



ALABAMA BOARD OF COSMETOLOGY AND BARBERING

RSA Union Building, 100 N. Union Street, Suite 324

P. O. Box 301750

Montgomery, AL 36130-1750

334-242-1918 Office

800-815-7453 toll free

334-242-1926 Fax

www.aboc.alabama.gov

APPLICATION TO CONDUCT A SCHOOL

*****MUST BE IN BOARD OFFICE AT LEAST 90 DAYS PRIOR TO PROPOSED OPENING DATE***
PLEASE SEND ONE ORIGINAL APPLICATION AND SEVEN COPIES**

Curriculum: Barber Cosmetology Esthetics Manicure Natural Hair Stylist Waxing

Name of Proposed School: _____

Address of Proposed School: _____

Street address

County

City

State

Zip Code

Mailing Address if different: _____

Contact Person: _____ Proposed Opening Date: _____

Telephone numbers (please provide two): _____

area code & phone number

area code & phone number

Day School _____ Night School _____ Both _____ Email: _____

Name and home address of school owner(s): _____

If owner is a corporation, state names and address of officers and principle stockholders and the name of the registered agent (use additional page is necessary):

BY MY SIGNATURE I CERTIFY UNDER PENALTY OF PROSECUTION THAT I AM EITHER A CITIZEN OF THE UNITED STATES OR LEGALLY PRESENT IN THE UNITED STATES AND AUTHORIZED TO WORK.

Signature of Owner

Signature of Owner

Date

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public
My commission expires _____.

1/2019

ABOC USE ONLY	
Ck# _____	Type _____
Fee _____	LtChg _____ Total _____
ACCT date _____	by _____
Date proc/ret _____	by _____
Notes: _____	

Requirements for School Application

1. Descriptive floor plan showing a minimum of 1,200 square feet floor space available for instructional purposes, location of rest rooms for male and female students, location of classroom, shampoo area, dispensary, entrances, exits and names and locations of pieces of equipment to be used in each room.
2. A personal financial statement showing that you have sufficient financial resources with which to provide the necessary facilities and equipment required to operate a school in accordance with the rules and regulations of the Board. Unaudited financial statements are acceptable if prepared by a Certified Public Accountant or an accountant who uses accepted accounting procedures and provides details which assure financial stability. Such personal finances shall be kept confidential.
3. A bond in the sum of \$50,000.00 in favor of the State of Alabama underwritten by a company authorized to do business in Alabama is required to open and maintain a school. *Code of AL 1975, §34-7B-26-1(a)*
4. Sample of student contract agreements and financial forms relating to tuition, grants and scholarships.
5. Furnish and maintain a liability insurance policy for a minimum of five hundred thousand dollars (\$500,000.00) for said school.
6. Attach an inventory of all equipment to be provided and maintained and used in the school.
7. List the names, addresses and license numbers of instructors to be hired. A minimum of one licensed instructor and one licensed on-call instructor is required for up to twenty students.
8. Approval by the city zoning board for school. If city is not zoned, a statement to this effect must be completed and signed by city or county authorities.
9. A license fee in the amount of \$300.00 in the form of a cashier's check or money order made payable to the Alabama Board of Cosmetology and Barbering.
10. A copy of each owner's current driver's license and Social Security card and each owner's E-mail address.
11. A copy of the school's city and/or county business license.

Instructor Affidavit

I, _____, hereby certify that I hold an Instructor's license, Record ID# _____ for the license period _____ and will be the Instructor in _____ and will be on duty in

Name of School

this school as:

_____ Full Time (present at the school when open for business) OR

_____ On-Call

If Instructor for night classes, please check here _____.

I further certify that I accepted this position in this school and in this capacity on the _____ day of _____, 20____.

Signature of Instructor

School Performance Bond

Know All Men by These Presents that we _____ are held and firmly bound unto the State of Alabama in the Sum of Fifty Thousand and no/100 Dollars (\$50,000) for the payment of which well and truly to be made, we do bind ourselves, our heirs, executors, administrators or assigns jointly and severally firmly by these presents. The right of exemption under the constitution and laws of the State of Alabama is hereby waived.

Witness our hand and seal this _____ day of _____, 20____.

The condition of the foregoing obligation is such, that whereas the said _____ is engaged in the business of operating a school in the State of Alabama and as such, collects tuition from students attending said school to pay for the courses being taught in said school:

Whereas, we do agree in the event said school is discontinued to refund said students the pro rata amount of tuition paid to, but not earned by said school.

Now, therefore, if the said _____ shall well and truly and faithfully discharge and perform all the duties hereinabove set out and shall refund all monies as hereinabove set out, then this obligation shall be null and void; otherwise, to remain in full force and effect.

It is mutually agreed and understood between all parties hereto, that if the surety shall so elect, this bond may be cancelled and discontinued by giving sixty (60) days notice in writing to the Board of Cosmetology and Barbering of Alabama, and this bond shall be deemed cancelled at the expiration of said sixty (60) days, that said surety remaining liable for all or any act or acts covered by this bond, which may have been committed by the principal up to the date of cancellation, under the terms, conditions and provisions of this bond.

Witness our hands and seals, this _____ day of _____, 20____.

_____ (L.S.)

_____ (L. S.)

_____ (L.S.)

Taken and approved, this _____ day of _____, 20____.

Licensed Resident Agent

Signature of Owner or Agent of Corporation

Listed below are the *Statutes and Regulations for Schools.*
THIS INFORMATION IS PROVIDED FOR YOUR ASSISTANCE.

§ 34-7B-1

(21) School. An establishment licensed or registered by the board to teach any or all of the practices of barbering or cosmetology.

§ 34-7B-26 Schools

(a) Before being licensed by the board to operate a school, an applicant shall satisfy all the requirements of this section.

(1) An applicant shall submit to the board all of the following:

- a. A bond, in the amount of fifty thousand dollars (\$50,000) to protect potential students in the event of closure.
- b. Proof of sufficient liability insurance coverage.
- c. A current financial statement prepared by a reputable source and, if required by the board, a letter of credit.
- d. A list of equipment owned by the school.
- e. A sample of student contract agreements and financial forms relating to tuition, grants, and scholarships.
- f. Furnish affidavits from an adequate number of prospective students as approved by the board stating their intent to enroll when the school opens.

(2) The applicant, owner, proposed dean, or proper corporate executive may be required to appear before the board.

(3) The applicant shall satisfy the board that the building proposed to house the school is all of the following:

- a. In compliance with all state and local zoning, health, and building codes.
- b. Clean and well lighted.
- c. Large enough to accommodate the anticipated student body.
- d. Completely segregated from any other business.
- e. Contains sufficient equipment and supplies for the proper and complete teaching of all subjects in its proposed curriculum.

(b) To maintain current and continuing licensure under this chapter, the school, to the satisfaction of the board, shall do all of the following:

- (1)** Employ one instructor and one on-call instructor for the first 20 students enrolled and in attendance at the school, and an additional instructor for each additional 20 students enrolled and in attendance at the school.
 - (2)** Have no more than two instructor trainees per each instructor.
 - (3)** Provide that the same person may not serve as the on-call instructor for more than one school.
 - (4)** Maintain daily, monthly, and cumulative records for each student.
 - (5)** Maintain regular classes and instruction hours.
 - (6)** Establish grades and conduct appropriate examinations on a timely basis.
 - (7)** Require a school term of training for a complete course with the minimum number of hours prescribed for each term. Programs reporting by clock hours shall comply with recording rules provided in this subsection and shall also furnish the board with an official transcript for each student within 30 days after the student completes the program or terminates enrollment.
 - (8)** Include practical demonstrations, theoretical studies, and the study of sanitation, sterilization, and other safety measures and the use of antiseptics, cosmetics, and electrical appliances consistent with the practical and theoretical requirements applicable to any of the practices regulated by this chapter which are part of the school's curriculum.
- (c)** A school engaged only in the teaching of Class 2 barbers, estheticians, or manicurists is not required to provide instruction in other practices regulated by this chapter. Such a school is required to satisfy all requirements imposed upon a school of cosmetology or a school of barbering relating to instructors, attendance records, enrollment, and other matters.
- (d)** The sale or transfer of a school is subject to prior approval by the board if the school is to continue in operation after the sale or transfer. The board may deny the sale or transfer of a school if the owner or operator of the school is the subject of outstanding violations of this chapter or the rules of the board, or both.

250-X-5-.02 School Requirements.

(1) The Board must be furnished a statement by the proper zoning authority that the school will be located in an area approved for operation of a school. If there is no appropriate zoning authority, a statement to that effect must be furnished to Board.

(2) A personal financial statement is required to open and operate a school.

(3) A bond in the amount of \$ 50,000 in favor of the State of Alabama underwritten by a company authorized to do business in Alabama is required to open and maintain a school. Code of AL, 1975, § 34-7B-26-1(a).

(4) A liability insurance policy for at least five hundred thousand (\$500,000) dollars is required to open and maintain a school.

(5) Any existing school which wishes to expand operations at the same physical location must notify the Board in writing and maintain student and instructor requirements provided in this section.

(6) Each school must furnish the Board a copy of its standard contract for students.

(7) Each school must furnish the Board a copy of all financial forms relating to tuition, grants and scholarships.

(8) Any school terminating operations must:

- (a) Inform the Board at least thirty (30) working days prior to anticipated date of termination;

- (b) Provide certified student records to the Board in a format approved by the Board on or before the last day of operation;
- (c) Provide each current student a certified transcript of hours completed, and for which the school has been compensated;
- (d) Refund any unearned tuition to students;
- (e) Transfer to new owner all certified student records if the school is being sold or transferred.
- (9) All schools must maintain at least 1,200 square feet inside wall dimensions of floor space to Accommodate twenty (20) students. For each additional student over twenty (20) an additional fifteen (15) square feet of floor space is required.
- (10) Schools must be completely segregated from any other type business by a solid wall from ceiling to floor without an opening of any type.
- (11) Booths in work areas must be open and provide a clear view of students at work.
- (12) Schools must be housed in a facility that is clean, properly lighted and ventilated and complies with all applicable health and building codes.
- (13) An inventory of all equipment to be used in the school must be provided to the Board.
- (14) Schools with less than twenty (20) students must maintain on staff at least one full-time instructor and one on-call instructor. For each additional twenty (20) students or fraction thereof, one additional fulltime instructor must be provided on staff.
- (15) The same person cannot be the on-call instructor for two schools.

250-X-5-.03 School Curriculum

- (1) All schools must establish and maintain a course of study consistent with standards set by the Board. Public schools are expected to set curricula under guidelines of their governing authority consistent with Board policies.
- (2) Students will receive credit only for training physically conducted at a properly licensed school.
- (3) The Board will accept hours from public institutions for credit hour programs if properly certified by a licensed instructor. Code of AL 1975, § 34-7B-18(3)a.
- (4) Day schools must conduct at least six hours of theory classes each week.
- (5) Night Schools must conduct at least three hours of theory classes each week.

250-X-5-.06 General Rules for Schools

- (1) Student enrolment records must be received by the Board within thirty (30) days after students enroll. Any hours earned before the Board receives proper enrolment forms will not be credited.
- (2) All schools must keep a record of daily attendance, daily, monthly and cumulative totals of hours earned by students, and furnish the Board a certified copy of hours after students finish training or leave school.
- (3) Private schools are required to send student daily, monthly and cumulative attendance records to the board office by the 15th day of the month following the month in which hours are earned.
- (4) Students may not receive credit for more than forty-eight (48) clock hours earned in one week, including any make up hours.
- (5) Schools are not allowed to promise students guaranteed employment after completion of training.
- (6) No student may be called from theory class to perform service for the public.
- (7) Any demonstration of new processes or products to students must be made in the presence of instructors on staff at the school.
- (8) No school may prepare food for resale.
- (9) No school may charge public for student services before students complete 15% of their training.
- (10) No school may pay a student, instructor trainee or instructor for service performed on the public.
- (11) All schools must hold both written and practical examinations on a regular basis, including content of Board law and regulations.
- (12) No school may prohibit an authorized representative of the Board from conducting an inspection of the school premises, personnel or student records at any time during regular business hours.
- (13) Schools are allowed to set their own rules for absenteeism and tardiness.
- (14) When students complete appropriate hours of training, schools must submit a record of completion form certifying students for examinations.
- (15) Barber, Cosmetology, Esthetician, and Manicure students must become licensed within two (2) years from record of completion date of original training or complete 375 hours of school training before applying or reapplying for examination. Code of AL 1975, § 34-7B-15(f)
- (16) Natural Hair Stylist students must become licensed within two (2) years from record of completion date or original training or complete 75 hours of school training before applying or reapplying for examination. Code of AL 1975, § 34-7B-15(f)
- (17) No student may be enrolled in more than one school at the same time.
- (18) Schools may use students to perform services for the public for a fee and advertise for such services provided that:
 - (a) Any advertisement states in bold legible print that students are performing the services; and (b) In all areas where students are performing services for the public, legible signs of appropriate size must be posted notifying public that students are being used to perform services.

250-X-5-.07 School Equipment and Supplies.

- (1) Schools must provide a dispensing room which contains lavatory or sink, bottles and containers distinctly and correctly labeled, a large wet sterilizer, adequate supplies of clean towels, linens.
- (2) Schools must provide a separate room for demonstration and study equipped with adequate visual teaching aids, chairs and/or desks for student use.
- (3) Schools must provide a reference library stocked with up to date books and materials recommended by the Board for instruction. A copy of the most recent version of Board's law and regulations with any amendments must also be included in library.
- (4) Schools must provide a wet sanitizer at each student work station.
- (5) Schools must provide adequate lockers for student use.
- (6) School restroom may not be used for storage.
- (7) Schools must provide adequate office equipment for maintaining student records.

250-X-5-.08 Barber Schools

The following minimum equipment and supplies are required for a barber school to become licensed:

- (a) Three (3) shampoo bowls
- (b) Three (3) barber chairs or all purpose chairs.
- (c) One sink
- (d) Adequate drying equipment
- (e) Reference books, charts, supplies and equipment necessary for required curriculum.

250-X-5-.09 Cosmetology Schools.

The following minimum equipment and supplies are required for a school of cosmetology to become licensed:

- (a) Five (5) shampoo bowls
- (b) Three (3) facial chairs or all purpose chairs.
- (c) One sink
- (d) Six (6) dryers
- (e) Two (2) manicure tables
- (f) Six (6) styling chairs
- (g) Six (6) mannequins
- (h) Reference books, charts and equipment necessary for required curriculum.
- (i) An adequate quantity of cosmetology, manicuring, esthetics, sanitation and sterilization supplies necessary for required curriculum.

250-X-5-.10 Manicure Schools.

The following minimum equipment and supplies are required for a school of manicure to become licensed:

- (a) Six (6) manicure tables
- (b) Six (6) manicure chairs.
- (c) One sink
- (d) Reference books, charts and equipment necessary to teach required curriculum.
- (e) An adequate quantity of manicure, nail technology, sanitation and sterilization supplies necessary for required curriculum.

250-X-5-.11 Esthetics Schools.

The following minimum equipment and supplies are required for an esthetics school to become licensed:

- (a) Three (3) facial treatment chairs, hydraulic chairs or treatment tables.
- (b) Three (3) esthetician stools.
- (c) Three (3) facial vaporizers
- (d) Three (3) Woods lamps
- (e) Three (3) footed magnifying lamps
- (f) One (1) electric wax heater

- (g) Three (3) utility tables or one adequate sized continuous counter top
- (h) Three (3) high frequency apparatuses
- (i) One (1) galvanic or faradic/sinusoidal apparatus
- (j) One sink
- (k) Reference books, charts and equipment necessary for curriculum.

250-X-5.13 Natural Hair Stylist Schools

The following minimum equipment and supplies are required for a natural hair stylist school to become licensed:

- (a) Three (3) shampoo bowls.
- (b) Three (3) all purpose chairs
- (c) Adequate drying equipment
- (d) One sink
- (e) Reference books, charts and equipment necessary for required curriculum
- (f) An adequate quantity of sanitation and sterilization supplies necessary for required curriculum