



STATE BOARD OF COSMETOLOGY AND BARBER EXAMINERS

500 JAMES ROBERTSON PARKWAY, NASHVILLE, TENNESSEE 37243
(615) 741-2515 Fax: (615) 741-1310
Website: <http://www.tn.gov/commerce/section/cosmetology-and-barber-examiners>

Check Type of Barber School Application:

- NEW SCHOOL
- CHANGE OF LOCATION
- CHANGE OF OWNERSHIP
- CHANGE NAME

| |
|-----------------------------------|
| File# _____ |
| Xact# _____ |
| Inspector: _____ |
| Date Approved by Board: _____ |
| Date Assigned: _____ |
| For official use only |
| Fees: |
| Initial School:.....\$600.00 |
| Change of Ownership:.....\$350.00 |
| Change of Location:.....\$350.00 |
| Name Change Only:.....\$10.00 |

| | | | |
|-----------------------------------------------------------------------------------------------------|----------|------------------------------|----------|
| Name of School _____ | | Business Phone (____) _____ | |
| Address _____ | | | |
| Street | City | County | Zip |
| Email address: _____ | | | |
| Owner(s): _____ | | Personal or Corporate: _____ | |
| If owner is a corporation or partnership, list names, titles and addresses of officers or partners: | | | |
| Name: _____ | | Address: _____ | |
| Name: _____ | | Address: _____ | |
| Manager: _____ | | ID Number _____ | |
| Proposed Days and Hours of Operation: _____ | | | |
| Date School will be Ready for Inspection _____ | | | |
| Barber Instructor: | File ID# | Master Barber: | File ID# |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

For Change of Ownership Only:

| |
|----------------------------------------|
| Former Owner: _____ |
| Former School License ID Number: _____ |

For Change of Location Only:

| |
|------------------------------|
| Former School address: _____ |
|------------------------------|

For Change of Name Only:

| |
|---------------------------|
| Former School Name: _____ |
|---------------------------|

New school, change of ownership and change of location must pass initial inspection before opening for business.
This application must be signed and submitted with all the necessary paperwork.

State of Tennessee:

I hereby swear or affirm that the statements on this form are true and accurate to the best of my knowledge and belief.

Signature of Applicant

DIRECTIONS

It is unlawful for any person, firm or corporation to operate a school without conspicuously displaying a valid license. **All requirements stated in Tenn. Code Ann. § 62-3-123 must be met.** Please submit to the Board the following:

1. A completed, application, accompanied by the required fee.
2. The floor plan shall provide for and the school shall contain, at least sixteen hundred square feet (1600 sq. ft.) of instructional floor space, including an enclosed classroom for theory instruction. The building shall meet all applicable fire and building regulations prescribed by state or local government.
3. Proposed days and hours of operation, and a copy of the course curriculum.
4. A True and exact copy of an application from at one (1) student, who will enroll and attend school for a minimum of twenty-five (25) hours.

ALL SCHOOLS MUST ABIDE BY THE FOLLOWING RULES AND REGULATIONS

1. Prior to the opening of a new, change of ownership or location of a school, the school must pass an initial inspection by a board field inspector. The school must fulfill any conditions stipulated by the Board.
2. A branch school shall be considered a new school and closed to the public for ninety (90) days.
3. The school must employ at least:
 - A. One (1) licensed instructor, where the enrollment is fifteen (15) students. The ratio of 15:1 must always be maintained.
 - B. Two (2) licensed instructor, or one (1) licensed instructor and one instructor assistant who has not been employed as such for no more than three years (certificate is invalid after September 1 of the third year), where the enrollment is greater than fifteen but not greater than thirty students.
4. The requirements of the school for enrollment of students are:
 - A. Every barber school shall maintain documentation in each student's file which evidences age and education which meets eligibility requirements for enrollment;
 - B. Every enrollment of a student in a barber school shall be evidenced by a written enrollment agreement, signed by both parties, which clearly details the rights and obligations of both parties;
 - C. The school shall furnish to the student an executed copy of the enrollment agreement and maintain a copy of the agreement in the student's file.
5. Every student enrollment agreement shall:
 - A. Be signed and dated by the student and an authorized representative of the school;
 - B. Specify the number of clock hours in the course of instruction and an approximate number of weeks or months required for completion;
 - C. Identify all costs and charges which the student must bear;
 - D. Indicate any grounds for termination of a student by the school
 - E. State in clear and understandable language the school's refund policy;
 - F. List any special conditions or requirements for graduation; and
 - G. Contain an acknowledgment that the student has read and understands the agreement before making any payment thereunder.
6. All documentation and enrollment agreements required under this rule shall be available for inspection by the State Board during business hours.

Each student, with schools assistance, shall be required to have a book (or other material approved by the board to cover the curriculum) and a complete kit pursuant to Rule 0200-1-.15 for the course as follows:

- Master Barber after one hundred (100) hours of enrollment
- Barber Technician after fifty (50) hours of enrollment

Each school shall:

- Have rubber gloves and safety goggles available to all student
- Conspicuously display within the clinic area a sign which shall read as follows:

“ALL SERVICES IN THIS SCHOOL PERFORMED BY STUDENTS ONLY.”

- **All students in a school of barber must wear a uniform prescribed by the school. All instructors must wear smocks and/or shirt and tie with name and title.**
- **Each school shall display at its entrance a sign of sufficient size to be clearly visible from the street, indicating that it is a school.**

Policy on New Construction and Alterations

THE FOLLOWING INFORMATION IS PROVIDED ON BEHALF OF THE U.S. DEPARTMENT OF JUSTICE, CIVIL RIGHTS DIVISION, OFFICE ON THE AMERICANS WITH DISABILITIES ACT (Title II, U.S. Code)

New Constructions and Alterations

- ❖ Public Entities must ensure that newly constructed buildings and facilities are free of architectural and communication barriers that restrict access or use by individuals with disabilities.
- ❖ When a public entity undertakes alterations to an existing building, it must also ensure that the altered portions are accessible.
- ❖ The ADA does not require retrofitting of existing buildings to eliminate barriers, but does establish a high standard of accessibility for new buildings.

Public entities may choose between **two (2)** technical standards for accessible design: *The Uniform Federal*

Accessibility Standard (UFAS), established under the Architectural Barriers Act, or the *Americans with Disabilities Act Accessibility Guidelines*, adopted by the Department of Justice for places of public accommodation and commercial facilities covered by Title III of the ADA.

The elevator exemption for small buildings under ADA Accessibility Guidelines would not apply to public entities covered by Title II.

For information concerning the requirements of The Americans with Disabilities Act, contact your local building codes office.