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Department of Commerce, Community, and Economic Development
**DIVISION OF CORPORATIONS, BUSINESS
AND PROFESSIONAL LICENSING**

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DCCED-CBPL State of Alaska

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BOARD OF BARBERS AND HAIRDRESSERS

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Initial Individual Applications

- [Barber, Hairdresser and Esthetician Application](#)
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- [Manicurist with Advanced Endorsement Application](#)
#08-4433, Revised 7/14/17.
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BARBERS & HAIRDRESSERS

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Architects, Engineers, and Land Surveyors
Athletic Trainers
Audiologists & Speech-Language Pathologists



THE STATE

of

ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Barbers and Hairdressers Program

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/BoardOfBarbersHairdressers

Instructions for Barber, Hairdresser and Esthetician License Application

Please read instructions before completing the application. Any section of the application that is not complete or not submitted will delay the issuance of your license.

MINIMUM HOUR REQUIREMENTS FOR LICENSURE:

Barber or Hairdresser	1,650 hours of training in an approved school <u>or</u> 2,000 hours of training in an apprenticeship program approved by the board.
Esthetics (skin care only)	350 hours of training in an approved school <u>or</u> 350 hours of training in an apprenticeship program approved by the board.

LICENSURE BY EXAMINATION: The examinations, both written and practical, are scheduled approximately every four weeks in Anchorage and approximately every eight weeks in Fairbanks. Applicants who meet the requirements listed below will be notified of the exact time and place of the examination. The examination dates/deadlines may be viewed on the Board's website at: ProfessionalLicense.Alaska.Gov/BoardOfBarbersHairdressers (or contact the Division).

The following must be received in the division 30 days before the examination date:

1. Complete notarized application.
2. Supporting documents of training. (Supporting documents must be original documents or certified true copies, i.e., student monthly reports or certification from another state regarding hours.)
3. A check or money order payable to State of Alaska as follows:
Application fee (nonrefundable) of \$150
Examination fee of \$120.00 (\$60 for practical, \$60 for written).
If you want to be tested in two areas (i.e., hairdressing and esthetics), two exam fees and two application fees must be submitted. (A separate application for esthetician is enclosed and must be completed, if applicable.)
4. The initial license fee of \$180.00 for Barber, Hairdresser, or Esthetician, may be submitted now, or upon passing the examination.

TEMPORARY LICENSE: The board may issue a temporary license to practice barbering, hairdressing, or esthetics to an applicant who has applied and is qualified to take the examination. The temporary license allows an applicant to practice under the supervision of a person who is currently licensed in the field of practice for which the applicant is applying. The following documents must be in this office before your application for a temporary license will be considered:

1. A completed notarized application and \$150.00 nonrefundable application fee. (Make check or money order payable to the State of Alaska.)
2. Examination fee of \$120.00 (\$60.00 for practical and \$60.00 for written).
3. Temporary license fee of \$100.00.
4. Statement of Responsibility form must be completed by the individual for whom you will be working (form enclosed).

Temporary licenses are valid for 120 days and are nonrenewable. An individual may not receive more than one temporary license for each area of practice. The temporary license allows an applicant to practice under supervision if the applicant is scheduled for an examination or is awaiting examination results.

LICENSURE BY WAIVER OF EXAMINATION: The following documents must be on file before your application will be considered:

1. Complete notarized application.
2. Verification of Training, Examination, and Licensure sent directly from the state board where you are currently licensed. Please note that your out-of-state license must be current when your Alaska license is issued. A COPY OF YOUR LICENSE IS NOT ACCEPTABLE.

You must have passed both written and practical examinations in another state where you have been licensed or are currently licensed. If you did not pass both written and practical examinations, it will be necessary for you to do so in Alaska before receiving your license.

3. An individual who has less than the required 1,650 hours of hairdresser or barber training may submit proof of full-time work experience averaging at least 32 hours per week. Depending upon the number of hours of training an applicant may have, either one year or two years of full-time work experience will be required. See 12 AAC 09.095(a)(3)(C) and (D). A form is enclosed for this purpose.

Individuals applying for the esthetician license must have 350 hours of esthetics training.

An individual who does not have the required number of hours or sufficient work experience as a hairdresser or barber may obtain the additional hours by attendance at an approved school or an approved apprenticeship program. An individual who does not have the required esthetician training will be required to obtain the additional hours in a licensed school or approved apprenticeship program.

4. A check or money order payable to State of Alaska as follows:

A. Application Fee – \$150.00 (for each type of license)
(nonrefundable)

B. Initial License Fee as applicable:

Barber – \$180.00
Hairdresser – \$180.00
Esthetician – \$180.00

TEMPORARY PERMITS: An applicant holding a current valid license from a board of barbering/hairdressing or esthetics in another state may be granted a temporary permit. The permit is valid for a maximum of six months or until the board either issues a permanent license or rejects the application. A request for a temporary permit must be made on the application for permanent licensure form and must include the following:

1. Complete notarized application.
2. Notarized copy of a current license from another state. Your license from the other state must be current when Alaska issues your permanent license. If your license in another state lapses before Alaska issues your permanent license, you will be required to renew your out-of-state license.
3. A check or money order payable to State of Alaska as follows:

Application Fee (nonrefundable):	\$150.00
Temporary Permit Fee:	\$100.00
Permanent License Fee:	\$180.00

EXAMINATION INFORMATION: The hairdresser and esthetician written exam is provided in English, Spanish, and Vietnamese and Korean. The barber exam is provided in English, Spanish Vietnamese and Korean. **Individuals wishing to take the written exam in a foreign language must submit their request in writing by the deadline date of the exam they wish to attend. Late requests will not be accommodated.**

Individuals who would like the written exam read to them in English must submit their request for a “verbal” exam in writing. The written request must be received by the deadline date for the exam they wish to attend. Interpreters are not allowed in either the practical or written exam sites.

Candidates taking the written or verbal exam will be allowed 90 minutes to complete the exam. Only individuals who meet the ADA (Americans with Disabilities Act) may be granted additional time, or other accommodations as determined appropriate.

An applicant who fails the written examination or any subject of the practical examination three times or more will be required to complete additional hours of training. See 12 AAC 09.075(f).

SPECIAL ACCOMMODATIONS FOR EXAMINATION – Programs under the jurisdiction of the Division of Corporation, Business and Professional Licensing are administered in accordance with the Americans with Disabilities Act. If you require a special accommodation when taking the licensing examination, you must submit a completed Application for Examination Accommodation for Candidates with Disabilities form. This form is available on the division’s website: ProfessionalLicense.Alaska.Gov/BoardOfBarbersHairdressers or contact the division to request the form.

GENERAL INFORMATION

If you wish to practice skin care in the State of Alaska, you must be licensed as an esthetician. The Board of Barbers and Hairdressers also issues licenses for the following categories: Instructor, School, Shop Owner, Student Permits (School or Apprentice), Manicuring, Body Piercing, and Tattooing and Permanent Cosmetic Coloring.

If you own a Shop or are an Independent Contractor you must apply for a shop owner license issued by the board. A state business license is also required. Please contact the Business License section at (907) 465-2550 or online at: BusinessLicense.Alaska.Gov

SOCIAL SECURITY NUMBERS: In accordance with AS 08.01.060, the Department is not authorized to issue a license unless the applicant's social security number has been provided to the Department. If you do not have a social security number, you may download the *Request for Exception from Social Security Number Requirement form* or contact the Division.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS: If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Postsecondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

PUBLIC INFORMATION: Information supplied with this application will be considered public unless required to be kept confidential by law. Information about current licensees, including mailing addresses, is available on the Division's website at: ProfessionalLicensing.Alaska.Gov under License Search.

NAIL TECHNICIANS

To perform Manicuring, an individual must hold either a manicurist license or a nail technician license.

RENEWAL INFORMATION

All licenses expire on August 31 of odd-numbered years regardless of when issued, except new licenses issued within 90 days of the license expiration date will be issued through the next renewal date.

DEFINITIONS

- I. "Barbering" means shaving, trimming, or cutting, styling, curling, permanent waving, bleaching, coloring, cleansing, or chemically straightening the beard or hair of a living person for a fee and for cosmetic purposes.
- II. "Hairdressing" means performing, for a fee, the following services for cosmetic purposes: (a) trimming, or cutting the beard of a living person; and (b) arranging, styling, dressing, curling, temporary waving, permanent waving, cutting, singeing, bleaching, coloring, cleansing, conditioning, or similar work on the hair of a living person.
- III. "Esthetics" means the use of the hands, appliances, cosmetic preparations, antiseptics or lotions in massaging, cleansing, stimulating, or similar work on the scalp, face, or neck, including skin care, make-up and temporary removal of superfluous hair, for cosmetic purposes for a fee.
- IV. "Manicuring" means for a fee, to cut, trim, polish, color, tint, or cleanse a natural or artificial nail; affix material by artificial means to a natural nail for the addition to or extension of the natural nail; cleanse, treat, or beautify the hands or feet for cosmetic purposes; or to otherwise treat the nails of the hand or foot. (See AS 08.13.220(10).) *
- V. "Limited Esthetics" means to perform for a fee for cosmetic purposes: temporary removal of superfluous hair on the face or neck, including eyebrow arching for use of wax; or application of makeup or false eyelashes.*
- VI. "Tattooing and Permanent Cosmetic Coloring" means the process by which the skin is marked or colored by insertion of nontoxic dyes or pigments into the dermal layer of the skin so as to form indelible marks, figures, or decorative designs for nonmedical purposes.
- VII. "Body Piercing" means puncturing the body of a person by aid of needles or other instruments designed to be used to puncture the body for the purpose of inserting jewelry or other objects in or through the human body, except that, for purpose of this chapter, "body piercing" does not include puncturing the external part of the human ear.

* A person licensed as a hairdresser may practice manicuring and limited esthetics under the hairdresser license.

NOTIFICATION OF PROPOSED REGULATION CHANGES

If you would like to receive notice of all proposed regulations changes for your program please send a request in writing with your name, preferred contact method (mail or e-mail) and the program you want to be updated on to:

REGULATIONS SPECIALIST
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
Juneau, Alaska 99811-0806