined by the state board of barber examiners. It is to be the minimum requirement only.
- (3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student, "P" for patron (or customer), or "M" for mannequin. A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.
- (4) Any overages in any area may not be applied to any other area.
- (5) All items in the sales category must be completed on patrons, since this is to help the student to develop sales ability.
- (6) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (7) The progress book must never be taken home by the student and must remain in the school at all times.
- (8) The requirements of this progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

School name _____

Address _____

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City _____ State _____ Zip _____
Instructor's signature _____
Instructor's identifying initialing _____

Haircuts (267 performances equal 200 hours)

- 1 2 3 4 5 6 7 8 9 10 11 12 13
- 14 15 16 17 18 19 20 21 22 23 24 25 26
- 27 28 29 30 31 32 33 34 35 36 37 38 39
- 40 41 42 43 44 45 46 47 48 49 50 51 52
- 53 54 55 56 57 58 59 60 61 62 63 64 65
- 66 67 68 69 70 71 72 73 74 75 76 77 78
- 79 80 81 82 83 84 85 86 87 88 89 90 91
- 92 93 94 95 96 97 98 99 100 101 102 103 104
- 105 106 107 108 109 110 111 112 113 114 115 116 117
- 118 119 120 121 122 123 124 125 126 127 128 129 130
- 131 132 133 134 135 136 137 138 139 140 141 142 143
- 144 145 146 147 148 149 150 151 152 153 154 155 156
- 157 158 159 160 161 162 163 164 165 166 167 168 169
- 170 171 172 173 174 175 176 177 178 179 180 181 182
- 183 184 185 186 187 188 189 190 191 192 193 194 195
- 196 197 198 199 200 201 202 203 204 205 206 207 208
- 209 210 211 212 213 214 215 216 217 218 219 220 221
- 222 223 224 225 226 227 228 229 230 231 232 233 234
- 235 236 237 238 239 240 241 242 243 244 245 246 247
- 248 249 250 251 252 253 254 255 256 257 258 259 260
- 261 262 263 264 265 266 267

Permanent Wave/Chemical processing (105 performances equal 210 hours)

25% of performances must be done on live models

- 1 2 3 4 5 6 7 8 9 10 11 12 13
- 14 15 16 17 18 19 20 21 22 23 24 25 26
- 27 28 29 30 31 32 33 34 35 36 37 38 39
- 40 41 42 43 44 45 46 47 48 49 50 51 52
- 53 54 55 56 57 58 59 60 61 62 63 64 65
- 66 67 68 69 70 71 72 73 74 75 76 77 78
- 79 80 81 82 83 84 85 86 87 88 89 90 91
- 92 93 94 95 96 97 98 99 100 101 102 103 104
- 105

Hair Color, Permanent or Semipermanent (35 performances equal 70 hours)

- 1 2 3 4 5 6 7 8 9 10 11 12 13

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14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35

Shampoo/Massage (200 performances equal 50 hours)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50 51 52
53 54 55 56 57 58 59 60 61 62 63 64 65
66 67 68 69 70 71 72 73 74 75 76 77 78
79 80 81 82 83 84 85 86 87 88 89 90 91
92 93 94 95 96 97 98 99 100 101 102 103 104
105 106 107 108 109 110 111 112 113 114 115 116 117
118 119 120 121 122 123 124 125 126 127 128 129 130
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157 158 159 160 161 162 163 164 165 166 167 168 169
170 171 172 173 174 175 176 177 178 179 180 181 182
183 184 185 186 187 188 189 190 191 192 193 194 195
196 197 198 199 200

Salesmanship (40 performances equal 10 hours)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40

Facials (50 performances equal 25 hours)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50

Hair Styling (300 performances equal 150 hours)

50% of performances must be done on live models

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50 51 52
53 54 55 56 57 58 59 60 61 62 63 64 65
66 67 68 69 70 71 72 73 74 75 76 77 78
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261 262 263 264 265 266 267 268 269 270 271 272 273
274 275 276 277 278 279 280 281 282 283 284 285 286
287 288 289 290 291 292 293 294 295 296 297 298 299
300

Scalp Treatments (50 performances equal 25 hours)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50

Shaving/Shaping (50 performances equal 25 hours)

25% of performances must be done on live models

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50

(Board of Barber Examiners; 816 IAC 1-2-8.1; filed Jan 5, 1994, 5:00 p.m.: 17 IR 997; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)

816 IAC 1-2-9 Equipment

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-11; IC 25-7-12

Sec. 9. In order for a barber school licensee to operate a barber school, the following equipment must be on the school premises:

- (1) Twenty (20) barber chairs, unless otherwise permitted by the state board of barber examiners, spaced no closer than five (5) or more feet from the center of the chairs.
- (2) Lockers with one (1) locker available for each enrolled student.
- (3) Separate restrooms for men and women.
- (4) Sanitary drinking facilities.
- (5) One (1) time clock.
- (6) Not less than three (3) lavatories or shampoo bowls.
- (7) A mirror behind each barber chair.
- (8) Individual tool cabinets, kits, or workstands for each and every barber chair.
- (9) Individual wet tool sterilizer for each and every barber chair.
- (10) No less than one (1) hair dryer per every six (6) enrolled students.
- (11) No less than one (1) red dermal light or heat lamp and one (1) high frequency machine.
- (12) One (1) blackboard no smaller than thirty-six (36) inches by thirty-six (36) inches.
- (13) One (1) chart of the skin and hair.
- (14) One (1) chart of the muscles of the head, face, and neck.
- (15) One (1) chart of the bone structure of the face and head.
- (16) One (1) chart of the nerves of the head, face, and neck.

(17) One (1) medical dictionary and one (1) standard dictionary.

(18) One (1) microscope for the study of bacteria.

(Board of Barber Examiners; Rule 22; filed Feb 6, 1981, 4:10 p.m.: 4 IR 373; filed Nov 28, 1988, 5:30 p.m.: 12 IR 921; filed Oct 22, 1997, 8:45 a.m.: 21 IR 1003; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)

816 IAC 1-2-10 Facilities

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-11; IC 25-7-12

Sec. 10. Facilities. In order for a barber school licensee to operate a barber school, the barber school must be maintained as follows:

(1) Not less than two well lighted and well ventilated rooms, one for the clinic or service department and one for the class room; unless one room only is provided for class room and services then only one operation can be performed at a time.

(2) Linoleum or asphalt tile floors or their equivalent.

(Board of Barber Examiners; Rule 23; filed Feb 6, 1981, 4:10 pm: 4 IR 374; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)

816 IAC 1-2-11 Use of instructors

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-11; IC 25-7-12

Sec. 11. (a) In order for a barber school licensee to operate a barber school, there must be a registered barbering instructor physically present at all times where and while classroom instruction is being given and where and while students are engaged in the practice of barbering. However, where there are audio visual aids or tapes being used in the adjoining rooms the presence of one (1) registered barber instructor in the clinic room is sufficient.

(b) Notwithstanding subsection (a), a registered barbering instructor may be absent from the classroom because of personal illness or the death of a close relative, or to further the barbering instructor's education related to barber instructor, if:

(1) the absence does not exceed three (3) days;

(2) a registered Indiana barber with at least five (5) years experience or a student instructor who is enrolled in a school of barbering licensed by the board takes the place of the absent registered barbering instructor; and

(3) the board is notified, by telephone immediately and in writing within seventy-two (72) hours, of the absence of the barbering instructor and of the reason for, and duration of, the absence.

(c) Every instructor in an accredited school shall devote his/her entire time during school or class hours to that of instructing the students, and shall not apply time to private practice of barbering for compensation. *(Board of Barber Examiners; Rule 24; filed Feb 6, 1981, 4:10 p.m.: 4 IR 374; filed Feb 20, 1986, 3:00 p.m.: 9 IR 1660; filed Nov 28, 1988, 5:30 p.m.: 12 IR 922; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)*

816 IAC 1-2-12 Seminars

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-11; IC 25-7-12

Sec. 12. Seminars. In order for a barber school licensee to operate a barber school, there must be no seminars permitted by the school under its auspices and control except by notification to the State Board of Barber Examiners. *(Board of Barber Examiners; Rule 25; filed Feb 6, 1981, 4:10 pm: 4 IR 375; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)*

816 IAC 1-2-13 Scheduled classes

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-11; IC 25-7-12

Sec. 13. Schedule of Classes. In order for a barber school licensee to operate a barber school, there must be a definite schedule of classes which must be posted in a conspicuous place in the school by the licensee. *(Board of Barber Examiners; Rule 26; filed*

Feb 6, 1981, 4:10 pm: 4 IR 375; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)

816 IAC 1-2-14 Notification of instructors

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-11; IC 25-7-12

Sec. 14. Notification of Instructors. In order for a school licensee to operate as a barber school it must advise the Board of Barber Examiners in writing of the names of each instructor to be used by the school as well as all changes in the teaching staff of the school. (*Board of Barber Examiners; Rule 27; filed Feb 6, 1981, 4:10 pm: 4 IR 375; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823*)

816 IAC 1-2-15 Curriculum

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-7; IC 25-7-11; IC 25-7-12

Sec. 15. Curriculum. In order for a barber school licensee to operate a barber school, it must have on file with the Board an updated copy of its curriculum and tuition rates with the curriculum clearly showing the sequence in which various subjects are to be taught and the number of sessions or hours for each subject. (*Board of Barber Examiners; Rule 28; filed Feb 6, 1981, 4:10 pm: 4 IR 375; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823*)

816 IAC 1-2-16 Loss of license

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-11; IC 25-7-12

Sec. 16. Loss of License. The State Board of Barber Examiners may suspend or revoke a barber school license for any of the following reasons:

- (1) Violation of the Indiana Barber Law [IC 25-7] insofar as it is applicable to the operation of barber schools;
- (2) Violation of the rules and regulations of the State Board of Barber Examiners having to do with barber schools;
- (3) Misrepresentation;
- (4) Failure to fulfill the terms of contracts made with students.

(Board of Barber Examiners; Rule 29; filed Feb 6, 1981, 4:10 pm: 4 IR 376; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)

816 IAC 1-2-17 Application for new barber school licensure

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-11; IC 25-7-12

Sec. 17. Application for New Barber School Licensure. Applications for barber school licensure shall include the following:

- (1) Full name of applicant and the type of business entity;
- (2) The exact location of where the school or college is located or proposed to be located;
- (3) The name and address of the owner of the school premises, and if they are leased the name and address of the lessor of the school premises;
- (4) The names and addresses of all the directors and stockholders of the applicant, if the applicant is a corporation;
- (5) A detailed drawing of the premises where the instruction is to take place, including the size of the building and the number of barber chairs available;
- (6) The number and qualifications of the instructors on the staff and proposed number of students;
- (7) A statement, certified by a public accountant licensed to practice in the State of Indiana of the assets and liabilities and net worth of the person or firm making the application;
- (8) Evidence that a performance bond of twenty five thousand dollars (\$25,000.00) guaranteeing the operation of the school for three years and conditioned on compliance with barbering laws and regulations applicable to the school has been secured.
- (9) Some reliable proof that the community will support the proposed barber school;

(10) The biennial license fee;

(11) Complete copy of the curriculum and tuition rates with the curriculum organized in a written form showing the sequence in which various subjects are to be taught and the number of sessions or hours for each subject.

(Board of Barber Examiners; Rule 30; filed Feb 6, 1981, 4:10 pm: 4 IR 376; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)

816 IAC 1-2-18 Transferred students

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7

Sec. 18. If a student wishes to transfer to another barber school, a transcript of his grades and hours must be submitted to the board along with the school entry form from the new school. The transfer must be approved by the board.

A student will not be approved for transfer to another school until all financial arrangements have been satisfactorily settled with the school from which the student is transferring and a transcript of hours has been received from the board. The board may order the issuance of the grade transcript by the forwarding school upon complaint of affected student. *(Board of Barber Examiners; Rule 31; filed Feb 6, 1981, 4:10 pm: 4 IR 377; filed Feb 20, 1986, 3:00 pm: 9 IR 1660; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)*

816 IAC 1-2-19 Licensing examination

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7-5

Sec. 19. (a) A barber student must pass the licensing examination within three (3) years of graduation. If a barber student fails to pass the licensing examination within three (3) years of graduation, the student must successfully complete the barber instruction again, in compliance with the standards in place at the time of reentry to barber school, before being permitted to sit for the barber examination.

(b) The board of barber examiners may waive the requirement in subsection (a) if an applicant is unable to meet the deadline and shows good cause. *(Board of Barber Examiners; 816 IAC 1-2-19; filed Sep 16, 1998, 4:02 p.m.: 22 IR 455; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)*

Rule 3. Fees and Examinations

816 IAC 1-3-1 Fees

Authority: IC 25-7-5-14; IC 25-7-5-15; IC 25-1-8-2

Affected: IC 25-7-6-1; IC 25-7-11-5

Sec. 1. The following fees shall be collected:

(1) For the examination of an applicant to practice as a barber, fifty dollars (\$50).

(2) For the issuance of an initial four (4) year license to practice barbering by an applicant applying on the basis of reciprocity, one hundred dollars (\$100).

(Board of Barber Examiners; 816 IAC 1-3-1; filed Feb 20, 1986, 3:00 p.m.: 9 IR 1660; filed Jan 20, 1993, 4:00 p.m.: 16 IR 1511; filed Jun 14, 1996, 3:00 p.m.: 19 IR 3098; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823; filed Jun 17, 2003, 9:19 a.m.: 26 IR 3648)

816 IAC 1-3-2 Examination scores

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7

Sec. 2. The board examination shall be a standardized examination for the testing of barbers. An applicant shall be deemed to have passed the barber examination upon attaining a passing score of 75% on the written portion and a passing score of 75% on the practical portion of the examination. The same passing scores shall apply to the barbering instructor examination. *(Board of*

Barber Examiners; 816 IAC 1-3-2; filed Feb 20, 1986, 3:00 pm: 9 IR 1660; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)

816 IAC 1-3-3 Practice limitations

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7

Sec. 3. No licensee of the board shall perform permanent waving or hair coloring without benefit of adequate training qualifying the licensee to use these techniques. *(Board of Barber Examiners; 816 IAC 1-3-3; filed Feb 20, 1986, 3:00 pm: 9 IR 1660; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)*

816 IAC 1-3-4 Reexamination requirements; barber

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7

Sec. 4. (a) This section establishes reexamination requirements under IC 25-7-1-5(b) [*Repealed by P.L.234-1995, SECTION 30, effective July 1, 1995.*] for an applicant who has failed one (1) or both portions of the barber examination.

(b) An applicant who files a new application and pays the required fee within ninety (90) days after the date of the first examination shall be required to take only the portion or portions of the examination previously failed.

(c) An applicant who fails to apply within a ninety (90) day period, or fails to pass the previous reexamination, will be required to take only the portion or portions of the examination previously failed, upon filing within one (1) year after the date of the examination failure, a new application with proof of completing two hundred fifty (250) additional hours of training in an approved school of barbering and pay the examination fee.

(d) An applicant who fails to apply within one (1) year after the date of the first examination failure shall be required to file a new application:

- (1) with proof of completing two hundred fifty (250) additional hours of training in an approved school of barbering;
- (2) pay the examination fee; and
- (3) shall pass both portions of the examination.

(Board of Barber Examiners; 816 IAC 1-3-4; filed Jan 20, 1993, 4:00 p.m.: 16 IR 1511; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)

816 IAC 1-3-5 Reexamination requirements; barbering instructor

Authority: IC 25-7-5-14; IC 25-7-5-15

Affected: IC 25-7

Sec. 5. (a) This section establishes reexamination requirements for an applicant who has failed one (1) or both portions of the barbering instructor examination.

(b) An applicant who files a new application and pays the required fee within ninety (90) days after the date of the first examination shall be required to take only the portion or portions of the examination previously failed.

(c) An applicant who fails to apply within a ninety (90) day period, or fails to pass the previous reexamination, will be required to take only the portion or portions of the examination previously failed, upon filing within one (1) year after the date of the examination failure, a new application with proof of completing two hundred fifty (250) additional hours of instructor training in an approved school of barbering and pay the examination fee.

(d) An applicant who fails to apply within one (1) year after the date of the first examination failure shall be required to file a new application:

- (1) with proof of completing two hundred fifty (250) additional hours of instructor training in an approved school of barbering;
- (2) pay the examination fee; and
- (3) shall pass both portions of the examination.

(Board of Barber Examiners; 816 IAC 1-3-5; filed Jan 20, 1993, 4:00 p.m.: 16 IR 1511; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)

816 IAC 1-3-6 Barber examination; application; filing deadline

Authority: IC 25-7-5-14; IC 25-7-5-15
 Affected: IC 25-7

Sec. 6. A completed application and the applicable fee for the examination to practice as a registered barber shall be filed with the board no later than two (2) weeks prior to the scheduled examination date. *(Board of Barber Examiners; 816 IAC 1-3-6; filed Jan 20, 1993, 4:00 p.m.: 16 IR 1512; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)*

Rule 4. Barbering Instructors

816 IAC 1-4-1 Barbering instructors; education, training; experience requirements

Authority: IC 25-7-5-14; IC 25-7-5-15
 Affected: IC 25-7-5

Sec. 1. (a) To qualify for registration as a barbering instructor, an individual must:

- (1) be an Indiana registered barber;
- (2) be a graduate of an accredited high school or have received a high school equivalency certificate (G.E.D.); and
- (3) have completed at least nine hundred (900) hours in instructor training from a school of barbering.

(b) Until July 1, 2001, candidates to become barber instructors may count five (5) years of full-time practice as an Indiana barber as the equivalent of nine hundred (900) hours of instructor training from a school of barbering. *(Board of Barber Examiners; 816 IAC 1-4-1; filed Nov 28, 1988, 5:30 p.m.: 12 IR 922; filed Sep 18, 1998, 11:46 a.m.: 22 IR 454; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)*

816 IAC 1-4-2 Barber instructor training

Authority: IC 25-7-1-25
 Affected: IC 25-7-1-1

Sec. 2. (a) Section 3 of this rule establishes the curriculum for barber instructor training. The first column in section 3 of this rule states the subject matter of training. The second column lists the number of hours required in classroom and demonstration practice required for each student. The third column lists the number of hours of actual practice required for each student. The fourth column lists the total number of hours of training required in each subject.

(b) The hours required in classroom theory training identified in subsection (a) are defined as a systematically organized knowledge of a system of facts, accepted principles, laws, and rules of procedure devised to analyze, predict, explain, or demonstrate the nature of a particular subject matter of training. Such a system is distinguished from actual practice. *(Board of Barber Examiners; 816 IAC 1-4-2; filed Jan 5, 1994, 5:00 p.m.: 17 IR 998; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)*

816 IAC 1-4-3 Barber instructor training curriculum

Authority: IC 25-7-5-14; IC 25-7-5-15
 Affected: IC 25-7-12

Sec. 3. The following are the requirements for curriculum for barber instructor training:

| Subject | Theory and Demonstration Practice | Actual Practice | Total Hours |
|--|---|--------------------|----------------|
| Orientation and review of the curriculum for barber training as established in 816 IAC 1-2-8 | 30 | 50 | 80 |
| Introduction to teaching | 30 | | 30 |
| Course outline and development (1) Lesson planning | 160 | 170 | 330 |

BOARD OF BARBER EXAMINERS

| | | | |
|---|-----------|-----|-----|
| (2) Teaching techniques | | | |
| (3) Teaching aids | | | |
| (4) Developing | | | |
| (5) Administering and grading examinations | | | |
| Laws and rules | 30 | 20 | 50 |
| (1) Record keeping | | | |
| (2) School administration | | | |
| Teaching | | | |
| (1) Assisting in the clinic and theory classrooms | | 150 | 150 |
| (2) Practice teaching in the clinic and theory classrooms | | 260 | 260 |
| | <hr/> 250 | 650 | 900 |

(Board of Barber Examiners; 816 IAC 1-4-3; filed Jan 5, 1994, 5:00 p.m.: 17 IR 998; readopted filed Jun 22, 2001, 8:59 a.m.: 24 IR 3823)

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